

APA Style

2018

When to use APA style

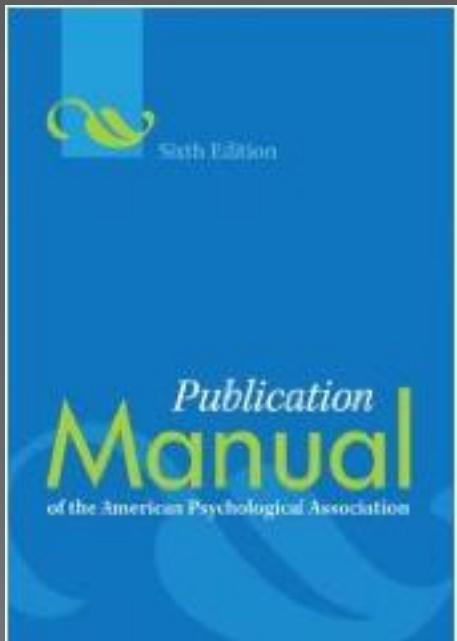
- ◉ Always use APA style!
 - > When writing a paper
 - > When referencing a source in your clinical paperwork
 - > When writing an article abstract
 - > When reviewing a movie
- ◉ In all of your nursing courses

Resources

- Your APA Textbook
- Perrin, R. (2018). *Pocket guide to APA style.* (6th ed.). Boston, MA: Cengage Learning.



Resources



- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author.
 - RES PE 1408 P83 2010 & PE 1408 P83 2010
- There are other writing resources found in the same call number area of PE 1408

Resources

The Purdue Online Writing Lab (OWL)

Suggested Resources

- Site Map
- Grades 7-12 Instructors and Students
- English as a Second Language
- Non-Purdue Instructors and Students
- Purdue Instructors and Students
- Professional Writers
- Parents
- Adult Basic Education (GED, ESL, Cover Letters, Résumés)

Welcome to the **Purdue OWL**. We offer over 200 free resources including:

- Writing and Teaching Writing
- Research
- Grammar and Mechanics
- Style Guides
- ESL (English as a Second Language)
- Job Search and Professional Writing

Writing Lab at Purdue

Purdue University students, faculty, and staff at our West Lafayette, IN campus may access this area for information on the award-winning **Purdue Writing Lab**. This area includes Writing Lab hours, services, and contact information.

Most Popular Resources

- OWL Exercises
- APA Formatting and Style Guide
- MLA 2009 Formatting and Style Guide
- Avoiding Plagiarism
- Writing the Basic Business Letter
- Developing a Résumé

Contact the Purdue OWL

Writing-related questions: **OWL Mail**

Site-related and technical questions: **OWL Webmaster Jeffrey Bacha**

- English Department: Purdue University. (2018). The Purdue online writing lab (OWL). Retrieved from <https://owl.english.purdue.edu/owl/section/2/10/>

Resources

APA Citations | Research

dept.sfcoll.edu/library/library_guides/subject/apa/

Santa Fe College
Lawrence W. Tyree Library

A - Z Index TOP MENU

Search

Class Guides | Research Guides | Research 101

APA Citations Research Guide

Index | Paper Formatting | Formatting References | Print Sources | Electronic Sources | Media & Other Sources | In-Text Citations

Help Me Cite Help Me Format Help Me Practice

- Print Sources
- My Paper
- All Practice
- Electronic Sources
- My References Page
- Alphabetizing
- Media & Other Sources
- Capitalization
- In-Text Citations
- Formatting Names
- In-Text Citations
- Putting Citations in Order
- Watch Video Tutorials

Official Manuals

Publication Manual of the American Psychological Association

BF76.7 .P83 2010, 2nd and 3rd Floors

APA Style Guide to Electronic References

Available Online

What's the Difference? APA vs. MLA

If you are used to using MLA, you may be wondering what you need to know about APA. Here are some key differences.

Basics

MLA is from the Modern Language Association and is typically used for disciplines in the arts, humanities, and literature, while APA is from the American Psychological Association and is typically used for disciplines in the social sciences, health, and education fields.

9:45 AM 9/4/2014

Citing Special Sources

guides.lib.unc.edu/c.php?g=8446&p=769403

UNC
HEALTH SCIENCES LIBRARY

Health Sciences Library's Hours >>

335 S. Columbia Street CB 7505 Chapel Hill, NC 27599-7505, (919) 962-0000

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Resources Services About Help

Citing Special Sources

How to use this guide

A-D E-I J-Z Need additional help?

This guide is intended to cover how to cite commonly used but odd references used in the health sciences. References like **drug inserts** or **conference proceedings** are commonplace, but hard to cite properly. Standard citation manuals for APA and AMA may address these references, but not explicitly. Either browse this guide on the left for the reference you need to cite or use the search button below to search through the guide for guidance on how to cite that tricky citation you have in your paper or manuscript.

Last Updated: Sep 3, 2014 8:19 PM | URL: http://guides.lib.unc.edu/citingspecialsources

Login to LibApps.

USING THE LIBRARY

Places to study Reserve a room Register for a class Borrow, renew, return Connecting from off campus

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CONNECT

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Resources

◎ Graham Hospital School of Nursing. (2018). *Student Handbook: 2018-2019*. Canton, IL: Author.

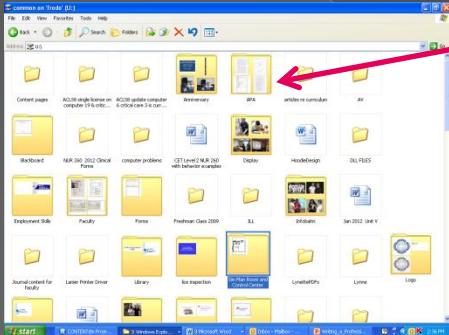


Graham Hospital School of Nursing
Putting Your APA Paper Together

1. Use standard 8 1/2 x 11" white bond/printer paper.
2. Use Times New Roman, size 12 font. Double space text and references. Basically, double space just about everything. Black ink only.
3. Use a 1-inch margin on all sides of each page, which will be approximately 27 lines of text.
4. Number all pages consecutively, starting with the title page. The order of the manuscript is title page, abstract (not required at GHSON), text, references, appendixes, and tables and figures.
5. Title page will include a header consisting of the Running head left-justified and the page number right-justified. Only on the title page will the words Running head be used.
6. In the body of the title page using upper and lower case letters, type the title of the paper, double space, your name, double space, and Graham Hospital School of Nursing. This should be centered vertically and horizontally.
7. Beginning with the first page of the text and for all subsequent pages, the header should include the Running head (title or shortened title in all caps), left-justified, with the page numbers right-justified.
8. To begin the text of the paper, type the title of the paper in upper and lower case letters centered on the first line. After the title, double space and indent the first line of the text.
9. Use two spaces at the end of each sentence. Use one space after initials in personal names, commas, colons, and semicolons.
10. Indent each paragraph.
11. Do not break words at the end of a typed line; if the word will not fit, it should go to the next line.
12. Sections of the text follow each other without a break. Do not start a new page when a new heading occurs.
13. Short quotations (fewer than 40 words) should be incorporated into the text and enclosed in double quotation marks. Longer quotations are displayed in a block quotation (a block quotation is indented approximately 1/2 inch from the left margin, does not have quotation marks, and is not indented from the right margin).
14. Use a hanging indent for reference entries (first line is flush left and subsequent lines are indented).
15. In referencing periodicals, italicize the journal title and volume number. Italicize book titles.
16. References indicate material that have been read and documented by a citation in the paper. If the reference is on the Reference page, it should be cited in the paper. If a citation is used in the paper, it should be listed on the Reference page except in the case of personal communication.
17. Depending on the specific assignment, page numbers for book and/or article in-text citations may be requested by Graham instructors.

Dev. May, 2007
Revised: 8/27/12
Revised: 11/10/14, 11/14/16 - 26 -
GHSON Student Handbook 2017-2018 General Putting Your APA Paper Together.doc

Additional APA help



Common drive: APA folder

APA Format 6th Edition Guide

APA Format, 6th Edition

How to Set Up a Paper in APA Format

1. Once a blank Microsoft document page, select Times New Roman 12 pt. font, double space, with 1 inch margins for the entire paper.
2. Insert a header by clicking on Insert, then clicking on Header. Choose Blank.
 - Click on the box directly before Different First Page.
 - On the first page, click in the Header and type: Running head: TITLE OF PAPER. This should be left justified.
 - Click Page Number and select Current Position. Select Plain Number. Space the page number to the right margin. Leaving two spaces to allow for the title.
 - Double click in the body of the paper to edit the Header. Press Enter repeatedly to the second page. Double click onto the 2nd page Header and type the TITLE without the words Running head. Insert the page number, which will automatically update the page numbers throughout the document.
- NOTE: the total number of characters allowed in the Header is 50. Spaces count as well. If the title is longer than that, it can be shortened.
3. On the first page of text, generally page two, type the Title of the Paper using upper and lower case letters centered on the first line.
4. Indent the first line of each paragraph. Each paragraph should generally include, at the minimum, one reference citation.
5. Center the word References() on the first line of the reference page.
 - Each source needs to be referenced in the paper and every source referenced in the paper needs to be on the reference page.
 - The reference page should be organized alphabetically by the first author and each entry should change the order of the authors names referenced in books or articles.

GHSON website >
Library resources >
Guides and tutorials >
APA 6th ed.

Library Book Section: PE 1408



Library Computer
Lab Bulletin Board



APA Paper Set Up

APA Format, 6th Edition

How to Set Up a Paper in APA Format

1. Open a blank Microsoft document page, select Times New Roman 12 pt. font, double space, with 1 inch margins for the entire paper. Use black ink only. Use standard 8.5 x 11" white paper for printing.
2. The order of the manuscript is title page, abstract (not required at GHSON), text, references, appendices, tables and figures.
3. Insert a header by clicking on Insert, then clicking on Header. Choose Blank.
 - Click on the box directly before Different First Page.
 - On the title page, click in the Header and type: Running head: TITLE OF PAPER. The total number of characters allowed in the Header is 50. Spaces count. If the title is too long, it can be abbreviated. Use all caps. It should be left justified.
 - Click Page Number and select Current Position. Select Plain Number. Space the page number to the right margin, leaving two spaces to allow for double digit page numbers.
 - Double click into the body of the paper to exit the Header. Press Enter repeatedly to the second page. Double click into the 2nd page Header and type the TITLE in all caps **without** the words Running head. Insert the page number, using the same method. It automatically tabulates the page numbers throughout the document.
4. In the body of the title page using upper and lower case letters, type the Title of the paper, double space, your name, double space and Graham Hospital School of Nursing. This should be centered vertically and horizontally.
5. On the first page of text, generally page two, type the Title of the Paper using upper and lower case letters centered on the first line.

APA Title Page

- Header-Include Running head: with title or partial title of the paper in capital letters, left justified, with the page number on the same line justified to the right. The title cannot be more than 50 characters total, including the words Running head:. It can be abbreviated in the header.
- Title--vertically & horizontally centered and double spaced:
 - Title of paper – make it interesting, let it describe your paper. Use headline-style capitalization.
 - Your name
 - Institution - Graham Hospital School of Nursing

Example: Title page

Running head: EMPHYSEMA

1

Emphysema: A Destruction of Air Sacs

Anu Sethi

Graham School of Nursing

APA Body of Paper

- Margins – 1 inch
- Use 12-pt Times New Roman throughout the paper
- Indent first line of every paragraph
- Double space the entire document
- Left justify the paper. The right side should be ragged.
- Do not hyphenate words at the end of a line, let the line run short
- The title should be included on the first page of the body of the paper, centered and double spaced
- The title and page number in the header should continue throughout paper

Example: First text page

EMPHYSEMA

2

Emphysema: Destruction of Air Sacs

Emphysema is a disease that affects many people in the world today. Emphysema is a type of chronic obstructive pulmonary disease (COPD) that affects the lungs and causes a loss in the elasticity. The damage of air sacs in the lungs where oxygen from the air is replaced from the carbon dioxide in the blood is known as emphysema. Emphysema can be caused by outside physical factors such as pollutants like cigarette, cigar or pipe smoking or by genes passed down through the family. To better understand emphysema and its consequences, this paper will cover normal physiology of the lungs, its pathophysiology, clinical findings and treatment. Nursing process will also be discussed with identification of nursing diagnosis and a plan of care for a priority diagnosis (Porth & Matfin, 2009, p. 716).

The respiratory system plays a very important role in the body. It has many functions. Its major role is gaseous exchange. It is involved in regulating blood pH and controlling blood pressure, and plays an important role in the non-specific immune responses. Every living cell in the body requires oxygen for cellular respiration and generates carbon dioxide as waste products (Knight & Nigam, 2008, p. 24).

The very act of breathing air entering and exiting the lungs is called pulmonary ventilation. Ventilation moves air into and out of the lungs. There are two phases of ventilation, inspiration and expiration. Inspiration is the active phase and involves the movement of muscles and the thorax to bring air back in the lungs. Expiration is the passive phase, moving air out of the lungs. During respiration, gas is exchanged between the atmospheric air in the alveoli and blood that is in the capillaries (Taylor, Lillis, LeMone, & Lynn, 2011, p. 1351).

EMPHYSEMA

3

Emphysema is a loss of lung elasticity and a decrease in alveolar surface area due the damage of the alveolar walls and the enlargement of air spaces distal to the terminal bronchioles. Loss of lung flexibility can distress both the alveoli and the bronchi. Flexibility is lost as a result of destruction of the elastin and collagen fibers found throughout the lung from products produced by activated alveolar macrophages. In over 80% of cases, emphysema occurs after years of smoking. Components of cigarette smoke directly change the structure of the elastic molecules. As a result of the loss of flexibility, air passages and alveoli collapse, dropping ventilation. Airways collapse mainly on expiration because normal expiration occurs as a result of passive response after inspiration. If there is no passive drawback, air is trapped in the lung and the airways collapse (Corwin, 2008, p. 510).

Emphysema is a type of chronic obstructive pulmonary disease (COPD). COPD is characterized by chronic and recurrent obstruction of airflow in the pulmonary airways. In COPD, the airflow limitation is both progressive and associated with an abnormal inflammation of the lungs to noxious particles or gases. Because of the chronic inflammation and the body's attempts to repair it, changes and narrowing occur in the airways (Smeltzer, Bare, Hinkle & Cheever, 2010, p. 602). COPD affects around 80 million people worldwide, and killed three million people in 2005. Emphysema, chronic bronchitis, and asthma are the most common forms of COPD, and often co-exist. A person with COPD experiences dyspnea, sputum production, cough, and wheeze. These respiratory symptoms are accompanied by fatigue, weight loss, sleep disturbances, anxiety and depression (Gullick, J., & Stainton, M.C., 2008, p. 606).

Emphysema is characterized by a loss of lung elasticity and abnormal enlargement of the airspaces distal to the terminal bronchioles, with destruction of the alveolar walls and capillary beds. Enlargement of the airspaces leads to hyperinflation of the lungs and produces an increase

Charts and Tables

- When charts or tables flow from one page to the next, make sure the top line/header appears on subsequent pages.
- When using a chart, table or other graphic from another source, be sure to include the in-text citation below and to the right of the graphic.

Citing within the paper

- Every paragraph should have at least one reference in a research paper. The information you are writing about generally comes from sources other than yourself so you must give credit to those sources.
- Your citation can be added at the end of the sentence or paragraph that requires credit (Richardson, 2007, p. 4).
- Or it can be included within the sentence, for example: Richardson (2007, p. 4) states it is much easier to complete your reference page as you read the resources you intend to use in your paper.
- Format example of multiple sources cited in-text: (MedlinePlus, 2012; Haugen, N., & Galura, S., 2011, p. 23-25).
- The first time an abbreviation is used, it should be spelled out, followed by (abbreviation) in parentheses. Example: Center for Disease Control (CDC). Any subsequent uses only need the abbreviation.

Citing within the paper

- If the Reference page is completed as sources are used, then citing within the paper is easy.
 - Use the author, year published, and page number(s). Example: (Walker, 2007, p. 6)
 - Two authors-always use both authors. Example: (Walker and Allen, 2004, p. 6)
 - Three authors to seven-use all the first time.
Subsequent times: First author et al., year, page#
Example: (Walker, et al., 2006, p.6)
 - Use the table on page 177 of the APA Publication Manual or in the APA guide for additional examples.

Reference Page

- The title References should be centered on the first line of the page. If only one reference is used, omit the “s”.
- Use a hanging indent for reference entries (first line is flush left and subsequent lines are indented).
- List the references in alphabetical order by the first author listed.
- Within the citation, always list the authors in the order they are listed on the title page of the book or at the beginning of a journal article.
 - Never change the order to make them alphabetical. They are listed in a specific order based on information contributed and levels of responsibility.
 - Groups, corporations or associations may be used as an author, if there is no personal author.
 - If the name of the publisher is the same name as the author, then you only need to use the word Author in the publication section.
 - Double check that all references on the reference page have been used in the paper and all references used in the paper are included on the reference page.

Example: Reference page

EMPHYSEMA	9
References	
<p>Ackley, B. J., & Ladwig, G. B. (2008). <i>Nursing diagnosis handbook: An evidence-based guide to planning care</i> (8th ed.). St. Louis, MO: Mosby Elsevier.</p> <p>Adams, M. P., Holland, L. N., & Bostwick, P. M. (2011). <i>Pharmacology for nurses: A pathophysiologic approach</i> (3rd ed.). Upper Saddle River, NJ: Pearson.</p> <p>Carpenito-Moyet, L. J. (2009). <i>Nursing care plans & documentation: Nursing diagnoses and collaborative problems</i> (5th ed.). Philadelphia, PA: Wolters Kluwer Lippincott Williams & Wilkins.</p> <p>Corwin, E. J. (2008). <i>Handbook of Pathophysiology</i> (3rd ed.). Philadelphia, PA: Wolters Kluwer Lippincott Williams & Wilkins.</p> <p>Gulanick, M. & Myers, J.L. (2011). <i>Nursing care plans: Diagnoses, interventions, and outcomes</i> (7th ed.). St. Louis, MO: Elsevier Mosby.</p> <p>Gullick, J., & Stanton, C. (2008). Living with chronic obstructive pulmonary disease: Developing conscious body management in a shrinking life-world. <i>Journal of Advanced Nursing</i>, 64, 605-614.</p> <p>Knight, J., & Nigam, Y. (2008). Exploring the anatomy and physiology of aging: Part 2- The respiratory system. <i>Nursing Times</i>, 104(32), 24-25.</p> <p>Lippincott's Williams & Wilkins. (2012). <i>Emphysema</i>. Retrieved from</p>	

Reference page

Generally, all references follow a basic format.

- Book

Author. (Year). *Book title* (edition #, 5th ed.). City, State abbreviation:
Publisher.

- Movie

Director and Producer. (Year). *Movie title* [Format]. Country: Corporation.

- Journal

Author. (Year). Article title. *Journal title*, vol(issue #), page numbers.

- Website

Author. (Year). *Title of information*. Retrieved from: website url

Reference Page

- If there are two references with the same author but different years, list them with the most recent year first.
 - › Brown, J. (2007). Strike while the kettle is hot.
 - › Brown, J. (2006). Kill two birds with one stone.
- If they are the same author and year, look next at the article title & list alphabetically.
 - › Brown, J. (2007a). Call the kettle black.
 - › Brown, J. (2007b). Strike while the kettle is hot.

Referencing Books

Author. (Year). *Book title* (edition #). City, State abbreviation: Publisher.

- › The city and state is where it is published. All cities now require the state.
- › Your citation information should come from the book's title page and its verso (back).
- › Use your syllabus as a source for reference examples.

Example:

- Ackley, B. J., Ladwig, G. B., & Makic, M. B. F. (2017). *Nursing diagnosis handbook: An evidence-based guide to planning care* (11th ed.). St. Louis, MO: Elsevier.

Referencing Movies

Producer and Director. (Year). *Movie title* [Format].
Country: Corporation.

- › Use the producer(s) and director(s) names in the author spot.
- › Include the format in brackets of audio-visual materials following the title.
- › Popular, theatrical releases are considered [Motion picture]. Healthcare related instructional “movies” are considered either [DVD] or [VHS].
- › The place of publication includes the country only, no city and state.

Example:

Kirschner, D., & Haft, S. (Producers), Ortega, K. (Director). (1993). *Hocus Pocus* [Motion picture]. United States: Walt Disney Pictures.

Referencing Websites

Author. (Year). Title. Retrieved from URL

- › If no clear personal author is present, is there an organization name affiliated with the copyright date? A business?
- › Use black ink only for URLs. URLs should not be underlined. Break a URL rather than placing a whole URL on a separate line.
- › If you are citing an entire website in the body of your paper, you can simply include the URL of the website in parentheses within your writing. If you are citing a specific idea, fact, document or quote, you need to create an in-text and reference citation both.

Example:

Center for Disease Control & Prevention (CDC). (2011).

Occupational hiv transmission and prevention among health care workers. Retrieved from <http://www.cdc.gov/hiv/resources/factsheets/hcwprev.htm>

Referencing Journals

Author. (Year). Article title. *Journal title*, vol(issue #), page numbers.

- › In referencing periodicals, italicize the journal title and volume number only.
- › A volume number of a journal generally refers to a year's worth of issues. An issue number generally refers to all of the separate journals published weekly, monthly, quarterly, etc. within a volume (year).
- › Always include the volume number. Include the issue # ***if each issue begins with page 1***.
- › If the periodical is paginated per volume (rather than issue), continuously throughout the entire volume year, then the issue is not necessary.

Example:

McMichael, K. A., Bilt, J. V., Lavery, L, Rodriguez, E., & Ganguli, M. (2008). Simple balance and mobility tests can assess falls risk when cognition is impaired. *Geriatric Nursing*, 29(5), 311-323.

Referencing Journals

- Whether your article is found online or in print, if a doi # (digital object identifier) is included, add it to at the end of the reference.

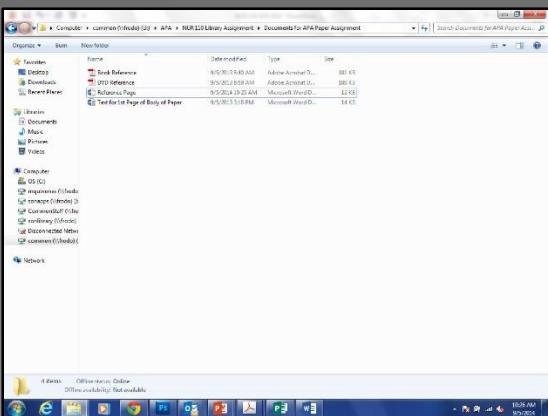
The screenshot shows the homepage of the American Journal of Nursing (AJN). The logo "AJN" is prominently displayed in red. Below it, the text "American Journal of Nursing" and "The Leading Voice of Nursing Since 1900" is visible. A search bar with the placeholder "Enter Keywords" and a dropdown menu for "All Issues" are at the top. Below the header are navigation links: Home, Current Issue, Previous Issues, Collections, and Podcasts. The main content area shows the URL "Home > Current Issue > If It's Too Good To Be True, It Probably Is". Below this is a link "Next Article >". The article title "If It's Too Good To Be True, It Probably Is" is in bold. Below the title, the author "Kennedy, Maureen Shawn MA, RN, AJN Editorial Director and Interim Editor-in-Chief" is listed, followed by a "FREE" badge. There are links for "Article Outline", "Author Information", and "Abstract". The DOI "doi: 10.1097/01.NAJ.0000365160.71471.42" is circled in red. The entire screenshot is framed by a thin black border.

Helpful Hints

- Remember if you are questioning a resource – should you use it or have a question about paraphrasing, remember to talk to your instructor – she is the one with the red pen. They can also give you good practical advice.
- Once you have a corrected paper in APA format, save it and use it as a template for future papers.
- Come to the library, we can help you find and cite your resources.

NUR 110 Library Assignment

- 2 points for paraphrasing
- 2.5 points for APA
- 0.5 point for following directions



NUR 110 Library Assignment – September 5, 2018

APA and Paraphrasing Assignment

1. One Page Assignment

There are four sections to this assignment.

- Select three-five sentences from your Fundamentals of Nursing (Taylor) textbook to paraphrase. Type those three-five sentences out DIRECTLY from Taylor as a paragraph in a Word document.
- Below that paragraph, **paraphrase** those sentences in paragraph form in the same Word document.

Be sure to include your name at the top of the page.

2. Three Page Assignment

Create a three page APA formatted paper in Word following the directions from the class presentation.

- The first page will be your title page using the title: APA and paraphrasing: an example. You are the author.
- The second page will include the original sentences from Taylor as the first paragraph and your paraphrase as the second paragraph. This will be the body of your paper. Provide an in-text citation for Taylor, formatted correctly.
- The third page will be your reference page. You will need to create references for Taylor and the item attached to this assignment, so that you have a reference list of two citations.

Please email your completed paper to: mquinones@grahamhospital.org by September 12th.

The APA portion of this assignment is worth 2.5 points, the Paraphrasing portion is worth 2 points, and following instructions is worth .5 points.

References

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author.
- English Department: Purdue University. (2018). The Purdue online writing lab (OWL). Retrieved from [Purdue OWL: Paraphrase Exercises](#)
- Graham Hospital School of Nursing (2018). *Student handbook: 2018-2019*. Canton, IL: Author.
- Perrin, R. (2018). *Pocket guide to APA style* (6th ed.). Boston, MA: Cengage Learning.