

APA 5th ed Paper Guidelines

General Guidelines

- Margins: 1 in. on all sides
- Font: 12 pt. Times Roman or Courier
- Spacing: double space
- Alignment: flush left, with paragraph indentation
- Pagination: Page number should appear in right upper corner, numbering from title page
- Running Head: optional for this paper

Title Page

- Include paper title, authors, and course number—each on separate line
- Author listing should identify which student author was responsible for which area of the overall paper

Abstract: not necessary for this paper

Body of paper

- Begin with a new page. Center title on first line of page
- Use headings to organize the paper (ie: introduction, history & scientific basis for therapy, use of the therapy in relation to holistic health, potential benefits and contraindications, incorporation in western medical care and nursing care, requirements for practitioner use of therapy, conclusion)
- Text reference citations should include citation of the author last name and year/date published. This information should appear in parentheses. For example: A journal article published in 2000 by author Ima Pickyteacher should be cited as (Pickyteacher, 2000).
- If you identify the author(s) in the body of your writing, you need only identify the date in parentheses, ie: Pickyteacher (2000) identified that.....
- If the source has 2 authors, include both in each reference citation
- If the source has 3-5 authors, list all in the first citation, and then as the first author, followed by et al. ie: Pickyteacher et al. (2000).
- If a source has 6 or more authors, use only the first author's name for each citation.
- Cite personal communications as (personal communication, Jan 1, 2004)
- If using a direct quotation, be sure to include the page number of the quote in the reference source as well as author name and publication yr/date
- Remember that quotes of > 40 words are block indented, without quote marks. Quotes of < 40 words are encased by quote marks and not indented.

Reference list

- All references cited in body of paper should be referenced in the list. Also all references in the list must be cited in the body of the paper.

- Reference list must be placed on a separate page with the title of “References”, centered at the top of the page.
- Use a hanging indent format
- Use surnames and initials for all authors, separating authors by commas. If there are more than 6 authors, list the first 6 and then use et al.
- The year of publication, in parentheses, follows author list. If there is no date use “n.d.” in parentheses.
- The title of the reference follows author. If a journal article, the title is in regular font, followed by a period. The Journal title follows in italics, followed by a comma, and the volume of the journal. If each journal issue begins with page 1 (no consecutive numbering from one issue to the next, you should include an issue number in parentheses. The volume/issue info is followed by a comma, and then by the page numbers of the article.
- If the reference is a book, the title is in italics, followed by a period. If an edition is identified, it follows the title, in parentheses. After the title information, the City of publication appears, followed by a colon and the publisher of the book
- If the reference is an article or chapter in an edited book, identify the author, year, Chapter title (no italics), followed by a period. Then state “In _____ (author or editor of entire book, listed initials first, then last name, followed by the title of the book in italics, and the page numbers of the article/chapter—not in italics). Then include the publication city and publisher.
- For a web-based document, list author, date (if available), title—in italics and followed by a period. Then state “Retrieved on ____ (date you retrieved), from ____ (list the web site).
- If you retrieved a journal article from a database, cite the reference as a journal article, but after the citation, include “Retrieved ____ (date you retrieved), from _____ (name of database).
- For further information related to APA formatting of references see:
 - <http://www.vanguard.edu/psychology/references.pdf> or
 - <http://www.apastyle.org/electref.html>

Appendices: not necessary, but if you use them

- Begin each on a new page and head with “Appendix” (if only 1) or “Appendix A”, “Appendix B”, etc

Footnotes: not necessary

Tables: not necessary, but if used

- Begin each on a separate page and head with “Table 1”, etc, flush left. Place the table title on the line below the table number.

Grammar issues:

Be careful about grammar errors

- Sentence fragments. Although fragments are perfectly appropriate in narrative nursing documentation, they are not acceptable in a paper.

- Subject-verb agreement. If the subject is singular, the verb must be also. The same holds true for plural. For example, “Recent discoveries show (not shows).”
- Subject-pronoun agreement, singular vs. plural: For example, “One should be able to make his/her (not their) own decision about the particular treatment.”
- Be sure to use the same tense in all parts of a sentence. For example, “Eating a large meal before bedtime and drinking caffeine-containing beverages (not too much caffeine consumed), can cause difficulty sleeping.”
- Be sure that pronouns (it, his her) refer clearly to a person or thing.
- Don’t confuse use of commas, colons, & semicolons.
 - Commas are used to separate thoughts, or a items in a list.
 - Semicolons are used to join independent clauses (could be complete sentences) in a single sentence.
 - Colons are used prior to a list in which longer items are separated by semicolons, or to separate a long quotation from the beginning of a sentence.
- Be sure that sentences are not overly long or wordy.