
Tips for Style and Formatting With APA

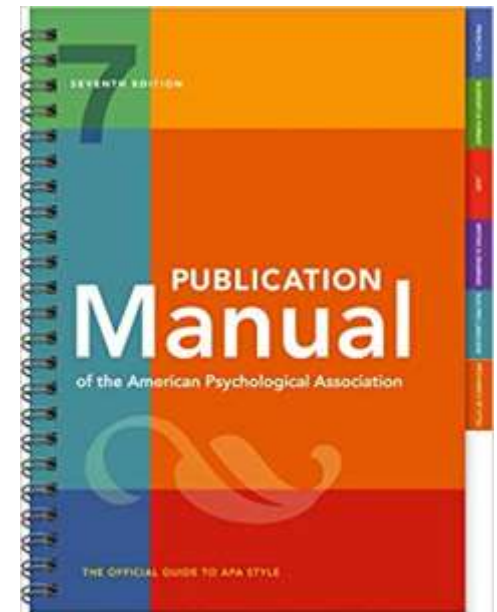
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Objectives

- At the end of this presentation, the learner will have increased awareness/knowledge re:
 - Background of APA/What is APA?/Why do we need APA?
 - General APA style “rules”
 - Expectations at Centre for Nursing Studies

What is APA?

- APA: American Psychological Association
- Provides writers with a referencing system that allows readers to locate the information used in a paper
- Gives credit to the sources of info used- you must credit the work that is not yours
- APA is now in its 7th edition



What is APA? (cont).

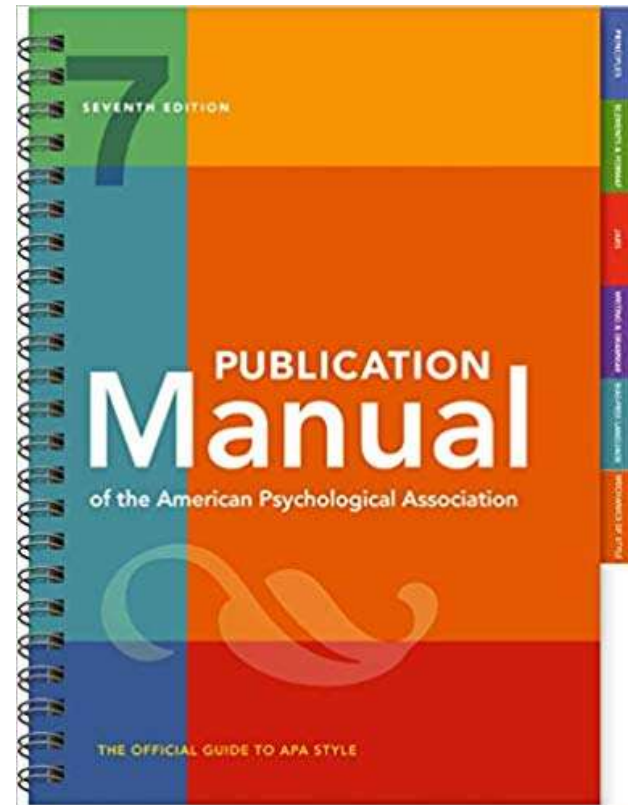
- The proper use of APA style also shows the credibility of writers: writers show accountability to the source of their material
- Most importantly, use of APA style can protect writers from plagiarism--the purposeful or accidental use of source material by other writers without giving appropriate credit
- Other referencing systems: MLA, Chicago Style, AMA
- APA has been adopted by many of the social sciences as the formatting choice (nursing, psychology, social work, etc.)

What does APA Standardize?

APA Standardizes:

- Stylistics
- Format
- References

(a list of all sources
used in the paper)



APA Stylistics

Language in an APA paper should:

- Be Clear - be specific in descriptions and explanations
- Be Concise - condense information when you can
- Be Plain - use simple, descriptive adjectives and minimize the figurative language
- Use inclusive and bias-free language
 - Use “they” or “their” as a gender-neutral pronoun instead of “he” or “she”
 - Use descriptive phrases as labels for groups of people – instead of “the poor” use “People living in poverty”
 - Use exact age ranges – instead of “People over 40 years old” use “People in the age range of 40 to 50 years old”

General Format Expected

Your paper should include all of the following elements:

- typed, double-spaced
- on standard-sized paper (8.5”x11”)
- have 1 inch margins on all sides (under *page set-up*)
- Fonts: Calibri 11, Arial 11, Lucida Sans Unicode 10, Times New Roman 12, and Georgia 11
- have a number on every page
- single space after period/new sentence

General Format (cont).

Title Page

Table of Contents

Main Body

References

Your paper should include 4 major sections

CNS Title Page

1

Page number top right corner
(use *Insert Page #*)

Effects of Nutrition

Jane Student 20092346

Nursing 2013: Professional
Development

* Running head not needed at CNS

Title of Paper (bolded), Student name, Course # & Name in the upper half of the page, *centered*

* Double-space all text

Linda Faculty

June 4, 2020

Bottom Right: Faculty name, Date due, *right justified*

CNS Table of Contents

Page # top right corner, *Table of Contents* centered top of page, **Bolded**

Include major headings & subheadings

	2
Table of Contents	
Introduction	3
Types of Nursing Errors	3
Nursing Implications	5
Education	6
Practice	7
Administration	8
Research	9
Conclusion	10
References	11

* Double-space all text

Main Body (Text)

- The text begins on page 3
- Type the **title of the paper** centered, at the top of the page (do not use the word “Introduction” and bold the title)
- Type the **text double-spaced-** all sections follow each other without a break
- As you write, **identify the sources** you use in parenthesis (brackets)
 - * these are called “*in-text citations*” because you are citing them within the text of your paper

Main Body: APA to Know

- Abbreviations
- Use of Numbers
- In-Text Citations
- Headings
- Quotes
- Electronic Sources
- General Writing Tips

Abbreviations

- Write out the abbreviation the first time you use it in your paper followed immediately by the abbreviation in parenthesis
- For rest of paper, use the abbreviation
- Use consistently

According to the **Canadian Nurses Association (CNA, 2018)**, there is a nursing shortage across Canada. The **CNA** has developed a nursing recruitment and retention strategy that employers can use to address this shortage.

There is a nursing shortage across Canada (**Canadian Nurses Association [CNA], 2018**). The **CNA** has developed a nursing recruitment and retention strategy that employers can use to address this shortage.

Using Numbers

■ 2 Rules

- Using numbers less than 10
- Using numbers greater than 10

■ ≤ 10

- Write as a word
- Exceptions: age, time, unit of measurement

■ ≥ 10

- Write as a #
- Exceptions: a # cannot begin a sentence

- **For percent:**
 - numbers less than 10: *nine percent*
 - Numbers greater than 10: *12%*
 - Starting a sentence: *Twenty five percent*

**See APA Manual for other examples and exceptions to these rules*

In-text Citations

Whenever you use a source, you must provide the information using the *author-date* format:

- the author's last name and the date of publication
(Cassidy & Earle, 2018)
- for direct quotations, provide a page number
(Cassidy & Earle, 2018, p. 56)

In-text citations help readers locate the cited source in the reference page.

In-text Citations

- There are 2 ways to write an in-text citation:
 - Include only the year in parenthesis (*narrative*)

Smith (2018) found that both male and female students reported feeling anxious about entering the clinical setting.

- Include both the author and year in parenthesis (*parenthetical*)

Both male and female nursing students reported feeling anxious about entering the clinical setting (**Smith, 2018**).

In-text Citations

For all narrative in-text citations, **ALWAYS** write the year the very first time you write it in a paragraph. After you write it the first time in a paragraph, **DO NOT** include the year again within the *SAME* paragraph. Each time you begin a new paragraph, use the same rule. If you have a parenthetical citation, always include the year (APA, 2020, p. 265).

Wang (2017) found that relentless pain, aching, and joint deterioration are some of the characteristics of osteoarthritis.

Wang also discovered that many elders have reported difficulties with housework, yard work and other activities of daily living. A decline in particular physical activities and responsibilities may signal the beginning of osteoarthritis
(Wang, 2017).

In-text Citations

- Using a source with 1 author is easy BUT....
- There are 3 rules to know :
 - one work with 2 authors
 - one work with 3 or more authors
 - more than 1 work with more than 1 author
- *The terms “work” and “source” mean the same thing*
- *See the APA manual for other rules & examples*

In-text Citations: 2 Authors

➤ When citing a work with two authors, use **“and”** in between authors’ name when in the text; *BUT* use **“&”** between their names when in parenthesis

According to feminist researchers Raitt **and** Tate (2018), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).

Some feminist researchers question that “women's responses to the war have been ignored” (Raitt **&** Tate, 2018, p. 2).

** Note that page # is included for a direct quote.*

In-text Citations: 3 or More Authors

- When using a source with 3 or more authors, identify the first author's name followed by “et al.” every time it's used in the paper

Smith et al. (2018) maintained that....

(Smith et al., 2018)

**** *Always put a period after et al..***

In-text Citations: Two or More Sources

➤ When the citation in parenthesis includes 2 or more sources, put them in alphabetical order (i.e.: the same order they appear in the reference list) by the author's last name & the year of publication separated by a semi-colon

(Kachru, 2017; Smith et al., 2018)

Same Author and Same Year

How to cite multiple articles by the same authors that were published in the same year so that everyone can easily tell them apart.

Lowercase letters are added after the year (2011^a, 2011^b, etc.), and the references are alphabetized by title to determine which is “a” and which is “b.” Here is an example:

Koriat, A. (2008a). Easy comes, easy goes? The link between learning and remembering and its exploitation in metacognition. *Memory & Cognition*, 36, 416–428. <https://doi.org/10.3758/MC.36.2.416>

Koriat, A. (2008b). Subjective confidence in one’s answers: The consensuality principle. *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 34, 945–959. <https://doi.org/10.1037/0278-7393.34.4.945>

Not Quite Identical

Marewski, J. N., Gaissmaier, W., & Gigerenzer, G. (2010). Good judgments do not require complex cognition. *Cognitive Processing*, 11, 103–121. <https://doi:10.1007/s10339-009-0337-0>

Marewski, J. N., Gaissmaier, W., Schooler, L. J., Gold, D. G., & Gigerenzer, G. (2010). From recognition to decisions: Extending and testing recognition-based models for multi-alternative inference. *Psychonomic Bulletin & Review*, 17, 287–309. <http://doi:10.3758/PBR.17.3.287>

The first in-text citations to each of these articles would be as follows:

- (Marewski, Gaissmaier, & Gigerenzer, 2010)
- (Marewski, Gaissmaier, Schooler, Gold, & Gigerenzer, 2010)

The solution is to spell out as many names as necessary (here, to the third name) upon subsequent citations to tell the two apart:

- (Marewski, Gaissmaier, & Gigerenzer, 2010)
- (Marewski, Gaissmaier, Schooler, et al., 2010)

Secondary Sources

- Use secondary sources sparingly
- Give secondary source in the reference list
- In text, name the original work and give a citation for the secondary source

Example: you found a quotation from Culver that you wish to use in your text. But, you found this information in Jones and were unable to locate Culver's original source. For this reference, Culver is the primary source, and Jones is the secondary source. Name the primary source in your text, but the reference and citations will credit the secondary source:

If there is a date include that as well

Ex Allport (2012) suggested in his diary that... (as cited in Nicholson, 2014).

OR Some researchers have strong opinions... (Allport as cited in Nicholson, 2014)

According to Culver (as cited in Jones, 2018), learning APA "can be tough, but like any skill, it just takes practice" (p. 23). In addition, the mastery of APA increases an author's chance of scoring well on an assignment (Culver as cited in Jones, 2018).

APA Headings

The choice of a heading level depends on how many types of headings you are using your paper.

Level	Format
1	Centered, Bold, Title Case
2	Left-aligned, Bold, Title Case
3	<i>Left-aligned, Bold, Italic, Title Case</i>
4	Indented, Bold, Title Case, Period. Text begin on the same line.
5	<i>Indented, Bold, Italic, Title Case, Period.</i> Text begin on the same line.

APA uses a system of five heading levels

Methods (level 1)

Site of Study (level 2)

Participant Population (level 2)

Teachers attitudes (level 3)

Teachers pay. The government role ... (level 4)

Test one. The subjects in the first trial... (level 5)

Spatial Ability (level 2)

Study Method (level 2)

Conclusion (Level 1)

More examples of level 3, 4 and 5 in APA Manual, inside cover and p. 167

Sample papers in pocket guides only use two levels of headings

Using Direct Quotes

- 2 rules when using quotes:
 - Quotes with less than 40 words
 - Write paragraph as usual & include components in quotation marks within sentence
 - Quotes with more than 40 words (block quotation)
 - Must be separated

(APA, 2020, pp. 270-8)

Very rarely will you need to use block quote in undergrad papers

Using Direct Quotes con't

All quotes include the author's name, the year of publication, & the page number if a direct quote.

- Introduce quotations with phrases. **Use quotes sparingly**
- Use such verbs as: acknowledge, contend, maintain, respond, report, argue, conclude

According to Smith (2018), “.....” (p. 3).

Smith (2018) argued that “.....” (p. 3) supporting the popular view.

A researcher recently argued that “.....” (Smith, 2018, p. 3).

Instructors want to see students being able to synthesize and incorporate research and articles into your writing not just quote what authors say

Using a Direct Quote: Less than 40 Words

- **Caruth (2017)** stated that a traumatic response frequently entails a **“delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena”** (p. 11).
- A traumatic response frequently entails a **“delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena”** (Caruth, 2017, p. 11).

**** *Period after the parenthesis***

**** *Use quotation marks for quotes of this size***

Electronic Sources

- Many types of documents & research available online
- Use caution and discretion with online sources
- There are new examples in the APA manual (p. 348) for how to cite source types including: Podcasts, YouTube and social media platforms (Facebook, twitter, Instagram, etc.)
- If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading.
- Not all Internet sources have a title and copyright pages If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading

According to Smith (2018), “.....” (Mind over Matter section, para. 6)

Principles for Citing E-sources

APA 7th ed. does not require URLs or database information for articles *from a database e.g. CINAHL*.

If you find an article on the "open web" (i.e., Google), you need the URL or doi (digital object identifier). Both should be in URL format

Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News.

<https://www.bbc.com/news/business-50419127>

Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites*. Springer Nature.

<https://doi.org/10.1007/978-90-481-2473-2>

Electronic Version of Entire Book

■ For books available in print and online

Perry, A. G., Potter, P. A., & Ostendorf, F.A. W. (2018). *Clinical nursing skills and techniques* (9th ed.). Elsevier.
<https://evolveebooks.elsevier.com/#/books/9780323400695/>

■ Electronic book only

O'Keefe, S., & Gamble, R. E. (2018). *Nursing in community clinics* (2nd ed.).
<http://www.onlineoriginals.com/show.asp?itemID=137>

Lecture Notes

- If the slides come from a classroom website, learning management system (like Brightspace), or company intranet and you are writing for an audience with access to that resource, provide the name of the site and its URL (use the login page URL for sites requiring login).
- **Carter, S. (2018). *Communicating with the elderly*. [PowerPoint slides]. Brightspace@MUN. <https://online.mun.ca/d2l/home>**
 - ***Paranthesical citation:*** (Carter, 2018)
 - ***Narrative citation:*** Carter (2018)
- If the audience for which are you writing does not have access to the slides, cite them as a personal communication. There would be no reference item and you would only have an in-text citation for a personal communication that would look something like this:
- According to **S. Carter (personal communication [Lecture notes], September 12, 2018)** the meaning of life is...
 - **OR**
- **(S. Carter, personal communication [Lecture notes], September 12, 2018)**

Electronic Sources: DOI

- Digital Object Identifier (**DOI**) now being used: a unique code that provides a consistent link to the source
- Include the DOI (instead of URL) whenever it's listed on the document for print and electronic sources, but write it like a URL

Trask, S. (2017). An insider perspective of daily stress and coping in elders with arthritis. *Orthopedic Nursing Journal*, 27, 182-189.

<http://doi.org/10.1037/00029432.76.4.482>

To create correct citations, ask yourself:

1. Did I find this article in print? If yes, no URL is needed.
2. Did I find this article in a database? If yes, no URL is needed.
3. Did I find this article on the open web? If yes, then include the doi (if given) or the URL of the home page.

Reference Page

- Center **References** at the top of the page bold
- Double-space all entries
- First line of the entry flush left
- Subsequent lines indent (“hanging indent”)
(Control Tab)
- Order entries alphabetically by the first author’s surname

Reference Page

- Invert authors' names (last name first followed by initials)
- Pagination
- Authors with same last name and year of publication: use 'a' or 'b' to denote source
- Capitalize:
 - * first letter of the first word of a title and subtitle
 - * the first word after a colon
 - * proper nouns

Barnard, A. C., Nash, R., & O'Brien, M. (2018).

Information literacy: Developing lifelong skills through nursing education. *Journal of Nursing Education*, 44, 505-510.

<http://doi.org/10.1037/00029432.76.4.482>

References

- American Psychiatric Association. (2014). *Diagnostic and statistical manual of mental disorders* (4th ed.).
Author.
- Green, R. (2017). Family co-occurrence of “gender dysphoria”: Ten sibling or parent-child pairs. *Archives of Sexual Behavior*, 29(5), 49-55. <http://www.springer.com>
- Herbst, D. M., Griffith, N. R., Koe, J., Smith, S., Row, G., Clay, H., 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., ... Salma, K. M. (2017). Rodeo cowboys: Conforming to masculine norms. *Journal of Rural Mental Health*, 38, 20–35.
<http://doi.org/10.1037/rmh0000008>

- Heart and Stroke Foundation of Canada. (2018). *How to increase your lung health* [Brochure]. Author.
- Merriam-Webster's collegiate dictionary* (15th ed.). (2015). Merriam-Webster.
- Statistics Canada. (2008). *Aboriginal peoples in Canada in 2006: Inuit, Métis, First Nations, 2006 census*. (Catalogue number 97558XIE2006001). <http://www12.statcan.ca/censusrecensement/2006/assa/97558/indexeng.cfm?CFID=3480264&CFTOKEN=92888761>
- Trapper, F. D., & Smith, E. (2014a). Nursing in the emergency department. *ORNJ*, 34, 432-440.
<http://doi.org/.S334004/FR30213.012>
- Trapper, F. D., & Smith, E. (2014b). When nurses call a code. *Canadian Nurse*, 34(2), 23-30.

Tips for Reference Page

APA is a complex system of citation, which is difficult to keep in mind. When compiling the reference list, the strategy below might be useful:

- Identify a type source: Is it a book? A journal article? A webpage?
- “Mirror” samples of citing a type of source in your *APA Manual*:
- You don’t need to include Publisher locations, or where the article was retrieved from unless a specific date is needed
 - Include the website name if it is different than the author
- All in-text citations should appear on your reference list; all entries on your reference list should appear within your paper
- **When there are more than 20 authors, in the reference list, write the first 19 then use ... and write the last author.**

Resources

- American Psychological Association
<http://www.apa.org/>
- The Owl at Purdue
<http://owl.english.purdue.edu/owl/resource/560/01/>
- The Centre for Nursing Studies
<http://www.centrefornursingstudies.ca>

Click: Library

Click: APA and Other Resources

When you have applied these APA guidelines to your paper and are not sure of a particular application come see Jon or Karen.

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