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 6th 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
- Avoid bias & be sensitive to labels – use ‘he or she’ ‘spokesperson or chairperson’
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)
- 12 pt. Times New Roman font
- have a number on every page
- two spaces after period/new sentence (in text not references)

Your paper should include 4 major sections:

**Title Page**

- Title of Paper, Student name, Course # & Name in the upper half of the page, centered

**Table of Contents**

**Main Body**

**References**

CNS Title Page

- Title of Paper, Student name, Course # & Name in the upper half of the page, centered
- Bottom Right: Faculty name, Date due

- Running head not needed at CNS
- Double-space all text
CNS Table of Contents

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<td>Research</td>
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<td>10</td>
<td>Conclusion</td>
</tr>
<tr>
<td>11</td>
<td>References</td>
</tr>
</tbody>
</table>

* 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”)
- 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
- \( \leq 10 \)
  - Write as a word
  - Exceptions: age, time, unit of measurement
- \( \geq 10 \)
  - Write as a #
  - Exceptions: a # cannot begin a sentence

* See Perrin or 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

There are 2 ways to write an in-text citation:

- Include only the year in parenthesis
  
  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
  
  Both male and female nursing students reported feeling anxious about entering the clinical setting (Smith, 2018).

In-text Citations

For all 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. (Perrin, 2018, p. 67)

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

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).

In-text Citations

Using a source with 1 author is easy BUT….

There are 4 rules to know:

- one work with 2 authors
- one work with 3-5 authors
- one work with 6 or more authors
- more than 1 work with more than 1 author

The terms “work” and “source” mean the same thing

See Perrin for other rules & examples
In-text Citations: 2 Authors

- When citing a work with two authors, use "and" in between authors' names 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 to 5 Authors

- When using a work with 3 to 5 authors, identify all authors the first time in your paper (using one of 2 ways for in-text citations as shown on previous slides)

(Harklau, Siegal, & Losey, 2018)

- In subsequent citations in the rest of the paper, only use the first author's last name followed by et al.

(Harklau et al., 2018) OR

Harklau et al. (2018) found that participants…

** Always put a period after et al.

In-text Citations: 6 or More Authors

- When using a source with 6 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)
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)

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

Ex. If Allport’s work is cited in Nicholson and you did not read Allport’s article, list the Nicholson reference in the reference list. In the text, use

Allport’s diary (as cited in Nicholson, 2018)

OR

(Allport as cited in Nicholson, 2018)

APA Headings

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

<table>
<thead>
<tr>
<th>APA Headings</th>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Headings</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Boldface, Uppercase and Lowercase Headings</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase heading with period.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase heading with period.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase heading with period.</td>
<td></td>
</tr>
</tbody>
</table>
### APA uses a system of five heading levels

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methods</td>
<td>Site of Study</td>
<td>Teachers attitudes, Relevant statistics…</td>
</tr>
<tr>
<td></td>
<td>Particpants Population</td>
<td>Teachers pay, The government role…</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Test one, The subjects in the first trial…</td>
</tr>
<tr>
<td></td>
<td>Spatial Ability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Study Method</td>
<td>Conclusion</td>
</tr>
</tbody>
</table>

### 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

  (Perrin, 2018, pp. 74-6)

### 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).
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 now available online
- Use caution and discretion with online sources
- 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

A note about online sources: The APA 6th 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" (that is, you found it using a search engine such as Google), you need the URL of the article. If you have a doi (digital object identifier), include it at the end instead of the URL.
Electronic Version of Entire Book

- **For books available in print and online**
- **Electronic book only**

Lecture Notes

- Technically, material that is available only from the instructor via course management software such as D2L should be cited as a personal communication (see section 6.20 of the Publication Manual and the APA Style Guide to Electronic References, p. 31). This is because, in APA Style, references must lead to recoverable data. (Hume-Pratuch, 2012).
- With this in mind, you would have no reference item and you would 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...

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.
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


Reference Page

- Center **References** at the top of the page
- 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

References


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?
- Find a sample of citing this type of source in your *Perrin* text or *APA Manual* “Mirror” the sample
- All in-text citations should appear on your reference list
- All entries on your reference list should appear within your paper
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: User Orientation

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

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