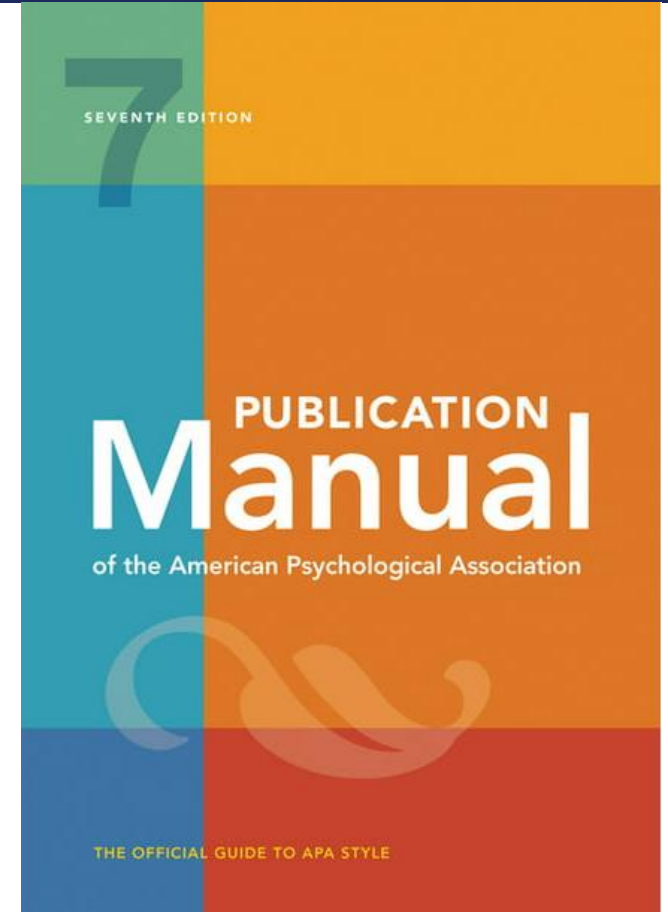


APA 7th Edition

Saint Francis Medical Center College of Nursing

APA Manual

- *Publication Manual of the American Psychological Association: The Official Guide to APA Style (7th edition)* by American Psychological Association
- ISBN: 9781433832161
- Copyright: 2020
- Call Number: WZ 345 P976 2020



Basic Paper Format

- **Margins:** Use 1-inch on all sides (top, bottom, left, and right).
- **Line Spacing:** Double-space the entire paper. Do not add blank lines before or after headings. Do not add extra spacing between paragraphs.
- **Font:** Use a legible font. Acceptable fonts include 11-pt Calibri, 12-pt Times New Roman, 11-pt Arial, 11-pt Georgia, and 10-pt Lucida Sans Unicode.
- **Paragraph Alignment:** Align the text to the left and leave the right margin ragged. Do not use full justification. Do not manually divide words at the end of the line or break long DOIs or URLs; allow the word program to wrap the text.
- **Paragraph Indentation:** Indent each new paragraph 0.5 in. For consistency, use the tab key or automatic paragraph-formatting function.
- **Order of Pages:** Each section begins on a new page.
 - Title page
 - Abstract
 - Text
 - References
 - Footnotes (optional)
 - Tables (optional)
 - Figures (optional)
 - Appendices



Professional vs Student Papers

Professional Publications

- Always include:
 - Title page
 - Title
 - Author names and affiliations
 - Author note
 - Running head and page numbers
 - Abstract
 - Text
 - References
- May also contain keywords, footnotes, tables and figures, appendices, and/or supplemental materials
 - Authors seeking publication should refer to the journal's instructions for manuscript submission guidelines for any requirements that differ from APA Style.

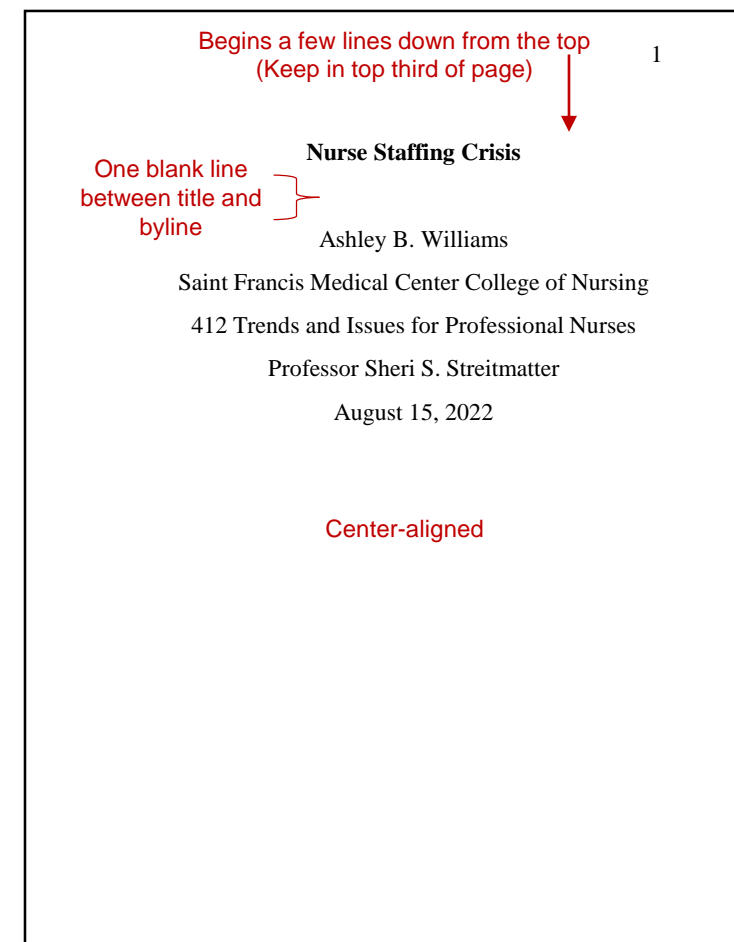
Student Assignments

- At minimum, include:
 - Title page
 - Student papers have a student-specific version of the title page
 - Text
 - References
- Do not require a running head, author note, or abstract unless requested by instructor
- Papers may or may not need appendices



Title Page

- If not instructed otherwise, student papers only include the following elements:
 - Title of paper
 - Name of author (also known as the byline)
 - Affiliation/Institution
 - Course number and name
 - Instructor's name
 - Due date (written in month day, year format)
 - Page number in upper right corner
- If a running head is requested, it is written in all-capital letters and is a maximum of 50 characters (letters, spaces, and punctuation). Do not include the words "Running head."



Abstract

2

Abstract

An abstract is a brief, comprehensive summary of your paper. There are two formats abstracts can be written in: paragraph and structured. Abstracts in paragraph format are written in a single paragraph with no indentation of the first line. Similarly, abstracts in a structured format are also written in a single paragraph without indentations but also have labels for the various sections (e.g. Objective, Method, Results, and Conclusions).

- Student assignments usually do not require an abstract. If your paper does need an abstract:
 - Begin on a new page
 - Write “Abstract” in bold title case, centered at the top of the page
 - Do not indent the paragraph
 - Write no more than 250 words



Text (AKA Body)

- If your paper does not have an abstract, the text begins on page 2.
- Instead of “Introduction”, put the title of the paper at the top.
- Use only **1 space** between words and after punctuation.

2

Nurse Staffing Crisis

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris porta, ante a vestibulum vehicula, neque nulla iaculis tellus, a volutpat nisl tellus sed lectus. Aliquam sed libero nec ante fringilla mollis in ut nisi.

Causes of the Nursing Shortage

Vestibulum accumsan dolor neque, nec pellentesque ligula ullamcorper a. Curabitur venenatis mi libero, non rutrum turpis placerat nec. Sed dignissim ornare orci. Nulla pharetra augue vel ex pharetra lacinia.

Praesent ut tellus a odio tincidunt congue scelerisque ac odio. Nulla tristique massa a nisl iaculis viverra. Suspendisse potenti. Nulla sodales ultrices mauris, vel viverra augue bibendum ac. Suspendisse nisi ipsum, ultrices vitae sem ac, suscipit congue massa.

Possible Solutions

Mauris vitae mattis turpis. Quisque auctor iaculis

Do not move to a new page or add extra line breaks when a new heading occurs.



Heading Levels

- There are 5 possible level headings in APA: Level 1 headings are used for main sections, Level 2 headings are subsections of Level 1, Level 3 headings are subsections of Level 2, and so on.
- Begin with the highest level of heading and follow the same top-down progression for each section. It is very likely that you will not use every level heading in your paper.

Five Levels of Headings in APA Style (7 th Edition)	
Level 1	Center, Bolded, Title Case Heading Text begins as a new paragraph.
Level 2	Flush Left, Bolded, Title Case Heading Text begins as a new paragraph.
Level 3	<i>Flush Left, Bolded and Italicized, Title Case Heading</i> Text begins as a new paragraph.
Level 4	Indented, Bolded, Title Case Heading with Period. Text continues in the same paragraph.
Level 5	<i>Indented, Bolded and Italicized, Title Case Heading with Period.</i> Text continues in the same paragraph.



In-text Citations

- There are two formats for in-text citations: parenthetical and narrative
 - **Parenthetical** citations have the author and date in parentheses
 - When the parenthetical citation is at the end of the sentence, put the period *after* the closing parenthesis.
 - **Narrative** citations incorporate the author and date into the sentence
- Use this chart to determine how many authors are included in a citation:

Basic In-text Citation Styles		
Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2022)	Luna (2022)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation First citation	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

- To cite multiple works parenthetically, place the citations in alphabetical order, separated by semicolons.
 - (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)



Paraphrasing vs Direct Quotation

Paraphrase

- To restate another's idea in your own words
- Provide the author and year in the in-text citation.
 - Page or paragraph number are not required, but can be included if it will help interested readers find the relevant passage in a longer work.

Quote

- To take words verbatim from another work
- Use direct quotations sparingly.
- Always provide the author, year, and page number in the in-text citation. For multiple pages, use “pp.” and the page range.
- Direct quotations longer than 40 words have a special format.



Block Quotes

- Block quotes are direct quotations 40 words or more.
- Instead of quotation marks, a block quote begins on a new line and is completely indented 0.5 in from the left margin. If there are additional paragraphs, indent the first line of each subsequent paragraph an additional 0.5 in.
- This is a rare occasion where the punctuation goes *before* the citation.

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)



No Page Numbers?

- Not every reference will have page numbers. You may also use:

Paragraph number	(Chamberlin, 2014, para. 1)
Section or heading name	(Gecht-Silver & Duncombe, 2015, Osteoarthritis section)
An abbreviated heading/section name in quotation marks if the full name it is too long to fit	(Centers for Disease Control and Prevention, 2017, "What Can You Do" section)
Both the section name and paragraph number	(DeAngelis, 2018, Musical Forays section, para. 4)
Timestamp of a video or recording	(TED, 2021, 3:22)
Bible (book, chapter, verse)	(King James Bible, 1769/2017, John 3:16)
Play (act, scene, line)	(Shakespeare, 1623/1995; 1.3.36-37)



Reference Page

- The reference page lists only the sources you cited in your paper.
- A reference usually has 4 elements: author, date, title, and source.
 - Put a period after each element.
 - Do not put a period after a DOI or URL
- Each reference has a hanging indent of 0.5 in

6

References

American Association of Colleges of Nursing. (2020, September). *Fact sheet: Nursing shortage*.
<https://www.aacnnursing.org/news-information/fact-sheets/nursing-shortage>

Bakhamis, L., Paul, D. P., III, Smith, H., & Coustasse, A. (2019). Still an epidemic: The burnout syndrome in hospital registered nurses. *The Health Care Manager, 38*(1), 3-10.
<https://doi.org/10.1097/HCM.0000000000000243>

Bourgault, A. M. (2022, April). The nursing shortage and work expectations are in critical condition: Is anyone listening? *Critical Care Nurse, 42*(2), 8–11.
<https://doi.org/10.4037/ccn2022909>



Types of References



Books

Author, A. A. (Publication Year). *Title of book: Subtitle (# ed.)*. Publisher Name.

Journal Articles

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume(issue), pages*. <https://doi.org/xxxx>



Websites

Author, A. A. (Year, Month Date). *Title of webpage*. Website Name. URL

Name of Website. (n.d.). *Title of webpage*. URL

Personal Communications (only cited in-text)

A. Surname (personal communication, Month Date, Year)

(A. Surname, personal communication, Month Date, Year)



References

- Lists the references alphabetically by author
 - For multiple works by the same author, order by year of publication with the earliest first.
 - Patel, S. N. (n.d.).
 - Patel, S. N. (2016).
 - Patel, S. N. (2020a).
 - Patel, S. N. (2020b, April).
 - Patel, S. N. (in press).
 - When you have multiple sources with the same author(s) and the same date, put a lowercase letter after the year in both the in-text citation and on the reference page.
 - Azikiwe, H., & Bello, A. (2020a).
 - Azikiwe, H., & Bello, A. (2020b, March 26).
 - Azikiwe, H., & Bello, A. (2020c, April 2).
- A majority of online references do not need a retrieval date.
 - Only include the retrieval date when the source is likely to change (e.g. dictionary entry, social media post, UpToDate article, Google Maps, etc.) and does not have archived versions of the page.



Annotated Bibliography

2

Nurse Staffing Crisis: Annotated Bibliography

O'Brien-Pallas, L., Murphy, G., Shamian, J., LI, X., & Hayes, L. (2010). Impact and determinants of nurse turnover: a pan Canadian study. *Journal of Nursing Management, 18*(8), 1073-1086.
<https://doi.org/10.1111/j.1365-2834.2010.01167.x>

The authors of the article discuss nurse turnover as a primary problem with regards to the staffing issue. To determine a greater understanding of this problem, researchers collected records that cited the reasons for employees leaving their position. Problems cited include role ambiguity and role conflict. This led to greater frustration and mental health problems, which led to greater anxiety and turnover. Ultimately, this problem could be resolved by promoting the idea that each nurse should have defined responsibilities within their institution.

Furthermore, health care institutions can provide additional support to employees by providing them with support groups and an overall more positive environment.

- An annotated bibliography is a list of sources followed by short descriptions called annotations.
- Similarly to a reference page, order the sources alphabetically
- Indent the annotations as you would a block quote (0.5 in from the left margin). Do not indent the first line. If the annotation spans multiple paragraphs, indent the second and following paragraph(s).
- Annotations are usually between 100-300 words



Appendix

- Appendices are used for materials that are relatively brief and easily presented in print. They are located at the very end of the paper.
- Each appendix must be mentioned (called out) at least once in the text
 - See Appendix A
- If there is only one appendix, label it as “Appendix.” If there are multiple appendices, order them alphabetically in the order you referred to them.



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Appendix A

Patient Name: _____ Date: _____
 Patient ID # _____

Katz Index of Independence in Activities of Daily Living		
Activities Points (1 or 0)	Independence (1 Point)	Dependence (0 Points)
	NO supervision, direction or personal assistance.	WITH supervision, direction, personal assistance or total care.
BATHING Points: _____	(1 POINT) Bathes self completely or needs help in bathing only a single part of the body such as the back, genital area or disabled extremity.	(0 POINTS) Need help with bathing more than one part of the body, getting in or out of the tub or shower. Requires total bathing.
DRESSING Points: _____	(1 POINT) Get clothes from closets and drawers and puts on clothes and outer garments complete with fasteners. May have help tying shoes.	(0 POINTS) Needs help with dressing self or needs to be completely dressed.
TOILETING Points: _____	(1 POINT) Goes to toilet, gets on and off, arranges clothes, cleans genital area without help.	(0 POINTS) Needs help transferring to the toilet, cleaning self or uses bedpan or commode.
TRANSFERRING Points: _____	(1 POINT) Moves in and out of bed or chair unassisted. Mechanical transfer aids are acceptable.	(0 POINTS) Needs help in moving from bed to chair or requires a complete transfer.
CONTINENCE Points: _____	(1 POINT) Exercises complete self control over urination and defecation.	(0 POINTS) Is partially or totally incontinent of bowel or bladder.
FEEDING Points: _____	(1 POINT) Gets food from plate into mouth without help. Preparation of food may be done by another person.	(0 POINTS) Needs partial or total help with feeding or requires parenteral feeding.
TOTAL POINTS: _____ SCORING: 6 = High (patient independent) 0 = Low (patient very dependent)		

Source: *try this:* Best Practices in Nursing Care to Older Adults, The Hartford Institute for Geriatric Nursing, New York University, College of Nursing, www.hartfordinst.org