

APA Style, 7th Edition

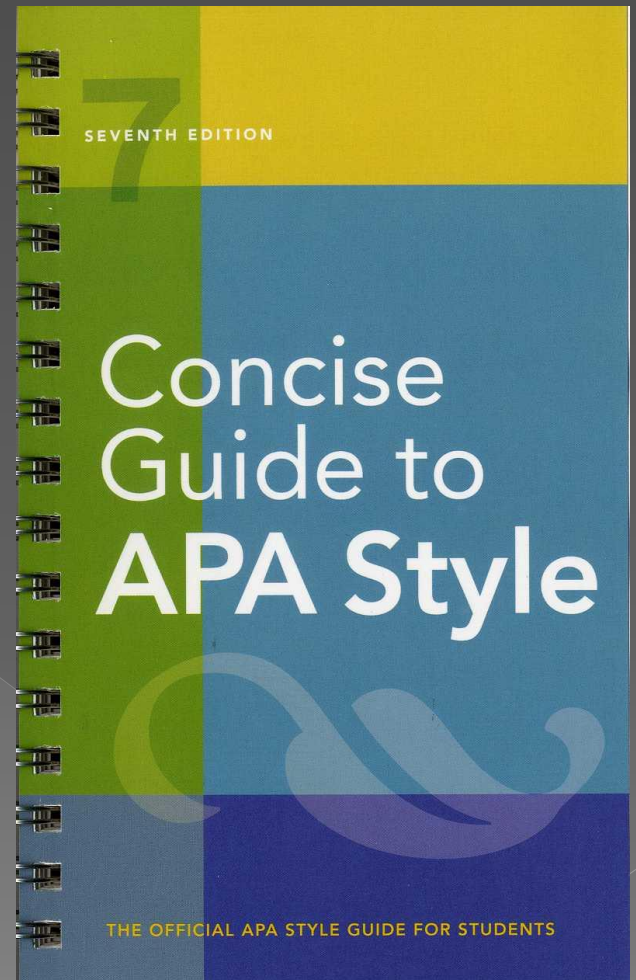
2021

When to use APA style

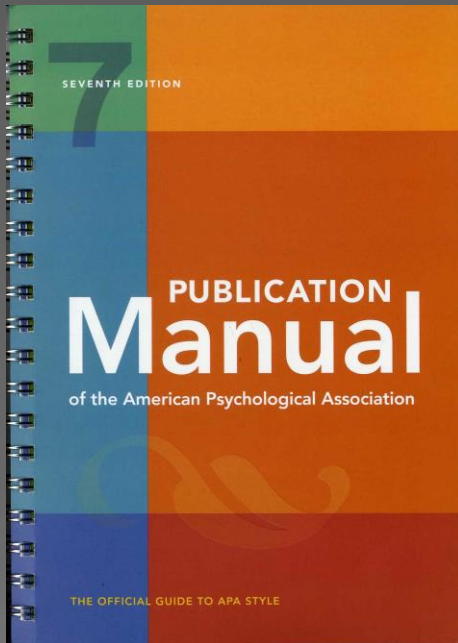
- ◉ Always use APA style!
 - > When writing a paper
 - > When referencing a source in your clinical paperwork
 - > When writing an article abstract
 - > When reviewing a movie
- ◉ In all of your nursing courses

Resources

- Your APA Textbook
- American Psychological Association. (2020). *Concise guide to APA style: The official APA style guide for students* (7th ed.).



Resources




- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).
- – RES PE 1408 P83 2020 & PE 1408 P83 2020
- 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)



The Purdue Online Writing Lab

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



The 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.


Search the OWL

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

Featured OWL Resources



Read the *Purdue OWL News*.
 **RSS Feed**

Contact the Purdue OWL

Writing-related questions:
OWL Mail

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

- English Department: Purdue University. (2020). *The Purdue online writing lab (OWL)*. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Resources

https://guides.lib.unc.edu/apa

UNIVERSITY LIBRARIES UNC Chapel Hill Search: HSL website

UNC UNIVERSITY LIBRARIES Health Sciences Library HSL's Hours

Home Find Research & Teaching Using The Library About Support HSL My Library Account Ask Us

Coming to study at HSL. Reserve your seat!

Davis Library and Health Sciences Library have reopened. Here's what to know.

APA Style Guide

Home

- [APA 7th Edition](#)
- [Commonly Used Sources](#)
- [Important APA links](#)

Other sources

Citation managers

Help with 7th edition

APA 7th Edition

Please note that this guide reflects the 7th edition of the *APA Publication Manual*, which was released in October 2019. For help with the 6th edition, see the box of resources on the bottom left side of this page.

Commonly Used Sources

[Articles](#) [Websites](#) [Books](#) [Posters/Abstracts](#) [Guidelines](#) [Apps](#) [Data Sets](#)

[Social Media](#) [In-Text](#)

Journal Article

https://sfcollege.libguides.com/apa7

SF SANTA FE COLLEGE Lawrence W. Tyree Library Online Hours: 8 a.m. - 6 p.m.

CATALOG DATABASES GUIDES TUTORIALS RESEARCH HELP

Lawrence W. Tyree Library LibGuides Citation Guides APA (7th edition) Citation Guide Home

APA (7th edition) Citation Guide

The Library building is closed until August 24. See the Library COVID-19 Services Information page for current information. For our plans for the Fall semester, see Fall 2020 Reopening.

Home

- [Edition Note](#)
- [Introduction to APA Style](#)
- [Guide License](#)

What's New in the 7th Edition?

Paper Formatting

Reference Components

- [Book Examples](#)
- [Article Examples](#)
- [Media Examples](#)

Internet Resources Examples

The 7th edition of the *Publication Manual of the American Psychological Association* was published in October 2019. Some departments and instructors may still be using the 6th edition. Please consult your instructor if you are unsure which edition to use.

Introduction to APA Style

The APA citation style is primarily used by disciplines in the business, social sciences, health, and education fields. The official guide is published by the American Psychological Association:

Publication Manual of the American Psychological Association
Call Number: BF76 .7 P83 2020
The official handbook for APA style.

There are several official resources online to help you with APA.

APA Paper Set Up

APA Format, 7th Edition

How to Set Up a Paper in APA Format

2021

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.

APA Title Page

- Your paper needs to be paginated continuously, 1 inch from the top and right hand edge of the page.
- Title—place in the upper half of the first page, centered, approximately 3-4 lines down from the top.
- Title of paper – make it interesting, let it describe your paper. Use headline style capitalization and type it in bold.
- Return/enter twice.
- Include (centered and double spaced):
 - > Your name
 - > Institution - Graham Hospital School of Nursing
 - > Your course number and title
 - > The course instructor's name
 - > The due date

Example: Title page

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Disaster Relief: Harrisburg, IL

Michelle Quinones

Graham Hospital School of Nursing

NUR 250: Nursing Care of Clients in the Community

Regina Cox

September 14, 2020

APA Body of Paper

- ◉ Margins – 1 inch
- ◉ Use one of the following fonts/sizes:
 - Times New Roman (12 pt.)
 - Arial (11 pt.)
 - Georgia (11 pt.)
 - Calibri (11 pt.)
 - Lucinda Sans Unicode (10 pt.)
- ◉ 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, in bold and double spaced

Example: First text page

Disaster Relief: Harrisburg, IL

In the early morning hours of February 29th, a tornado struck the southern Illinois town of Harrisburg with devastating results. Dr. Mary Ellen Simpson, Community Nursing instructor, led a group of Graham students on a three day trip to assist with relief efforts there. Additional students spent a portion of their spring break volunteering there the following week. Not only were they able to help the community, but their work in Harrisburg added valuable experience to their skill sets and provided Dr. Simpson with an avenue to implement her "service learning" teaching philosophy. One student explained: "You know the good feeling you get when you help a patient? Multiply that times 200 and that's what it felt like." Besides clean up, they prepared meals for hundreds, answered phones and triaged volunteers, organized people and resources, provided needs assessment, talked with grieving and traumatized victims, all the while gaining firsthand experience in disaster preparedness. Dr. Simpson commented: "I try to teach the concept of the community as client, a more population based approach to nursing than individual or bedside nursing. This experience took the concept so much further than anything I could have taught in the classroom." Everyone returned with a new perspective and appreciation for the willingness and determination of ordinary people, and some not so ordinary, to help and serve others in times of crisis (Wall & Keeling, 2011, p.45). They unanimously agree that it was an experience they won't forget.

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

- Other than the introductory and conclusion paragraphs, 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., 2021, 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.
 - > For 1-2 authors, use the author(s) last name(s), year published, and page number(s). Example: (Walker & Smith, 2007, p. 6)
 - > For more than 3 authors, use only the last name of the first author, et al., year, page#). Example: (Walker, et al., 2007, p.6)
 - > Use the table on page 266 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 and in bold font. 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 do not need to list it twice; only as the author.
 - > 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

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Reference

Wall, B. M., & Keeling, A. (Eds.). (2011). *Nurses on the front line: When disaster strikes, 1878-2010*. Springer.

Reference page

Generally, all references follow a basic format.

- Book

Author. (Year). *Book title* (edition #, 5th ed.). Publisher.

- Movie

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

- Journal

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

- Website

Author. (Year). *Title of information*. 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 #). Publisher.

- > 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.). Elsevier.

Referencing Movies

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

Example:

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

Referencing Websites

Author. (Year). Title. 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 citation and reference both.

Example:

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

Occupational HIV transmission and prevention among health care workers. <http://www.cdc.gov/hivresources/factsheets/hcwprev.ht>

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 both the volume and issue numbers.

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 the end of the reference without the letters doi.

The screenshot shows the AJN (American Journal of Nursing) website. The header features the AJN logo and the text "American Journal of Nursing" and "The Leading Voice of Nursing Since 1900". Below the header is a search bar with the text "Enter Keywords" and a dropdown menu set to "All Issues". A navigation bar contains links for "Home", "Current Issue", "Previous Issues", "Collections", and "Podcasts". The breadcrumb trail reads "Home > Current Issue > If It's Too Good To Be True, It Probably Is". A link for "Next Article >" is also present. The article information section displays "AJN, American Journal of Nursing: December 2009 - Volume 109 - Issue 12 - p 7" and the DOI "doi: 10.1097/01.NAJ.0000365160.71471.42", which is circled in red. Below this, the article title "If It's Too Good To Be True, It Probably Is" is shown, followed by the author "Kennedy, Maureen Shawn MA, RN, AJN Editorial Director and Interim Editor-in-Chief" and a "FREE" label. An "Article Outline" section contains two expandable boxes: "Author Information" (showing the email "shawn.kennedy@wolterskluwer.com") and "Abstract".

AJN American Journal of Nursing
The Leading Voice of Nursing Since 1900

Enter Keywords All Issues Search

[Home](#) [Current Issue](#) [Previous Issues](#) [Collections](#) [Podcasts](#)

[Home](#) > [Current Issue](#) > **If It's Too Good To Be True, It Probably Is**

[Next Article >](#)

AJN, American Journal of Nursing:
December 2009 - Volume 109 - Issue 12 - p 7
doi: 10.1097/01.NAJ.0000365160.71471.42
Editorial

If It's Too Good To Be True, It Probably Is
Kennedy, Maureen Shawn MA, RN, AJN Editorial Director and Interim Editor-in-Chief
FREE

[Article Outline](#)

☐ **Author Information**
E-mail: shawn.kennedy@wolterskluwer.com

☐ **Abstract**

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 – Due September 14

APA and Paraphrasing Assignment

Create a three page APA formatted paper in Word **following the directions from the APA Powerpoint.**

- The first page will be your title page using the title: APA and paraphrasing: an example. You are the author.
- The second page will be the body of your paper.
 - Select any three to five consecutive sentences from your Fundamentals of Nursing (Taylor) textbook to paraphrase. Type those three to five sentences out **DIRECTLY**, word for word, from Taylor as the first paragraph in your Word document. Read that paragraph as many times as you need to fully understand the concept it talks about.
 - Below the first paragraph, **WITHOUT** looking at those original sentences from Taylor again, paraphrase what you've read in paragraph form in the same Word document as your first paragraph.
 - 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 journal article included with this assignment, so that you have a **reference list of two citations.**

You may find examples of papers set up in APA format in your text, *Concise guide to APA style: The official APA style guide for students.*

Any library staff member will be happy to try and answer APA questions by phone or email or help you set up your paper in the computer lab by making an appointment with one of us.

Please email your completed paper to: mquinones@grahamhospital.org by Tuesday, September 14th.

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. (2020). *Concise guide to APA style: The official APA style guide for students. (7th ed.)*
- American Psychological Association. (2020). *Publication manual of the American Psychological Association (7th ed.).*