

This session is intended to help nursing students at the Centre for Nursing Studies (CNS) with the fundamentals of APA citation. This session can be applied to BScN, PN, and Continuing Studies programs. While students progress through their programs at the CNS, they are expected to learn how to write academically and professionally. To that end, there will be several courses that include essays, papers, term papers, and writing assignments. All assignments and papers longer than a page are expected to adhere to APA citation style.

<u>Please read the following documents</u>; Student Writing Skills Handbook PDF, Basics of Essay Writing PPT, How to do a Literary Search PPT, Essay outline handout, Critical analysis handout, and the Canada Healthcare Similar handout

<u>Or attend the help sessions for</u>; Basics of APA citation help session, Basics of Essay Writing help session, and Basics of a Literary Search help session

Please attend/review these help sessions to build a robust foundation in your academic career.

https://www.npr.org/sections/pictureshow/2022/12/10/1141604273/comedy-wildlife-photography-awards-funny-animals-photoshttps://www.comedywildlifephoto.com/



What will be covered: *Objectives*

- What is APA?
- What does APA standardize?
- Stylistics
- Formatting
- In-text citations
- References

What is APA?

- American Psychological Association
- APA standardizes the referencing and formatting used in academia
- Provides consistent nomenclature and easy source retrieval



APA stands for the American Psychological Association, and it is a citation-style manual. And unlike many of your course materials, you do not need to buy the APA manual to understand APA. There are numerous free resources available for you to use to understand and utilize APA.

The CNS Learning Resource Centre (library and computer lab) have physical copies you can review. The APA website, Owl Perdue, and most library websites have how-to guides on how to write in APA style.

https://apastyle.apa.org/style-grammar-guidelines

https://owl.purdue.edu/owl/research and citation/apa style/apa formatting and style guide/general format.html

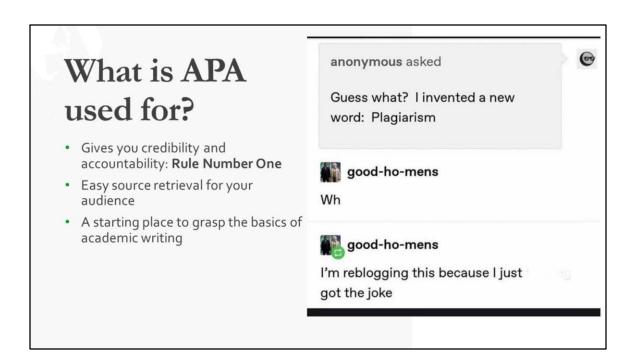
https://www.library.mun.ca/researchtools/guides/citations/apa/apaquickguide/

https://cns.easternhealth.ca/student-resources/apa-sessions/

https://www.redbookmag.com/life/charity/g4632/funny-animal-pictures/

https://www.cnn.com/travel/article/comedy-wildlife-photography-awards-

2019/index.html

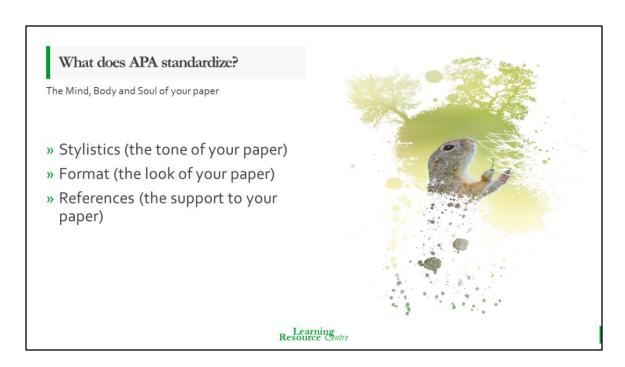


So, what is APA used for? Rule #1: cover yourself!

This rule doesn't just apply to your academic life; you will also use it when you start working. In this context, APA protects you from being accused of plagiarism. It also means your reader has an easier time finding your sources and in general an easier time reading your paper. There are many different citation styles, including MLA, Chicago, and AMA; there's even a Brazilian one (which is used for your library assignment in the first year). For the BScN, PN, and Continuing Studies programs, APA citation style is required.

https://www.reddit.com/r/tumblr/comments/1gi77qx/guys a new word has been invented/?share id=88m2l5wknr2eMYw0o0fp&utm_content=1&utm_medium=android_app&utm_name=androidcss&

eMYw0o0fp&utm content=1&utm medium=android app&utm name=androidcss& utm source=share&utm term=1



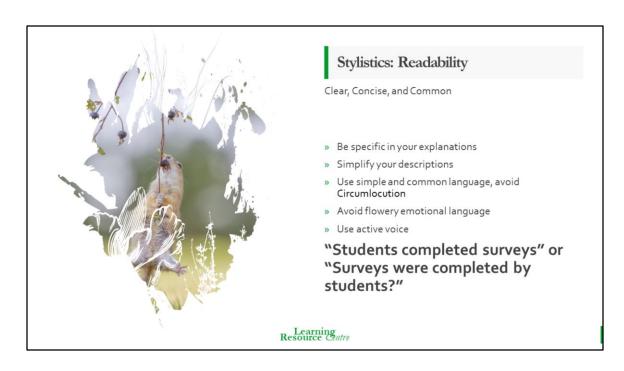
The mind, body, and soul of your argument.

Stylistics set the tone of your voice and how you speak in the paper. It also helps you communicate your ideas clearly. The format sets the presentation of your paper and how easy it is to read.

The references are the soul of your argument; without them, your paper would lack any support for your conclusion, and your critical analysis would be without substance.

There is a difference between natural language and scholarly language. How you communicate, how you speak, and how you write are very different things. There is a difference between how you present yourself. Example- using medical terminology in the chart versus how you would explain to your patient what disease they have versus how you would explain to someone working in same field.

https://apastyle.apa.org/products/publication-manual-7th-edition



Be clear & concise,

Be specific in your explanations that are relevant to your paper. You do not need to go off on a long explanation of a topic that isn't relevant to your conclusion. You do not need to enter every word in your sentence into a synonym generator. Using bigger words does not make you sound smarter. Worse, overuse of larger words can cloud the meaning of your words.

Jargon

- » Do not use jargon I always like to use the example: if humans went extinct and a robot picked up your paper a hundred years in the future, would they be able to understand it? If someone who just finished learning English as a second language picked up your paper, would they be able to read it?
- » Ex. of jargon: oddles
- » Ex. of idiom: needle in a haystack.

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(APA, p. 116)

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Pronouns: First Person vs. Third Person

» Pronoun use (ghost misconception): does anyone know what we mean by first person versus third person when writing a paper? It does not mean I write

"While Jane Doe/the author, was researching this paper, she ..."

- » What we mean by this is that you will remove your presence from the paper. When you write a paper, refrain from using "I, me, and myself".
- » This does not mean you cannot use 'I,' 'me,' or 'myself.' For example, "I analysed the data and concluded..." is perfectly acceptable in APA.

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Refrain from using editorial 'we' as well (APA, pp. 120-123)

8

Active Voice

- » Active voice is when the subject is performing an action.
- » For example,
- » "Students completed surveys." vs. "Surveys were completed by students."
- "The patients took the medication orally." vs. "The medication was taken orally by the patients."

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(APA, p. 118)

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Stylistics: Bias-free & Inclusive Language

Appropriate level

- » Specifying appropriately for the topic
- » Sensitivity to labels
- » Use language consistent with health care standards
- » Broad clinical terms like 'borderline' and 'at risk' should be used with care and appropriately explained.

Bias-free

- » Age
- » Disability
- » Socioeconomic status
- » Racial and ethnic identity
- » Gender and gender identity
- » Sexual orientation
- » Intersectionality



Describe the appropriate level of specificity- you most likely do not need to mention a participant's racial identity in a paper about cognition. (APA, pp. 132-148)

https://libguides.massgeneral.org/APA7/biasfree-language#:~:text=Racial%20and%20ethnic%20groups%20are,term%20%22Asian%22%20is%20appropriate

Bias-Free Language

- » Age ranges: Use '40-50 year olds' rather than 'over 50 years old'. Use age mean and median.
- » **Disabilities:** When writing about disabilities, name the specific condition, e.g., Alzheimer's disease, rather than types of dementia; there are over 100 types of dementia. Clarify what you are discussing.
- » Socioeconomic: Describe as 'below the federal poverty threshold' rather than label them as 'the poor' or from a ghetto (p.148)
- » Instead of 'homeless,' use language like 'patients who are experiencing homelessness,' 'participants in an emergency shelter,' and 'patients in transitional housing.'
- » Race: Specification is better; use Chinese-American instead of Asian-American and Mexican-Canadian instead of Latin-North American.

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Some groups of people may use slurs/stigmatizing language to refer to themselves-researchers should not use these terms; it is their word, not yours. Even if you belong to that particular group, you should not use that language in your paper. Your audience may not know that detail about you and will most likely assume you have negative intentions.

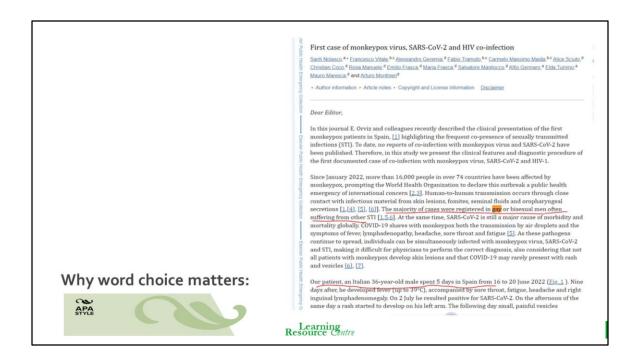
Bias-Free Language

- » Gender identity: Use modifiers cisgender women, transgender women, or general non-gendered term: they/them, people, individuals, last name. You cannot go wrong with they/them. Sometimes, you really can't tell what gender the author is, and when it comes down to it, unless you suspect the author has a gender bias in their writing, you shouldn't even bring up the author's gender you're citing. Using the author's last name is preferable, as your reader may become confused about who 'they' is.
- » Sexual orientation: use specificity: gay clients, bisexual patients, straight participants, lesbian participants, and men who have sex with men (MSM). Instead of labeling a whole group as 'the gays,'
- » Intersectionality: Intersectionality is when a specific person belongs to more than one group. Ex. A black lesbian woman belongs to three different groups who may experience bias or prejudice.



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At no point should the reader be able to tell your personal opinion on a subject in your paper. Ex. If you are writing a paper about abortion, the reader should not be able to tell your personal feelings about the matter. Maintain professionalism at all times. Any analysis or comment you make in your paper needs to be backed by and grounded in evidence.



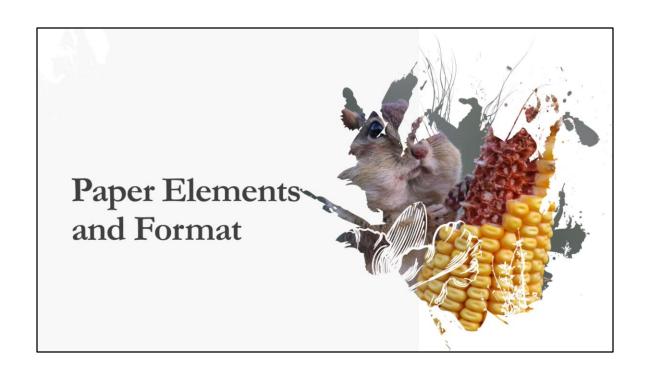
Let's take this lovely article about the worst vacation ever. The poor fellow contracted 3 different horrible diseases from 5 nights of fun.

Use terms like: gay men, bisexual men, or men who have sex with men (MSM).

This paper shows the specificity of race or nationality. Why do you think it was important to include information that this patient is Italian? ...In this case, they are not indicating race; they are indicating nationality. i.e., vectors of transmission and how travel impacts the spread of a disease.

Nolasco, S., Vitale, F., Geremia, A., Tramuto, F., Maida, C. M., Sciuto, A., Coco, C., Manuele, R., Frasca, E., Frasca, M., Magliocco, S., Gennaro, A., Tumino, E., Maresca, M., & Montineri, A. (2023). First case of monkeypox virus, SARS-CoV-2 and HIV co-infection. *Journal of Infection*, *86*(1), e21–e23.

10.1016/j.jinf.2022.08.014

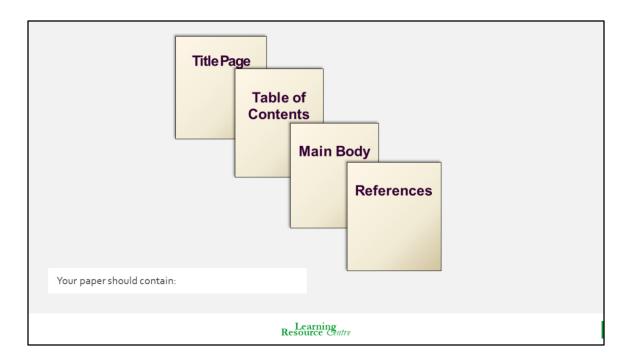




1-inch margins are usually default in most writing software, but just case: Google docs: 1-inch margins is under file > page set up Microsoft word: page layout > margins

Defer to your professor's preference. Some professors only accept Times New Roman 12.

https://cns.easternhealth.ca/programs-and-courses/bn/student-documents-handbooks/

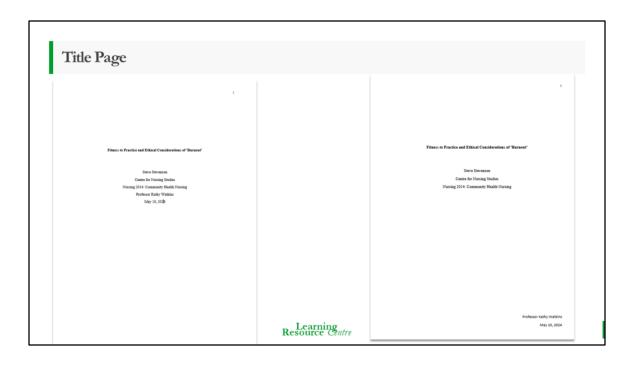


Your paper can be 3 or 4 parts, depending on whether your professor requires a table of contents.

Your paper may also include additional parts depending on your assignment's requirements.

ex., abstract, tables, figures, and appendices

If discussing research, the following should also be included: methodology, results (quantitative)/findings (qualitative), an analysis of those results/findings, and evaluation and interpretation of their importance.



Page number at the top right-hand side, **BOLD** the title of the paper, Double-double-spaced between the title and the byline, Student name, student number, course number, professor name & date. Placed on the upper half of the page & aligned centered. Google Docs: use insert > # page numbers, Microsoft Word: use insert > page number

What do you think Title Case is?

Answer: Title case is where you capitalize each word of your heading, except for minor words like *in*, *a*, *and*, *or*, etc.

Which title page do you think is the correct APA cover page?

Answer: the left one

Can you spot the (slight) mistake?

Answer: The right one has two different fonts. Remember, consistency is key. Pick one

font and stick with it!

https://cns.easternhealth.ca/programs-and-courses/bn/student-documents-handbooks/ Please read the student writing skills handbook. (APA, p. 32)

Table of Contents Introduction		
	Resource Centre	18

APA doesn't have a set format for CVs, resumes, table of contents, dissertations, and PowerPoint presentations. So, we will use the same APA formatting rules throughout your paper and apply them to your table of contents. The dotted line is not necessary, but it helps with readability. Defer to your professor's preference. Assume 1-inch margins, double-spaced, the title 'table of contents' is centered, bold, and title case on the top of the page.

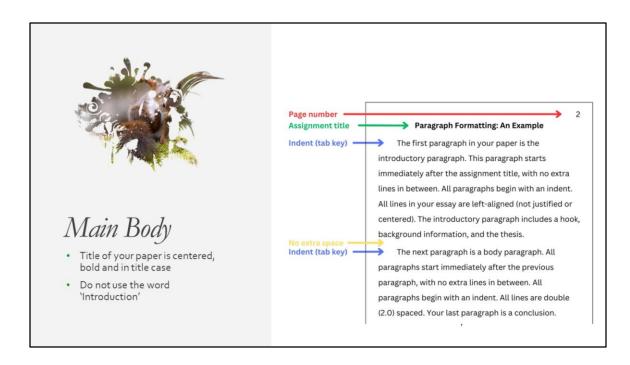
Page number!

Flush all main headings to the left.

Indent sub-headings 5 spaces or 1 tab.

A table of contents should not be more than 2 pages.

Please clarify with your professor if they want a table of contents.



The title of your paper, should be repeated as a heading on the start of a new page, instead of using the heading 'Introduction.' Your main body of work can also be called 'your text.' This is usually broken up into several parts: an introduction, 3-5 points that support your thesis, and a conclusion. Typically, you will cover 1 point in 1-3 paragraphs. Your text will begin with an introduction that addresses a specific point/points, frames it within the existing literature, and states the aim and importance of this point. Often, this point is framed as a viewpoint, argument, or hypothesis.



(APA, pp. 29-50)

Please see the help session 'Basics of Essay Writing' Help session slides for more information.

https://apastyle.apa.org/instructional-aids/handouts-guides

https://ecampusontario.pressbooks.pub/communications/chapter/apa-formatting/ https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_s tyle_guide/apa_sample_paper.html

https://apastyle.apa.org/blog/webinar-student-papers

Formatting allows readers to quickly see your ideas in your work rather than getting lost in how you present your paper.

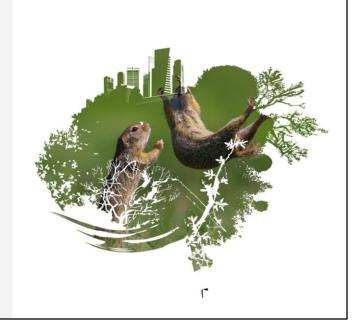
Academic writer tutorial: Basics of seventh edition APA style- paper format section https://apastyle.apa.org/instructional-aids/tutorials-webinars



Headings

abbreviations

Use of numbers and other wibbly bits.



The mechanics of style Can anyone see the problems with this slide? Problems;

- 1. Jargon: nitty-gritty & wibbly bits
- 2. Capitalization, and consistent use of capitalization
- 3. Use of bullets or numbering when presenting a list
- 4. Maintaining consistency throughout, using or not using punctuation



While going through your program at the CNS, you will mainly use the first 3 headings, as the 4th and 5th types are more for when you are writing 50+ pages, and your paper needs to be broken up more for readability.

APA Style uses a unique headings system to separate and classify paper sections. Headings are used to help guide the reader through a document. Levels of subordination organize the levels, and each section of the paper should start with the highest heading level. There are 5 **heading levels** in APA. Regardless of the number of levels, always use the headings in order, beginning with level 1. (APA, pp. 47-49)

https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings



Abbreviations

In your words;

"...College of Registered Nurses Newfoundland and Labrador (CRNNL) found ..."

If used outside of an in-text citation; 'The Canadian Nurses Association (CNA, 2018)'

If used within an in-text citation;
'...(Canadian Nurses Association [CNA], 2018)'

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When using abbreviations in your paper, fully write out the phrase followed by the abbreviation. And then, any time after that, you can cite it as the abbreviation. Remember to maintain consistency. Use the abbreviation throughout; do not switch back and forth between the full phrase and the abbreviation. (APA, pp. 172-178)

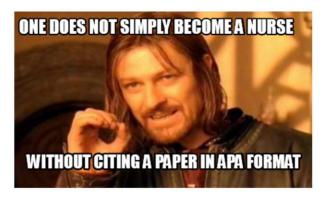


It is like that I before e, except after c rule in English, where there are more words that are an exception to that rule then words that follow that rule.

For numbers less than 10, write the word, except for age, time & unit of measurement. This applies to percentages as well. Write the word nine percent.

For more than 10, you will write as a number, including percentages. Write 12% as a number. If the number is at the beginning of a sentence, write it as a word.

In-Text Citations



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https://www.memecreator.org/meme/one-does-not-simply-become-a-nurse-without-citing-a-paper-in-apa-format/



How to do in-text citation:

Paraphrasing: use at the end of the sentence (author's last name, date)
Quoting: use quotation marks and (author's last name, date, p. #) at the end of the sentence.

If there is no page number when quoting a source, you can use paragraph number, section name, timestamp of a video, or any combination of these to help your reader pinpoint the source and location in the source.

https://apastyle.apa.org/style-grammar-guidelines/citations (APA, pp. 253-278)

In-Text Citations Narrative Style

Snickerbrook (2024) found that.... blah blah.

Wafflestomp and Smileystein (2024) reported ... blah blah.



In-Text Citations: Multiple Authors

2 Authors:

Paraphrasing:

(Jigglebottom & Doodlebop, 2024)

Narrative:

Noodleman and Chucklehoff (2024) contended that... blah blah.

3 or More Authors:

Paraphasing:

(Laughline et al., 2024)

Narrative:

Smilesberg et al. (2024) maintained that... blah blah.

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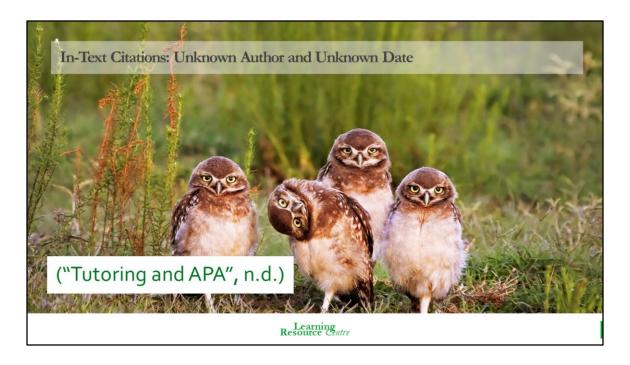
Et al. stands for et alaia (neutral), et alii (masc.), at aliae (fem.) in Latin, and it means "and others." Et al. is a standard term in paper writing, and you do not need to include a definition of what it means in your paper.

It's the same for

etc. (et cetera- several unspecified additional things)

and

i.e. (id est-that is)



If no author is given, use the title or the first word or two of the title in the parentheses.

Titles of books are italicized. Titles of articles or webpages are in quotation marks. If you cannot find a publication date, use n.d.

n.d. Is a standard; it is understood to stand for no date; you do not need to give a brief definition for what it means.

Many website pages do not have a date; check the top and bottom of the page for the date.

In-Text Citations- Sort of the Same

Same author & same year:

(Hoodlepuff, 2022a) (Hoodlepuff, 2022b)

Same, date, same last name, different authors: (J.M. Blissmore, 2024) & (T.F. Blissmore, 2024)

Not quite:

(Sizzlepot, Tumbletot, & Joyner, 2024) (Sizzlepot, Tumbletot, Puddlejump, et al., 2024)

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Exceptions;

When 2 works abbreviate to the same et al. format, spell out as many of the subsequent authors to clarify when multiple works have an identical author and publication year, use letters to differentiate.

If the first authors for multiple references have the same last name but different initials, use their initials to differentiate.

Secondary Sources

Ex. you found a quote from another work and could not find the original that the quote came from. In this case you would name the primary source in your paper, and list the reference and citations as the secondary source;

Chuuya (2012) suggested in his diary that he likes Dazai (as cited in Dazai, 2020).



Secondary sources should be used sparingly or not at all. If possible, find the original work.

You can see why this quote would be problematic.

How can we be sure Chuuya actually said he liked Dazai, when it is Dazai saying so?



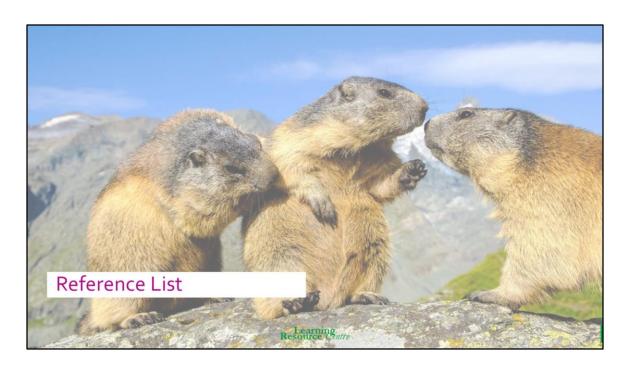
Direct Quotes

Use sparingly, it is much better to paraphrase!

" We never really grow up, we only learn how to act in public." (Bryan White, n.d.)

- » Make sure your quote is less than 40 words
- » Use verbs like: acknowledge, contend, maintain, respond, report, argue & conclude to introduce your quote.

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While doing your literature search, you can save your articles to your folder and print them off as APA citations. Almost all academic digital databases have a cite option. CINAHL, PubMed, etc. **Check to make sure the citation the database gave you is correct.** If you are using work not from a digital article database, you can mirror a reference entry from the reference list used in one of your articles. Next, we will go over a few reference examples >>>

Reference List: Basics

- » At the top of a new page: centre align and bold the word: References
- » Align the references to the left, below the References header.
- » Double-space all entries
- » If a reference is 2 or 3 lines long, the 2nd and 3rd line is indented below the 1st. This is called a hanging indent.
- Arrange references alphabetically by author's last name
- » DOIs are formatted as URLs
- » Authors: list out up to 20 authors. If there are more than 20 authors, list 19, and add an ellipsis, then the final author's name.



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Google Doc- hanging indent: highlight the whole reference list, go into format > align & indent > indentation options > special ident = hanging 0.5

Microsoft word-hanging indent: highlight the whole reference list, home > paragraph > indents and spacing > special > hanging

Or you can push Ctrl + Tab.

You do not need to use "retrieved from" URL/DOI (this is a zombie guideline from older citation editions).

You most likely will not need to use "retrieved dates," it only really needs to be used in very specific cases (online source: updates frequently and has no permalinks or other archive). You do not need to include the publisher's location.

Reference List: Citing Books



Author, A.A. (year). Title of work: Capital letter after a colon, semicolon, period or question mark. Publisher.

Perry, A.G., Potter, P.A., & Ostendorf, W.R. (2020). Canadian clinical nursing skills and techniques (S.L. Cobbett, Ed.; 1st Cdn. ed.). Elsevier.

Dames, S., Luctkar-Flude, M., & Tyerman, J. (2021). Edelman and Kudzma's Canadian health promotion throughout the life span. Elsevier.

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Reference List: Citing Articles

Author, C.C. (year). Title of article. *Title of Periodical, volume number* (issue number), pages. ://doi.org/xx.xxx/yyyy

Gajendragadkar, P. R., Moualed, D. J., Nicolson, P. L. R., Adjei F. D., Cakebread, H. E., Duehmke, R. M., & Martin C. A. (2013). The survival time of chocolates on hospital wards: Covert observational study. *BMJ*, 347, f7198. https://doi.org/10.1136/bmj.f7198

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MLA and Chicago use p. & pp. in the reference. APA uses p. & pp. in in-text citations but does not use them in the reference list. Write the page numbers as #-#

Title case: You do not need to title case the tile of a book or the title of an article. You

do need to title case the title of a publication.

Most articles will have page numbers, newer articles that are only found digitally may not have page numbers, or may have an unusual number like; e12345678 as a page number.

A DOI is a Digital Object Identifier, a fixed URL that your audience can use to quickly look up the article. If you have an article that doesn't have this, that usually means it is an older article. You'll notice there is no period after the DOI because that could interfere with retrieving that source, just like a URL. So, there are periods after everything else but not the DOI/link.



Author, A.A. (Year, Month Date). Title of page. Site name. URL

Author, A.A. (date). *Title of slides*.

[PowerPoint slides].

Brightspace@MUN.

http://online.mun.ca/d2l/home

So the question is, "how do you cite a tweet that includes a reference to a pinterest post inspired by an infographic initially announced via face book live?"

That's an easy one.





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Websites are similar to books in citation style.

Why is iffy about this comic?

Answer: It's a secondary, tertiary, and quaternary source; you want to use primary sources.

https://freshspectrum.com/contemporary-apa-style-inspired-by-kylie-hutchinson/



Can anyone spot the thing that made me pull my hair out, trying to figure out how to reference it? It's Kraghammer. Do I need to capitalize a fictional location like I would capitalize a real location? It is not anywhere in the APA manual. Similar to the table of contents, we'll go with the overall standard in citation styles. Yes, capitalize fictional places; the rest of the title should not be in title case. If in doubt, reach out to us or directly ask your professor what they prefer.

Always capitalize proper nouns: people's names, locations, organizations, university names, brand name medications, religions, languages, planets, etc.

Examples; Dr. Peabody, Paris, France, French, Christianity, Quran, Memorial University of Newfoundland, Uranus, and Zoloft

Despite article titles not being in title case, you would still need to capitalize proper nouns, even imaginary ones.

Resources that can help

APA website:

https://apastyle.apa.org/style-grammar-guidelines

Owl at Purdue:

https://owl.purdue.edu/owl/research and citation/apa style /apa formatting and style guide/general format.html

CNS LRC:

https://cns.easternhealth.ca/resources/learning-resource-centre-lrc/apa-and-other-resources/

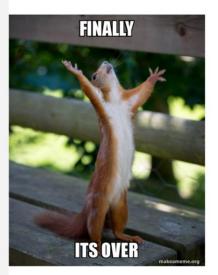
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https://apastyle.apa.org/blog/brand-names-medications https://www.ultimateproofreader.co.uk/blog/capitalisation-in-academic-writing

Learning Resource Centre

Thank You

- Lindsay Porter & Karen Hutchens
- 1 +1 709 777 8194 or +1 709 777 8189
- ☑ Lindsay.Porter@mun.ca or Karen.Hutchens@mun.ca
- % https://cns.easternhealth.ca/resources/learning-resource-centre-lrc/



Please review the other two help sessions to complete your essay writing journey. Thank-you

https://makeameme.org/meme/finally-its-over-29caa82597