

# APA Format, 7<sup>th</sup> Edition

## How to Set Up a Paper in APA Format

2020

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, and references.
3. Insert a header by clicking on Insert, then clicking on Header.
  - Choose Blank.
  - Click Page Number, then select Top of the Page, then Plain Number #3.
  - Double click into the body of the paper to exit the Header. It will automatically tabulate the page numbers throughout the document.
4. Your title page information should be centered in the upper half of the title page. Use upper and lower case letters (headline capitalization), in Bold to type the full title of the paper. Remember that a subtitle following a title and colon has to have the first letter of the first word capitalized. Remove the Bold and double space twice. Still centered and double spaced, add your name, Graham Hospital School of Nursing, course number and name, the name of the instructor and the due date, all on separate lines.
5. On the first page of text, generally page two, type the title of the paper using upper and lower case letters (headline capitalization) exactly as it appears on the title page, in bold and centered on the first line.

6. Align the margin left, with a ragged right margin. Do not break words at the end of a typed line; if the word will not fit, it should go to the next line. Indent the first line of each paragraph. Each paragraph should generally include, at the minimum, one reference citation. Each page should have approximately 27 lines of text.
7. Use one space at the end of each sentence. Use one space after initials in personal names, commas, colons, and semicolons.
8. Sections of the text follow each other without a break. Do not start a new page when a new heading occurs.
9. 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 ½ inch from the left margin, does not have quotation marks, and is not indented from the right margin).
10. Center the word Reference(s) on the first line of the reference page. The reference page should be organized alphabetically by the last name of the first author of each source. Never change the order of the author names referenced in books or articles.
11. Use a hanging indent for reference entries (first line is flush left and subsequent lines are indented).
12. In referencing periodicals, italicize the journal title and volume number. Italicize all other book, movie, website titles, except software.
13. 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 communications and notes.

## Reference Examples in APA Format

### BOOKS

**One author:**

Fisher, C. (2003). *Decoding the ethics code: A practical guide for psychologists*. Sage.

**No author:**

*Merriam-Webster's collegiate dictionary* (11<sup>th</sup> ed.). (2005). Merriam Webster.

**Corporate author:**

University of Chicago Press. (2003). *The Chicago manual of style* (15<sup>th</sup> ed.).

**Two authors:**

Haugen, N., & Galura, S. (2011). *Ulrich & Canale's nursing care planning guides: Prioritization, delegation, and critical thinking* (7<sup>th</sup> ed.). Elsevier Saunders.

**Three to twenty editors or authors:**

Harlow, L. L., Mulaik, S. A., & Steiger, J. H. (Eds). (1997). *What if there were no significance tests?* Erlbaum.

**More than twenty authors:**

Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ... Nelson, T. P. (2018). *Kozier and Erb's fundamentals of nursing* (2<sup>nd</sup> ed). Pearson.

**Article or chapter in an edited book:**

Ehrenfeld, D. (2002). Hard times for diversity. In A. Kimbrell (Ed.), *The fatal harvest reader: The tragedy of industrial agriculture* (pp. 77-86). Island Press.

### ARTICLES

**One author:**

Bentley, M. (2009). Instructions in regard to preparation of manuscript. *Psychological Bulletin*, 26(4), 57-63. <http://doi:10.37/h0071487>

**Two authors:**

Devlin, J. T., & Poldrack, R. A. (2007). In praise of tedious anatomy. *NeuroImage*, 37(10), 1033-1041. doi:10.1016/j.neuroimage.2006.09.055

**Three to twenty authors:**

Frazer, J., Albert, M., Smith, J., & Dearer, J. (1982). Impact of human sexuality workshop on the sexual attitudes and knowledge of nursing students. *Journal of Nursing Education*, 21(3), 6-13.

**More than twenty authors (19 names, ellipses, last name):**

Cavdar, I., Akyolcu, N., Ozbas, A., Oztekin, D. Ayoglu, T., Tuck, E., Yang, K. W., Wain, H. M., Bruford, E. A., Lovering, R. C., Lush, J. J., Wright, M. W., Povey, S., Akyuz, N., Parker, I., Singh, A. A., Stiles, W. B., Stout, J. G., Vomert, A., . . . Owens, K. M. (2007). Determining female physicians' and nurses' practices and attitudes toward breast self-examination in Istanbul, Turkey. *Oncology Nursing Forum*, 34(2), 1218-1221.

**No author:**

Ageist language in psychological research. (1993). *American Psychologist*, 48(9), 49-51. <http://doi:10.1037/0003-066X.48.1.49>

**Corporate author:**

American Psychological Association. (2002). Ethical principles of psychologists and code of conduct. *American Psychologist*, 57(2), 1060-1073. doi:10.1037/0003-066X.57.12.1060

**Article from an electronic database:**

Oliver, M., Nelson, K., Cade, R., & Cueva, C. (2007). Therapeutic letter writing from school counselors to students, parents, and teachers. *Professional School Counseling*, 10, 510-515. <http://schoolcounselor.org/>

**Internet only journal article:**

Knowles, E. & Kalata, K. (2007). A model for enhancing online course development. *Innovate: Journal of Online Education*, 4(2). <http://www.innovateonline.info/?view=article&id=456&action=synopsis>

**Journal supplement:**

Zitkus, B. S. (2010). Assessing chest pain accurately. *Nursing*, 40 (Suppl.-Cardiac Insider), 1-6. doi:10.1097/01.NURSE.0000389904.40627.35

**Newspaper article:**

Fairclough, F., & Seo, H. (2005, December 24). Probe finds scientist faked results. *The Wall Street Journal*, p. B3.

## MOVIES

### **Theatrical Release DVD**

Ortega, K. (Director). (1993). *Hocus pocus* [Film]. Walt Disney Pictures.

### **Movie for a Limited or Specialized Audience:**

Insight Media. (2005). *Body language: Cultural differences* [Film; educational DVD].

### **Television program:**

Bikel, O. (Producer). (2004, June 17). *The plea* [TV series episode]. WGBH.

## WEBSITES

### **Corporate author:**

Center for Disease Control & Prevention (CDC). (2011). *Occupational HIV transmission and prevention among health care workers*. <http://www.cdc.gov/hiv/resources/factsheets/hcwprev.htm>

HIV.gov. (April 02, 2020). *Coronavirus (COVID-19) and People with HIV*. <https://www.hiv.gov/hiv-basics/staying-in-hiv-care/other-related-health-issues/coronavirus-covid-19>

Mayo Clinic. (2020). *Coronavirus disease 2019 (COVID-19): Symptoms & causes: Overview*. <https://www.mayoclinic.org/diseases-conditions/coronavirus/symptoms-causes/syc-20479963>

National Library of Medicine. (2014). *Hantavirus infections*. <http://www.nlm.nih.gov/medlineplus/hantavirusinfections.html>

U.S. Department of Health & Human Services. (2016). *Symptoms of HIV*. <https://www.aids.gov/hiv-aids-basics/hiv-aids-101/signs-and-symptoms/>

WebMD. (2010, June 21). *Obsessive-compulsive disorder – topic overview*. <http://www.webmd.com/anxiety-panic/tc/obsessive-compulsive-disorder-ocd-topic-overview>

### **Organization author:**

Avert International HIV & AIDS Charity. (2011). *Tuberculosis*. <http://www.avert.org/tuberculosis.htm>

### **Multiple authors:**

Ahmed, I., Ai, E., Chang, E., & Luckie, A. (2011). *Ophthalmic manifestations of HIV*. <http://hivinsite.ucsf.edu/InSite?page=kb-04-01-12#s3.2.1x>

### **No author and no date:**

*Treatment after exposure to HIV*. (n.d.). <http://www.aids.org-treatment/treatment-hiv/>

### **Personal author:**

Carter, M. (2011). *Candida (thrush)*. <http://aidsmap.com/page/1044820/>

## ELECTRONIC PROGRAMS

- Elsevier. (2016). Clinical skills: Essentials collection [Web based program]. The Netherlands.
- Wolters Kluwer Health, Inc. (July 25, 2012). Sulfamethoxazole/Trimethoprim tablets. Retrieved from Graham Hospital Pharmacy: PharmSuite [Computer software]: File://C: \pharm suite\Exported Files\PHARMCK2imm2319\_eng.html
- NutriGenie. (2003). DASH diet (Version 7.8) [Computer software].

## PAMPHLETS AND BROCHURES

- Graham Hospital. (n.d.). *Nuclear stress test* [Pamphlet].
- Illinois Department of Public Health, Office of Women's Health. (2009). *Your right to know* [Brochure].

## GRAHAM HOSPITAL INFORMATION

### **Meditech:**

- Graham Hospital. (2007). *Cardiac CTAs: Examination guidelines*. Retrieved from Meditech Cabinet: Hospital manuals; Drawer: Computerized tomography; File: Cardiac CTAs exam guidelines.
- Graham Hospital. (2010). *Lab results, date of lab: Patient XY*. Retrieved from Meditech Cabinet: complete path.

### **Policies & procedures:**

- Graham Hospital. (2010). *Central venous catheter policy and protocol grid*. Retrieved from Employee Portal: Policy & procedure; Patient services organizational: Intravenous/parenteral therapy.

## DRUG LABELS

- Sandoz Pharmaceuticals Corp. (2013). *Lamasil* [Package insert].

## YOUTUBE AND STREAMING MEDIA

- University of Oxford. (2018, December 6). *How do geckos walk on water?* [Video]. YouTube. <https://youtu.be/deiEY5Yq1ql>

## WEBINAR

- Goldberg, J. F. (2018). *Evaluating adverse drug effects* [Webinar]. American Psychiatric Association. <https://education.psychiatry.org/Users/ProductDetails.aspx?ActivityID=6172>

## POWERPOINT SLIDES

Fulton County Health Department. (2014). *This is your health department*. [PowerPoint slides].

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. <http://siri.uvm.edu/ppt/>

## PERSONAL COMMUNICATION, NOTES AND HANDOUTS

**Personal communication: letters, phone calls, email, interviews:**

Cite In-Text Only: M. Burton (personal communication, August 1, 2009)

**Class notes:**

Cite In-Text Only: In a lecture on November 16, 2008, to a PSYO 252 class, Professor Davies said

**Handouts:**

Woodworth, M. (2006). *Psychopaths* [Class handout]. Department of Psychology, University of British Columbia Okanagan,

## TIPS AND HELPFUL WEB RESOURCES

- Make sure your website references print in black, not blue.
- If you have two distinct works by the same author and published in the same year, list them in alphabetical order by title.
- All journal citations require the journal volume AND issue.
- American Psychological Association. (2020). *APA style*. <https://apastyle.apa.org/>
- California State University. (2019). *About APA 7th ed*. <https://libguides.csudh.edu/citation/apa-7>
- Excelsior Online Writing Lab (2019). *APA Style*. <https://owl.excelsior.edu/citation-and-documentation/apa-style/apa-style>
- Linares, B. (2019). *Citing special sources*. <http://guides.lib.unc.edu/c.php?g=8446&p=769403>
- Purdue University. (2020). *Purdue online writing guide*. [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

## In-Text Reference Examples

### Citing a reference within a sentence

Number or type of author/editor	1st time used	2nd time used
1-2 authors:	Ackley and Ladwig (2011, p. 6) state that...	Same
3 or more authors:	According to research completed by Frazer et al. (1982, p. 6), using lift...	Frazer et al. (1982, p. 6) recommend using lift...
Groups that are recognized by abbreviation:	Center for Disease Control (CDC, 2011, pp. 12-15)	CDC (2011, pp. 12-15)

### Citing a reference at the end of the sentence or quote

Number or type of author/editor	1st time used	2nd time used
1-2 authors:	(Ackley & Ladwig, 2011, p. 6).*	Same
3– or more authors:	(Frazer et al., 1982, p. 6).*	Same
Groups that are recognized by abbreviation:	(American Psychological Association [APA], 2011, p. 21).*	(APA, 2011, p. 21).*

**Note:** When citing a reference in text, use the information from the author spot and publication year for all references found on the reference page. Treat authors, editors, corporations or organizations the same.

\*Depending on the specific assignment, page numbers for book in-text citations may be requested by Graham instructors. This is not an APA requirement. Do not include page numbers for courses taken outside of Graham unless specifically assigned by the course instructor.

Complete the reference page as sources are used in the paper. By doing so, citing in-text will be easier and more accurate.