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School of Nursing, Using APA Manual (5th edition) c-2001
(updated by K. Warner August 2007)

APA Basics!

Citing References within the Body of a Paper

Examples:

1. **(p. 207)**. The author (year) format as shown below is the most common format for citing references within the body of a paper. This format is appropriate when the writer is paraphrasing ideas from the cited source. An example is shown below:

Smith, Jones, and Stuart (2000) argue that critical thinking is a
necessary aptitude for all nursing students.

This same statement could also be referenced as:

Critical thinking is a necessary aptitude for all nursing students
(Smith, Jones, & Stuart, 2000).

Note that the punctuation (period) follows the reference citation and ends the sentence.
There is no punctuation following the end of the statement being cited. Also note, that only the authors' last names are cited and that the name of the reference or the source in which it is found should not be included in the body of the paper (author/year only).

2. **(p. 118)**. Page numbers would not be cited for this reference, unless it was a direct quote and then the quotation must be set off by quotation marks as shown below:

Limon (1999) states, "critical thinking is a necessary aptitude
for all nursing students" (p. 276).

Note that the letter "p", followed by a period, is used to denote page numbers for references cited in text. (The letters "pp" are used when a quotation occurs on more than one page - for example, pp. 274-275).

Note that all punctuation other than the closing quotation mark follows the page number citation. This same statement could also be referenced as:

"Critical thinking is a necessary aptitude for all nursing
students" (Limon, 1999, p. 276).

(p. 120). Because electronic sources often do not provide page numbers (unless they are PDF reproductions of the printed material, paragraph numbers are used in place of page numbers for direct quotes. See page 120 of the APA manual regarding the abbreviation for paragraph.

3. **(pp. 208-209).** Also note that when a work has two authors, both names are cited each time the reference occurs in text. When a work has three, four, or five authors, all authors are cited only the first time that the reference occurs. In subsequent citations of that work, only the first author's name should be cited, followed by et al. (period after al). In references with more than six authors, only the first author's surname is ever cited in the body of the paper, followed by et al. For example, if the reference citation listed in the first example on page 1 was repeated later in the paper, it would look like this:

Smith et al. (2000) found that all nurses are great thinkers.

4. In citing web-based references, the format should be author or name of the website followed by the date of the web site's creation if possible. If there is no date, this should be noted by the initials n. and d. (n.d.). The web address should NOT be listed in the body of the paper.

5. **(p. 214).** Personal communication includes letters, memos, telephone conversations, lecture notes and some electronic communication such as emails and electronic bulletin board discussions. Because such sources are not meant to provide recoverable data, they are cited as personal communication in text only, and NOT included in the reference list. For personal communications, give the initials as well as the surname of the communicator and provide as exact a date as possible. Such a citation in text might look like this:

The approved format for the School of Nursing at CSU, Chico is APA

format (C. Huston, personal communication, Oct. 30, 2002).

6. **(p. 292).** Use double quotation marks for quotations in the body of the paper. Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks. In block quotations (40 or more words), do not use quotation marks of any type to begin or end the quotation. Instead, start the quotation on a new line and indent it 5 to 7 spaces from the left margin. Type subsequent lines flush with the indent. If there are additional paragraphs within the quotation, indent the first line of each, 5 to 7 spaces from the margin of the quotation; maintaining a consistent indent spacing. Type the entire quotation double-spaced.

7. Double-space the entire manuscript.

8. **(p. 247).** When secondary sources are cited, the following format is used:

Bane's study (as cited in Colter & Marks, 1993) argues that nurses have

highly developed assessment skills.

Note that the year is not cited for Bane. Because the original source is cited by name in the text of the paper, only the Colter and Marks reference is listed in the Reference list.

9. **(p. 212)**. If the need arises to cite a source a second time within the same paragraph, the year may be omitted following the author's name on the second citation, if the study can not be confused with other studies cited in the manuscript. For example:

Johnson (2000) urges all nurses to be politically active. Johnson also advocates advanced certification by registered nurses.

10. **(p. 210)**. If the source being cited does not have an author, cite the source by the first few words of the title and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure or report. Both examples are shown below:

Bright students should go to college ("The Best and Brightest," 2002).

The book *College Bound Seniors* (2002) showcases career opportunities for bright students.

Sample Reference List

References

Hardy, M. E., & Conway, M. E. (Eds.). (1988). *Role theory: Perspectives for health professionals*. New York: Appleton-Century Crofts.

Leddy, S. (1998). *Conceptual bases of professional nursing* (4th ed.). Philadelphia: Lippincott Williams & Wilkins.

Marquis, T. (2000a). I am wonderful. What about you? *Journal of Life Enthusiasts*, 4(16), 23-24.

Marquis, T. (2000b). I love life: What about you? *Journal of Life Enthusiasts*, 4(16), 21-22.

Theile, J. E., Allen, C., & Stucky, M. (2003). Effects of web-based instruction on learning behaviors of undergraduate and graduate students. *Nursing and Health Care*

Perspectives, 20, 199-203.

Willis, B. (2002). *Strategies for teaching at a distance*. Retrieved Nov. 19, 2003, from

<http://www.uidaho.edu/evo/dist2.html>

Womack, B., Jameson, C., Lister, P., Huston, C., Marquis, B., Brill, B., et al. (2004). This is how you list more than six authors in a reference citation. *The Manual for College Writers*, 1(1), 1-3.

Things to notice:

1. **(p. 219)**. The reference list is alphabetical by the first author's surname. There should never be numerical numbering of references. In references with multiple authors, the authors should be listed in the same order on the reference sheet, as they are on the reference itself. (Do not rearrange the authors differently from the way they were originally published). The author's first and middle names are not cited - only initials. Educational credentials are not cited as well. If there are more than six authors, list the first six authors, followed by the use of et al.

2. **(p. 220)**. If the same author has multiple publications, arrange them in order by year, with the earliest publications coming first.

3. **(p. 226)**. In addition to proper words, only the first word in book/article titles and subtitles is capitalized (NOT every word in the title). The only exception will be the first word following a colon or dash in the title, which is also capitalized (p. 95).

4. **(p. 228)**. Book titles, journal titles, and website titles are italicized, and are NEVER noted with quotation marks in the reference list. Note that website addresses should not be underlined - often this will require the author to manually remove the underline the computer will create.

5. **(p. 240)**. In journal citations, the volume is also italicized so that there are continuous italics between the journal title and the volume number. A comma and a space exist between the journal title and the volume. The volume precedes the number (issue) of the journal, which is put in parentheses. Note there is no space between the volume and the number. A comma and a space follow the journal number, which is immediately followed by page designation. Note that the letter "p" is NOT used to designate pages in the reference list. A period ends the citation. Thus, a journal citation would appear as:

James, E. (1999). I love nurses: The curse of my life. *Psychology Today*, 20(5), 20-27.

6. **(p. 227)**. It is important to note that for journals that run pages consecutively for each volume, the number (issue) is not included in the reference list. Many journals start each issue with page 1 and the number or issue must be included to aid locating the correct publication. An example of a

consecutively paged journal:

Correct Citation:

Rossen, E. K., & Gruber, K. J. (2007). Development and psychometric testing of the Relocation Self-Efficacy Scale. *Nursing Research*, 56, 244-251.

Incorrect Citation:

Rossen, E. K., & Gruber, K. J. (2007). Development and psychometric testing of the Relocation Self-Efficacy Scale. *Nursing Research*, 56(4), 244-251.

7. In book citations, the author, year, title, city of publisher, and publisher format is used. Book editions are noted following the book title in parentheses and are not italicized with the book title. There is no period following the book title when the book edition follows the title. The publishing city precedes and is separated from the publisher by a colon (p. 217 includes a list of cities well known for publishing that do not require a state or country affiliation). A period ends the reference citation. Thus, a book citation would appear as:

Lane, B. K. (1998). *Why cats love me: The key to my success* (3rd ed.). New York: McGraw-Hill.

8. (p. 299). All elements of a reference page should be double-spaced. There should not be any additional spaces left between references.

9. (p. 299). Hanging indents should be used for the first line of each reference. This means that the first line of each reference should be flush with the left margin and following lines should be indented approx. 5 to 7 spaces.

Lane, B. K. (1998). *Why cats love me: The key to my success* (3rd ed.). New York: McGraw-Hill.

10. (p. 221). When two or more references are cited for the same author in the same year, the designation of a small a, b, c, etc. can be added to the year so that the writer may differentiate between cited sources in the body of his/her paper. The order is generally determined by the alphabetic order of the title of the book or article. The only exception is when articles are part of a series and noted as such (e.g. Part I and Part II).

11. Only cited references (references cited in the body of the paper) should be listed in the reference list. That is part of what differentiates a reference list from a bibliography.

12. Note the use of an ampersand (&) to connect multiple authors in the reference list, in parenthetical material, and in tables and captions. The word “and” is used in citing multiple authors in running text only, in the body of the paper.

13. Names of organizations (i.e. - National Institutes of Health) should not be abbreviated on the reference list. They may, however, be abbreviated in citations in the body of the paper by first writing the name of the organization in full and then bracketing the initials or abbreviation following the full name. The year would follow as in any other citation. If the reference is cited again in the body of the paper, the abbreviation may be used for the second citation (i.e. - N.I.H., 1991).

14. **(p. 299)**. References are always listed on a separate page from the manuscript. The page is titled References and this title is centered on the page (no underlining or bold). There is no space, other than the standard double-spacing, between the word References and the listing of the references. Note that only cited references should be included in the reference list.

15. **(p. 231)**. In general, the format for the reference list is for the author of the web site to be listed first, followed by the date it was created or updated (just as in book or journal citations). The citation should also include the date the website was accessed and data retrieved. The website address (NOT underlined) comes last. Thus, it now looks like this:

American Nurses Association. (2001). *Position statement on nursing*. Retrieved July 4, 2001, from <http://ana.nursing.org>

At a minimum, a reference of an Internet source should provide a document title or description, a date (either the date of publication or update, or the date of retrieval), and an address (the URL). Whenever possible, identify the authors of the document as well.

General Manuscript Preparation

1. **(p. 285)**. The preferred typefaces are Times Roman and Courier. A serif typeface is preferred for text as it improves readability and reduces eye fatigue.
2. **(p. 285)**. Font size should be 12 point.
3. **(p. 286)**. Double-space the entire manuscript. On most word processors, this means setting the line spacing to 2. In any case, the result should be at least 3/16 to 1/4 inch of space between the typed lines on a manuscript. Double-space after every line in the title, headings, footnotes, quotations, references, figure captions, and all parts of tables, but do NOT add extra spaces. Never use single-spacing or one and one half spacing.
4. **(p. 286)**. Leave uniform margins of at least one inch (2.54 cm) at the top, bottom, right, and left of every page. With most word processing programs; 1 inch is the default setting for margins.
5. **(p. 287)**. The length of each typed line is a maximum of 6 1/2 inches. Always use left-hand justification, meaning that all lines begin at the left-hand margin and that the right-hand

margin is ragged or uneven.

6. **(p. 287)**. Type no more than 27 lines of text (i.e., not counting the manuscript page header and page number) on an 8 1/2 X 11 in. page with 1-in. margins.

7. **(p. 288)**. Number all pages (except for artwork) consecutively, beginning with the title page. Use Arabic numbers in the upper right hand corner. The page number should appear at least 1 inch from the top edge of the paper and the first line of the text. The default setting on most computers is 0.5 inches from the top of the page, which is acceptable.

8. **(p. 289)**. Indent the first line of every paragraph five to seven spaces (1/2 inch). Be consistent with the indent spacing once selected.

9. **(p. 296)**. The title page should have a running head, title, and byline/institutional affiliation. It should also have a manuscript page header and the page number 1, placed in the upper right-hand corner of the page.

The running head should reflect an abbreviated title for the paper and should be placed flush left at the top of the title page (but below the manuscript page header), in all upper case letters. Type out the words Running head, followed by a colon and then the abbreviated title; all capital letters. Do not exceed 50 characters including punctuation and spaces. The running head is punctuated as follows:

Running head: BECOMING A NURSE IN CANADA

(p. 296). The title of the paper is positioned in the upper half of the title page and centered between the left and right margins. The first letter of each word in the title is capitalized (excludes prepositions).

The byline and institutional affiliation should list the name of the author(s), using first and last name, one double-spaced line below the title. The institutional affiliation should be centered under the author's name, on the next double spaced line.

10. **(p. 288)**. Page headers should be included on every page of the manuscript, including the title page. Use two or three words from the title for the page header and place the header in the upper right-hand corner above or five spaces to the left of the page number. The first letter of each word in the Page header should be capitalized and there should be a space between words. Use the automated functions of your word processing program to create the page header and page numbers for the manuscript. Do not confuse the page headers with the running head. The running head goes only on the title page.

11. Use of superscript or subscript is normally an automatic function in most word processing programs. In APA they are selectively used (**pp. 132-136; 141-144**) and you may have to deselect this automatic formatting option for many common numerical notations (**pp. 122-124**). For instance: 4th is correct, 4th is incorrect; however 10⁻⁵ and m³ are both correct uses.

Sample Title Page Format

Writing Formal Papers 1

Running head: I HATE APA FORMAT

The Key to Success in Nursing School

John Doe

Virtual University, USA

12. **(p. 298)**. The title of the paper will also be included on the first page of text; centered at the top of the page. This will generally be the second page of most academic papers without an abstract.

13. **(p. 113 and 289-290)**. The five levels of headings are shown on page 113 of the manual. Please review these levels of headings to see which ones should be used in your paper, which should be centered and whether upper or lower case lettering should be used.

14. Do not include a heading labeled Introduction to begin your paper. The introduction to a manuscript does NOT carry a heading label as the first part of a manuscript is assumed to be the introduction. If the introduction contains headings, the first heading and later equivalent headings within the section are assigned the highest level of heading (Level 1 for all but five-level papers).

15. Abstracts are not required for your papers unless otherwise directed by your instructor. The directions for creating an abstract can be found on pages 12-15 and 298 of the APA manual.

16. **(p. 290)**. APA format states that there should be only one space after commas, colons, and semicolons as well as after punctuation marks at the end of sentences. Many students have been taught to use two spaces at the end of sentences. This is considered an acceptable deviation by the faculty in this program.

17. Review plagiarism definition and examples on page 349. Be sure to always give credit for any factual information and for ideas taken from other sources, whether it is paraphrased or quoted.