

University of Portland School of Nursing



GUIDE TO APA FOR WRITING PAPERS

**APPROVED BY SCHOOL OF NURSING
FACULTY**

**PUBLICATION MANUAL OF THE AMERICAN
PSYCHOLOGICAL ASSOCIATION 6TH EDITION**

Why APA?



APA is required in the School of Nursing because nursing scholars across the world write in this style.

Scholarly Writing is....



- The presentation of ideas in a clear and orderly fashion
- Writing that shows your understanding of the relationships between the ideas or points you are making

Your Writing Needs to be Clear and Concise



- Paragraphs should include only one subject
- Ideas need to flow in the paragraph so the reader is smoothly lead from thought to thought
- Be concise, succinct & stick to the point in the paragraph
- No paragraphs should start with the following words: “This”, “That”, or “It” because the reader does not know to which or whom you are referring
- Avoid repetition of the same ideas from one paragraph to the next



- Write in the 3rd person unless otherwise specified
- Nouns & possessive pronouns must agree in the number and gender in a sentence must match
Example:
 - “A nurse must care for his patient...”
 - “Nurses care for their patients in way that....”
- Avoid bias based language for gender, sexual orientation, racial or ethnic group, disability, or age



Plagiarism is a
serious
academic
integrity offense

What is Plagiarism?

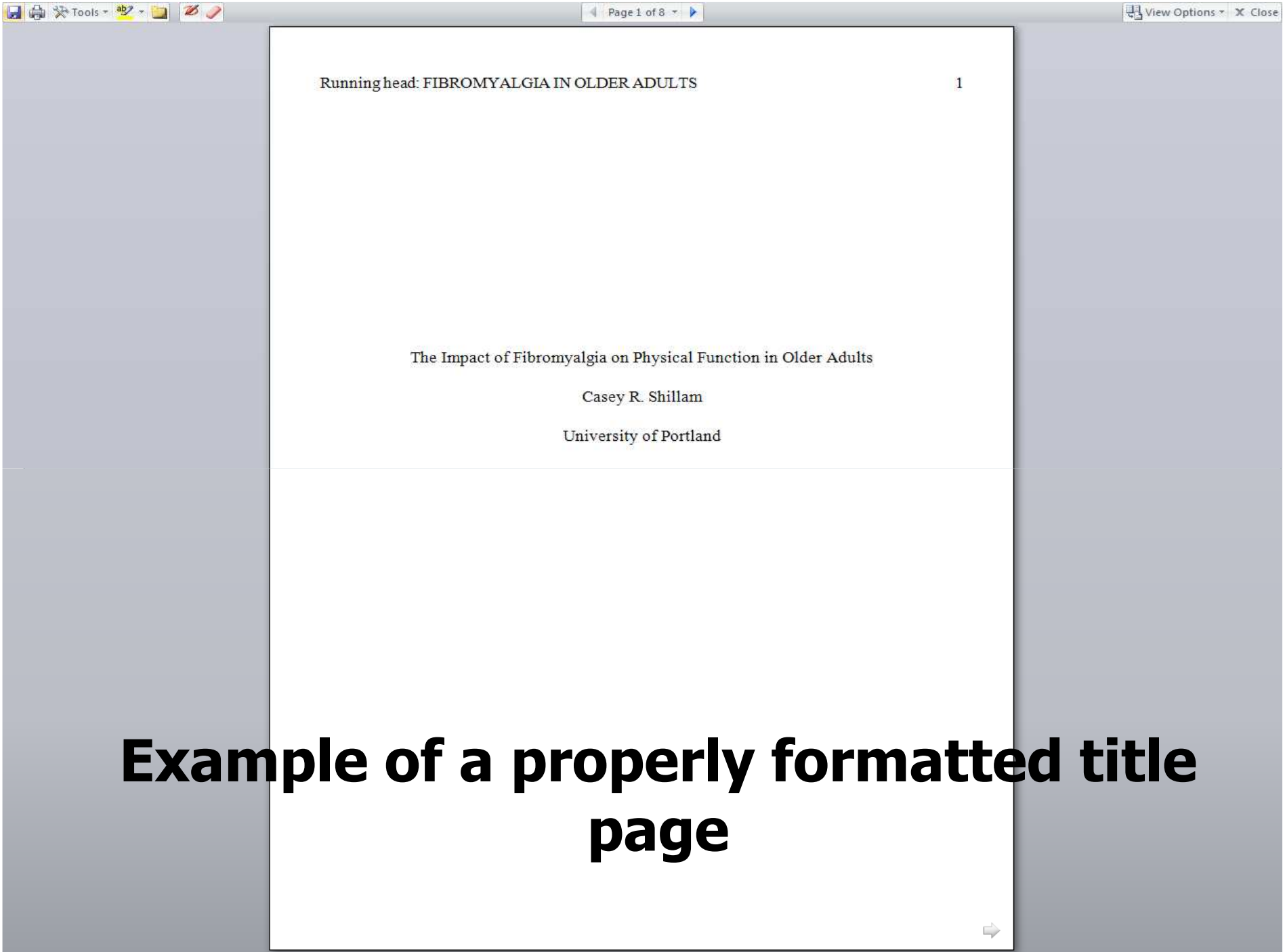


- The presentation of the work of another as if it is your own
- Not giving credit for or citing sources of information
- Leaving off references
- Paraphrasing or quoting inappropriately & incorrectly
- Changing only a word or two & moving a couple of words around in a sentence

APA Guidelines for Title Page



- **The three main parts of an APA formatted title page are:**
 - Running head
 - Title of paper
 - Author byline and institution affiliation



The Impact of Fibromyalgia on Physical Function in Older Adults

Casey R. Shillam

University of Portland

Example of a properly formatted title page

Running head



- Contains a 1 to 3 word abbreviation of the title of the paper followed by the page number
- Located in upper left corner of title page
- Include page number in upper right corner
- **Do NOT use your name in page header!**
- Use UPPERCASE LETTERS
- No more than 50 characters

Title



- Should summarize main idea of paper
- Be concise, but give direction to the topic of the paper
- No more than 12 words
- Uppercase and lower case letters, centered between left and right margins, positioned in upper half of the page

The Impact of Fibromyalgia on Physical Function in Older
Adults

Byline and Affiliation



- Positioned in upper 1/2 of title page
- Centered between left & right margins
- Use upper and lower case letters
- **Double space!**
- Includes the following components:
 - Author Name
 - Institution Author is Affiliated with

Casey R. Shillam
University of Portland



Observation of Play: Children and Development

John A. Jones

University of Portland

Key:

Blue= Running head

Green = title

Red = Author/Institutional Affiliation

Abstract



- A brief, comprehensive summary of the contents of the paper/article. It should be:
 - **Accurate:** correctly reflects purpose of paper
 - **Self-contained:**
 - ✦ Define all abbreviations & acronyms
 - ✦ Spell out names of drugs & tests
 - ✦ Paraphrase rather than quote
 - **Concise & specific:** does not exceed 120 words
 - **Nonevaluative:** reports rather than evaluates
 - **Coherent & readable:** write in clear & vigorous prose

Headings



- Use headings to organize paper
 - Not all papers will require use of headings; see paper guidelines for each course
- Constructing an outline prior to writing helps to determine the “level” of headings
- Title of paper should be included as the first heading, but is **not considered when determining heading levels**

Headings



- Level of heading used depends on the number of headings
 - Most papers will use 2 or 3 levels
- NOTE: The introduction to a manuscript does **not** carry a heading labeling it as the introduction
 - The first part of a paper is assumed to be the introduction

Level of Headings



Format for Five Levels of Heading in APA

Level of Heading	Format
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

Level of Heading: Example



Dependent Measures and Computation of Effect Sizes

The effect size was calculated for three dependent variables . . .

Measures

Data were collected through four self-report measures and a demographic questionnaire bound together in a single questionnaire packet.

Fibromyalgia symptoms. The emerging data on the pathophysiology of the mechanisms of FM may explain, in part, the experience of multiple concurrent symptoms. Fibromyalgia symptoms were assessed with two measures: a symptom checklist and the Fibromyalgia Impact Questionnaire.

Symptom checklist. Symptoms were assessed with a symptom checklist (Appendix C) consisting of 27 symptoms identified in the NFA study and an additional two symptoms identified from pilot data from 10 subjects (Bennett et al., 2007).

Reliability and validity of symptom checklist. Internal consistency has been established with Cronbach's $\alpha = 0.87$ for frequency items and 0.91 for severity items.

Direct Quotes in Body of Paper



- **Citations are required** in scholarly work in order to give credit for thoughts, words, phrases, & quotations of other works
- **Use direct quotes:**
 - Rarely & judiciously; Avoid excessive use of direct quotes
 - Only when you can't say it any better
 - Only when you can't say it your own words
 - You change the meaning if you don't quote

Direct Quotes in Body of Paper



- Are formatted **correctly** and **accurately!**
- A direct quote of <40 words is enclosed in quotation marks
- When using a direct quote of >40 words:
 - ✦ Free standing block
 - ✦ Omit quotation marks
 - ✦ Indent 1/2 inch from left margin
 - ✦ Double space

Example of a Direct Quote....



- ★ Cite the source of a direct quote by including the author, year & page or paragraph number

Example of a Direct Quote

She states, “the placebo effect disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276).

Paraphrasing



- Paraphrasing is making the information yours by:
 - Reading someone else's work, then summarizing their words, thoughts, phrases or statements into your OWN words
 - Putting an idea of another into your OWN words
 - Your interpretation of what the author(s) said
 - Expression of information in a new & different way

A Correctly Cited Paraphrase...



Example of a Paraphrase

Transition can provide a common language that embraces all specialty areas and methodological camps (Meleis & Trangenstein, 1994).

- Note the citation only includes the author & year. The page or paragraph number is NOT included.

Citing the Author in a Paragraph



- If the name of the author appears as part of narrative, cite only the year of publication in parentheses
 - Walker (2000) compared reaction times between the two groups.
- If the name of the author is not part of the narrative, place both the name and the year, separated by a comma, in parentheses
 - Differences were demonstrated in a recent study of reaction times (Walker, 2000).

Citing the Same Author in a Paragraph



- Within a paragraph, you do not include the year in subsequent references to a study, as long as the study cannot be confused with other studies or authors in the paper
 - In a recent study of reaction times, Walker (2000) described the differences in reaction times between those with the intervention and those with the placebo. Walker also found a difference in retention of the information between the two groups.

Citing an Edited Book



- When citing an edited book (as is the case for most textbooks), reference the author of the chapter(s) you specifically use in your paper

Example in text:

Migrant farmworkers have a stressful lifestyle that is faced with challenges such as uncertain housing conditions, yearly travel to find work, and a lack of health care resources (Napolitano, 2008).

Citing an Edited Book



- When citing an edited book (as is the case for most textbooks), reference the author of the chapter(s) you specifically use in your paper

Example of Reference:

Napolitano, M. (2008). Migrant health issues. In M. Stanhope & J. Lancaster (Eds.), *Public health nursing: Population-centered health care in the community* (pp. 752-766). St. Louis, MO: Mosby Elsevier.

Citing Several Authors in One Sentence



- You may have several sources of information to support a single idea
- Use the individual citation for each source separated with a semicolon

Poor physical function is identified as one of the direct causes of disability in patients with fibromyalgia (Baumstark et al., 1993; Turk, Okifuji, Sinclair, & Starz, 1996; Vollestad & Mengshoel, 2005).

Personal Communication Citation



- Personal communication (p. 179)
 - Letters, memos, electronic communications (e.g., e-mail or messages from non-archived discussion groups or electronic bulletin boards), personal interviews and telephone conversations
 - ✦ Is non recoverable data; Do NOT include on reference page
 - ✦ **Cite in-text only!**

Personal Communication Example



- Paraphrasing personal communication
 - T. K. Lutes (personal communication, April 18, 2001) believes that the changes are important to maintain the program.
- Directly quoting personal communication
 - “These changes are vital to the success of the program” (T. K. Lutes, personal communication, April 18, 2001).

Citing Lecture Notes



- When citing lecture notes in the body of your paper, include the author and the year
- If using information from a class lecture, be sure to cite the primary source from which that information came, versus the secondary source
 - i.e. if lecture notes refer to your textbook, cite the text and not the notes; follow the format for citing the primary source

The Reference Page



- Enables reader to retrieve & use the same sources cited in your paper
- MUST be accurate & complete
- Every reference cited in the body of the paper MUST be included on the reference page
- DOES NOT include works not cited in the body of the paper, which is the difference between a bibliography and a reference page

The Reference Page



References are listed alphabetically by surname of the first author and are double spaced:

Blake, C., & Guare, R. E. (1997). Nurses' reflections on ethical decision-making: Implications for leaders. *Journal of the New Your State Nurses Associations*, 28(4), 13–16.

Cohen, J. (1977). *Statistical power analysis for the behavioral sciences*. New York: Academic Press.

- There are many rules about alphabetizing a reference list. See pp. 181-183 of APA manual.

The Reference Page



- **Works with multiple authors –**
 - Provide the surname & initials for up to and including 7 authors
 - With 8 or more authors, include first 6 names, insert three ellipses, and add last author's name.
- **Works with no author –** move the title to the author position, before the date of publication.

Example of Work with No Author

Holistic. (1993). *Merriam-Webster's Collegiate Dictionary*
(10th ed.). Springfield, MA: Merriam-Webster.

The Reference Page: Books and Journals



Book Example

Berk, L. (2007). *Development through the lifespan* (4th ed.). Boston: Allyn and Bacon.

Journal Article Example

Hamilton, R., Bowers, B., & Williams, J. (2005).

Disclosing genetic test results to family members.

Journal of Nursing Scholarship, 37(4), 18–24.

The Reference Page: Electronic Sources



- Journal article with Digital Object Identifier (DOI) available

Smith, A. A. (2000). Effective pain management in post-surgical patients. *Journal of Pain and Symptom Management*, 23(3), 28-35.

doi:10.1108/03090560710821161

The Reference Page: Electronic Sources



- Journal article with no DOI available, no longer using URL per University of Portland faculty

Smith, A. A. (2000). Effective pain management in post-surgical patients. *Journal of Pain and Symptom Management*, 23(3), 28-35.

The Reference Page: Lecture Notes



- Online lecture notes
 - Provide file format in brackets after the lecture title (e.g. PowerPoint slides, Word document)

Shillam, C. (2007). *Nursing theory* [PDF document]. Retrieved from Learning@UP Web site:

<https://learning.up.edu/moodle/course/view.php?id=11386>

Woo, T. (2008). *Foundations of pain management* [PowerPoint slides]. Retrieved from Learning@UP Web site:

<https://learning.up.edu/moodle/course/view.php?id=11429>

Sample Reference Page



References

Cohen, J. (1977). *Statistical power analysis for the behavioral sciences*. New York: Academic Press.

Fleetwood, C. J., & Packa, D. R. (1991). Determinants of health-promoting behaviors in adults. *Heart & Lung, 20*(7), 534-544. doi:10.1108/03090560710821161

Johnson, P. (1999). Risk of heart disease: Characteristics of family members. *Journal of Cardiac Nursing, 12*(3), 40-45.

Nuts and Bolts of APA



- **APA guidelines approved for use at UP-SON:**
 - Papers may be printed on both sides of the paper
 - Standard sized paper
 - 12 point font using Times Roman or Courier typeface
 - A title page
 - Double spacing
 - Appropriately cited references within the body of the paper
 - A reference page
 - Abstract (per instructions for each assigned paper)

Nuts & Bolts: Abbreviations



- Terms to be abbreviated must be typed out completely, followed by its abbreviation EXCEPT those which are accepted as words by Webster's dictionary.
- See APA manual for a list of approved abbreviations (pp. 107 – 109)

When in doubt look it up in the APA manual!

Other APA Resources



- **Wilson-Clark library:**
 - Log into pilots.up.edu & click on:
 - ✦ Wilson - Clark Library
 - ✦ Get help
 - ✦ Citing items
 - ✦ Citing Sources: APA

- **APA web site:**
 - <http://www.apastyle.org/learn/index.aspx#false>

References



American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.