West Liberty University
Department of Nursing Program

7th Edition APA Format Information

The official source for formatting papers required in WLU nursing classes is the *Publication Manual of the American Psychological Association* (7th ed.). This style sheet attempts to cover the most common formatting issues that students encounter. For additional information, students should consult the *Publication Manual*.

Paper Set-up:

- **Typeface and Font size**: Times New Roman 12, Calibri 11, or Arial 11

- **Line spacing**: Double space <u>entire</u> paper

- **Margins**: 1 inch at the left, right, top, and bottom of every page

- **Paragraphs**: Indentation settings for paragraphs/headings five to seven spaces (use the "tab" button)

Title Page:

- Numbered as page 1 using Arabic numeral at the top line, flush right

- Information to include:

    o Title of paper in upper and lower case letters, bold, centered, positioned in the upper half of the title page (3-4 lines down from the top margin)

    o Author's Name (your name)

    o Institutional affiliation (West Liberty University)

    o Course number and Course name

    o Instructor's Name

    o Due date using word for month, numbers for date and year

    (see full page example on the next page)

Effects on Nursing by the Competency Rules of Accrediting Bodies

Mary Anne Harkins

West Liberty University

NUR 333: Nursing Leadership and Management

Professor insert name

March 5, 2020

<u>Heading Levels</u>: (Ways to organize subject matter)

- Page 2 always start with the Title of the paper- bold, centered, with two spaces down from the page number line

- **With 1, 2, or 3 levels use the following examples:**

Level one: Centered, Boldface, Uppercase and Lowercase

Word content begins as a new paragraph

Example:

<div align="center">The Pathophysiology of Pancreatitis</div>

In assessing the patient with acute pancreatitis, it is necessary to understand the pathophysiology behind the signs and symptoms. Pancreatic enzymes are inappropriately activated within the pancreas. Therefore, inappropriate breakdown of fats, proteins, and carbohydrates occur within the pancreas itself……………(etc)……………………

Level two: Flush left, Boldface, Uppercase and Lowercase

Word content begins as a new paragraph

Example:

Associated Signs and Symptoms

The hallmark symptom of acute pancreatitis is persistent abdominal pain that is not relieved by vomiting. Signs of hypovolemia also accompany the abdominal pain…..

Level three: Flush left, Boldface, Italicized, upper and lower case

Word content begins as a new paragraph

      Example:

Supportive Measures

     Supportive measures include pain management, aggressive fluid replacement, and psychological support.

<u>**Body of Work**</u>: (Basic Rules)

- A good general rule in writing is that you always include an introduction of the content and end with a conclusion or summary of the content, even when not specifically asked.

- Do not leave a subject heading only at the bottom of a page. It should be taken to the next page.

- If you start a new paragraph on the bottom of a page – do not leave only one line. That line should be taken to the next page.

- Do not carry only the last line of a paragraph to a new page. Carry at least two lines.

- Generally, paragraphs should be longer than one sentence and shorter than one double-space page.

- Please proof read work for grammar and content. You may also consult the WLU Writing Center for assistance.

APA rules on the use of numbers:

- Use the digit for numbers 10 and above. (e.g., 33)

- Use the words for numbers less than 10. (e.g., nine)

- Use numbers when they are followed by a unit of measurement. (e.g., 5 mg)

- Use the number with other numbers grouped in a sentence with numbers greater than 10 or above. (e.g., there were 7 blocks…………..in 12 blocks)

- Use numbers that denote a specific place in a numbered series (books, volumes, table) (e.g., Trial 3, Chapter 5)

- Use numbers if they represent time, dates, age, sample size, exact money, etc.

- Use words for numbers that begin a sentence, title or heading. Twenty Men of Honor

- Use words for common fractions. (e.g., one fifth of the class)

- Use numbers and not Roman numerals unless Roman numerals are part of an established terminology.

Referencing sources in text (citations)

- **Direct Quotes: quotes that are fewer than 40 words:**

  Example: Kertcher (2007) states, "The blood is not always bluer on the other side" (p. 125).

- **Direct Quotes: quotes that are more than 40 words:** freestanding block, all lines are indented (0.5 inches or 1 tab) throughout the entire quote, double space and omit the quotation marks. Put the author and year at the beginning and the page or paragraph number at the end in parenthesis.

Example:

Foster and Merritt (2009) found the following:

> The angels seemed to be perceived as glowing and floating about the air. However, when asked to describe a color, the participants often were unable to distinguish red, blue, purple, yellow, or white. As well, when asked if these entities moved or hovered, it seemed that they did neither yet was always just out of reach. (p. 58).

- **<u>Paraphrasing:</u>** This is using your own words to summarize or explain another's work. The author must be credited and the reference must appear in the reference list.

  Example: Rivers and Nigel (2008) discovered that the general feeling of the tribe was paternalistic.

  Example: The gender battle is neither old nor new in philosophy (Miles and Craig, 2009).

<u>Direct Quotes (Basic Rules)</u>

- When using a direct quote, always include the page number in which the quote came from.

- **If there is no page number** (for example a brochure or internet site), use the paragraph number in the citation. e.g., (Ckekler, 2008, para. 5), use a heading or section name (Smith, 2020, Treatment section), or use a combination of section name and paragraph (Jones, 2019, Anxiety Disorders section, para. 4). Use the method that will help the reader best locate the source.

- **Personal Communications**: do not include in reference list. DO cite the person in text:

  Example: B. Jones (personal communication, February 20, 2020) referred to the standards of care for the patients.

In-text Citations (Basic Rules)

- When the reference includes a month and/or date, cite the year only in-text.

- Once a citation has been made, if you cite the same source within the same paragraph you only have to cite the author again.

- If there are two authors, always cite both

- If there are three or more authors, cite only the first author followed by et al. and the year. This is for the first and all subsequent citations.

   Example: Smith et al., 2020

- If a group serves as an author (corporation, associations, etc.), spell out the group name each time followed by the known abbreviation in parenthesis. After that, only the abbreviation can be used.

  Example: National Institute of Mental Health (NIMH), 2020

  And then abbreviate it thereafter as NIMH (2020)

- If there are no authors, the title will serve as the "author's name". In the reference list, this work would be alphabetized by using the first word of the title.

- If the author is "Anonymous", Cite the word Anonymous as the author. In the reference list, this work would be alphabetized using the word Anonymous as the author.

<u>Citation of a work discussed in a secondary source:</u>

- Give the secondary source in the reference list; in text, name the original work, and give a citation for the secondary source.

Example: If Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the work cited, list the Coltheart et al. reference in the References. In the text, use the following citation as an example:

Seidenberg and McClelland's study (as cited in Coltheart, et al., 2020) explores the dual-route and parallel-distributed processing approach to client interviewing.

- Secondary sources should be used sparingly

<u>Reference List</u>:
- A reference list cites work that specifically supports the content of your work.

- Every reference that is cited in text must appear in the reference list.

- Every entry in a <u>reference list</u> must be cited in-text.

- The reference list is to be double spaced and arrange entries in alphabetical order by last name of the first author.

- For entries with multiple authors, do not alter the order of the authors for the original text.

- The reference page is to be numbered.

- The heading of the reference page should be References and it is to be centered, bold, and the first letter capitalized.

- Regarding publisher location: list the publisher name only. Do not include the city and state.

- Use a DOI (digital object identifier) for all works that have a DOI. Use both the DOI and the URLs. There is no need to include the words "Retrieved from". Example: https://doi.org/10.1037/0000119-012

- Reference entries: the first line is to be flush left, the second and following lines of the same entry, should have a hanging indent of 0.5 inch or one tab over

<u>Reference List Entries:</u>

- **Book with ONE Author:**

Gilster, P. (2019). *Digital literacy.* John Wiley & Sons.

- **Book with MORE than One Author:**

Forell, C. A., & Matthews, D. M. (2020). *A law of her own: The reasonable woman as a measure of man.* University Press.

- **Book with Editions:**

Huskey, T., & Maury, J. (2019). *We must talk to hear ourselves: The introduction to listening skills* (2nd ed.). McGraw-Hill.

- **Brochure, corporate author, government agency report:**

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2020). *Managing asthma: A guide for schools* (NIH Publication No. 02-1002). Government Printing Office.

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf

- **Encyclopedia Reference (dictionaries, etc.), with no author listed:**

Special education. (2017). In *The new encyclopaedia Britannica* (Vol 11, pp. 75-76).

Encyclopaedia Britannica.

Merriam-Webster. (n.d.). Self-report. In *Merriam-Webster.com dictionary*. Retrieved September

12, 2019, from https://www.merriam-webster.com/dictionary/self-report

- **Mobile app**

Epocrates. (2019). *Epocrates medical references* (Version 18.12) [Mobile app]. AppStore.

https://itunes.apple.com/us/app/epocrates/id281935788?mt=8

- **YouTube video or other streaming video**

Cutts, S. (2017, November 24). *Happiness* [Video]. Vimeo. https://vimeo.com/244405542

- **Journal Article:**

Jones, J. J., & Fritter, R. L. (2019). The remaking of the organizational hierarchy in

the millennium. *Journal of Healthcare Management, 45* (2), 10-22.

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-

linguistic model of child language development. *Psychological Review, 126* (1), 1-51.

https.//doi.org/10.1037/rev0000126

- **Magazine Article:**

Keller, R., Peters, K., & Knowlton, Y. (2017, November 10). Magnesium: The

forgotten electrolyte. *Science Magazine, 220,* 999-1002.

Keller, R., Peters, K., & Knowlton, Y. (2017, November 10). Magnesium: The

　　forgotten electrolyte. *Science Magazine, 220,* 999-1002.

　　https://doi.org/10.1126/science.aau7988

- **Newspaper Article:**

Many doctors shun patients with Medicare. (2017, March 17). *The New York Times,*

　　A1.

Schwartz, J. (2017, September 30). Obesity affects economic, social status. *The*

　　Washington Post. https://www.washingtonpost.com/news/economic-impacts-in-

　　society/wp/2017/13/14science-of-life-studies

- **Online Article:**

Begley, S., Underwood, A., Springen, K., & Gesalman, A. (2017, March 4). The schizophrenic

　　mind. *Newsweek, 139(10),* 44-57. http://www/search.epnet.com

- **Web Site:**

Centers for Disease Control and Prevention. (2018, January 23). *People at high risk of*

　　developing flu-related complications.

　　　　https://www.cdc.gov/flu/about/disease/high_risk.htm

ADDITIONAL ADVISE:

- ❖ **Use only refereed (Professional, credible) sources. When in doubt—check it out (with a Faculty member).**

- ❖ **For additional 7th Edition APA style information, refer to the Publication Manual of the American Psychological Association OR use the following website:**

   http://owl.english.purdue.edu

5/5/2020