

Page layout

One inch margins all around.

Indent first line of paragraphs 1/2 inch or 5-7 spaces.

Lines are double spaced

Font must be courier (typewriter) or Times New Roman, 12 point in size.

Running head (header with shortened title) with page number starts on title page.

Title page:

Running head upper right edge of paper.

Identify the running head (short title)

Title of Document.

Centered on the page

Author and affiliation.

Centered, below the title.

Parenthetical citations (Inline citation)

Citation is in the text of the document.

Includes the last name and the date of publish

Ex: Jones (2002) found this to be a boring topic of discussion, but necessary nonetheless.

Ex: One author (Jones, 2002) found this to be a boring topic of discussion.

Ex: In 2002, Jones reports finding this topic boring, but necessary.

Never start the sentence with a date Ex:

Ex: (2002) Jones found . . .

No author? Use a few words of the title and the year.

Ex: Some have found this topic boring (APA is Not, 2002)

No date? No problem. Use n.d. for no date.

Ex: Some have found this topic boring (APA is Not, n.d.)

If two authors use both names with "and".

Ex: One paper (Jones and Smith, 2002) documents . . .

More than two authors see the references at the end of this document.

Quotations:

If short (less than 40 words), place quotation marks, and include in the normal text. Any quote must be followed by the page number.

Ex: Jones stated (2002), "I have never seen a topic cause such frustration." (p. 165)

If longer than 40 words, indent the paragraph, maintain double spacing. Do not use quotation marks.

Ex:

Jones (2002) found the following to be evident:

Blah Blah Blah x greater than 40 words. This just needs to keep going to demonstrate

what will happen when the line of incredibly useful information goes on and on and on,

resulting in what many would clearly call a run on sentence, and if they didn't feel so, they should. (p. 15)

Reference page (not a bibliography)

It continues to have the running head.

The word "References" is centered, not underlined.

References are alphabetized by author's last name.

These must be double spaced.

Only the first word in the title is capitalized.

Only the first word after a colon is capitalized.

Journal: Note: Generally, nursing/healthcare articles should be less than five years old.

Jones, A. R., Best, J. R., & Smith, S. D. (2002). This is a great article title. *This is a great journal*

title, volume number (issue number): pages of article.

Book:

Jones, A. R. (2002). *Title of a great book: Written for dummies*. City of publisher: Publisher.

Website: (may use n.d. for date.) <<Some websites, such as wikipedia, have a link "Cite this article" which includes all the necessary information.>>

Jones, A. B. (2002). *This is the title of the website*. Retrieved month, date, year from

<http://www.nowheresvill.edu>.

List up to six authors in the reference. Beyond that, list the first six, then use "et al".

Additional information:

<http://owl.english.purdue.edu/owl/resource/560/01> (Accessed 5/30/06)

<http://www.thewritesource.com/APA/APA.HTM> (Accessed 5/30/06)

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