

APA Style Guide, 6th ed.

This handout provides an overview of the American Psychological Association's style of citation and writing. It is based on the sixth edition of the *Publication Manual of the American Psychological Association (APA Publication Manual)*.

Consult a copy of the handbook that is available in the Circulating or Reference collections (Call #: BF 76.7 P83 2010) of the Vera Bracken Library for more information. Additionally, you can review the *APA Sample Paper*, or *To Quote, Paraphrase, or Block Quote? – APA Style guides*—both are available in the library or online at: http://www.mhc.ab.ca/Library/Get_Assistance/How-To_Guides.aspx.

WHY CITE SOURCES?

When writing a paper, we often build upon the information and ideas of others. When information is borrowed from others, we must give them credit. Citing sources accomplishes the following:

- ~ provides a way to give proper credit to the sources used in writing the paper
- ~ enables the reader to find the information for themselves
- ~ adds credibility and provides strength for your arguments

WHEN TO CITE SOURCES?

Credit must be given whenever:

1. quoting from a source (copying from the source word for word)
2. summarizing or rephrasing information from a source into one's own words

HOW TO CITE SOURCES?

APA style requires 2 elements:

1. IN-TEXT REFERENCES

- ~ located in the text of the paper
- ~ tells the reader what information was borrowed and where it came from

2. A LIST OF REFERENCES

- ~ located at the end of the paper
- ~ tells the reader what sources were used to write the paper and provides complete information about the sources

The *in-text references* (a.k.a., *parenthetical reference*) and *list of references* work together to give complete credit to the sources that are used in writing the paper. The in-text reference in the paper should correspond with the beginning of the citation in the list of references.

FORMATTING A PAPER IN APA STYLE

- Use standard 8.5 x 11 inch (letter size) good quality white paper.
- Use 12-pt Times New Roman font.
- Double space lines throughout the paper. Exceptions: Triple or quadruple spacing can be done around equations. Single or one-and-a-half spacing can be done in tables or figures.
- Use a 1 inch (2.54 cm) margin on all sides of each page—left, right, top, and bottom.
- Text appears on one side of the paper—the reverse side is blank.
- Left justify your margins, meaning the left margin will be flush to the left side of the page and the right margin will be uneven.
- Indent the first line of every paragraph five to seven spaces or a standard “Tab” key space (½ inch).
- Use 2 spaces after a sentence period in your essay and 1 space after commas, colons, and semicolons.
- Order of the paper (not all of these elements are a necessary part of every paper):
 1. title page
 2. abstract
 3. text
 4. references
 5. footnotes
 6. tables
 7. figures
 8. appendices
- PAGE NUMBERING: Number all pages of the paper, beginning with the title page. The number is in the top right corner (1 inch from right and ½ inch from the top page edges).
- RUNNING HEAD: A running head will appear at the top of every page. It is flush against the left-hand margin (1 inch) and ½ inch from the top of the page. The running head is an abbreviated form of the title that is no longer than 50 characters in length. The abbreviated title will be preceded by the phrase, “Running head:” on the first page only. E.g., Running head: THIS IS MY ESSAY TITLE (on page 1); THIS IS MY ESSAY TITLE (on subsequent pages)
- HEADINGS: Headings are not required, but they may be useful for the purpose of displaying hierarchal organization in your paper. There are a total of five heading styles. The following outlines the format for the first three levels of headings. For more than three levels of headings refer to the *APA Publication Manual* (6th ed., pp. 62–63).

Bold, Centered, Uppercase and Lowercase Heading

1st level.

Bold, Flush Left, Uppercase and Lowercase Heading

2nd level.

Indented, bold, sentence case paragraph heading ending with a period.

3rd level.

- Visuals may include graphs, photographs, tables, etc. Clearly label each visual with a title that concisely describes its subject. In the text of your paper, refer to the visual by its label (e.g., Figure 1, etc.).
- Formatting titles or publications mentioned in your paper:
 - ITALICIZE: titles of books, plays, pamphlets, newspapers, magazines, journals, films, compact discs, and paintings.
 - PLACE QUOTATION MARKS AROUND: titles of articles, essays, short stories, poems, chapters of books, and songs.
 - CAPITALIZE: All major words in the title.

APA STYLE EXAMPLES

APA style requires brief references in the text of the paper and complete reference information at the end of the paper. Below are some general guidelines:

IN-TEXT REFERENCES

An in-text reference is generally given in one of two ways.

For rephrased information (information put into your own words):

- use author's surname followed immediately by the copyright year in brackets within the sentence
- OR
- provide the author's surname and copyright year in brackets at the end of the sentence before the period

For quoted information (information copied word for word):

- use the author's surname followed immediately by the copyright year in brackets and the page from which the information was copied in brackets at the end of the sentence (see example on page 10 for details)
- OR
- provide the author's surname, copyright year, and page in brackets at the end of the sentence before the period (see example on page 10 for details)

ADDITIONAL RESOURCES IN THE LIBRARY

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC:

Author. [Circulation and Reference Collections; Call #: BF 76.7 P83 2010]

American Psychological Association. (2010). *Concise rules of APA style* (6th ed.). Washington, DC: Author. [Reference Collection; Call #: BF 76.7 C66 2010]

APA Style [Web site]. <http://www.apastyle.org/> [The official Web site for APA Style—this site offers blogs, FAQs, tutorials, and more.]

REFERENCES

The list of sources is titled "References" and is located at the end of the paper on a new page.

- alphabetize entries by the first word of the entry
- entries are double spaced and the second line of an entry is a hanging indent of a ½ inch (standard tab space)
- use only initials for the first and middle names even if the full name is given
- in titles of books and articles, capitalize only the first word of the title, the first word following a colon or dash, and all proper nouns
- in titles of periodicals, capitalize all significant words
- italicize the titles of books and periodicals
- one space after all punctuation
- list only works that were referenced in the text of the paper (except personal communications)

ANATOMY OF A REFERENCE

(For more examples see pp. 5-10)

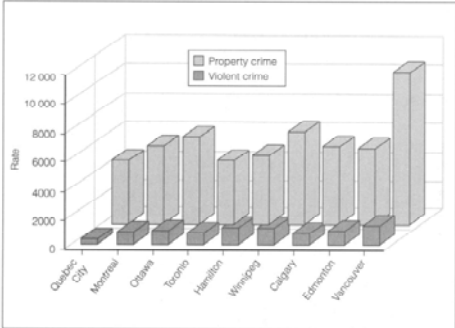
<p>In-Text Reference – Paraphrase</p>	<p style="text-align: center;">Borrowed information put into the author's own words.</p> <p style="text-align: right;">Use "&" between authors' names in parenthesis.</p> <p style="text-align: center;">The bacteriological revolution brought much significance to the housewife and her chores (Tomes & Tiny, 1998).</p>
<p>References Page – Book Citation</p>	<p style="text-align: center;"> Authors. Year. Book title, only capitalize the first word of the title and subtitle. <i>Italicize.</i> Place of publication. Publisher. <i>NOTE:</i> If author and publisher are the same, write "Author" (without quotation marks). </p> <p style="text-align: center;">Cushing, C. E., & Allan, J. D. (2001). <i>Streams: Their ecology and life</i>. San Diego, CA: Academic Press.</p> <p>Use "&", not "and". Use initials instead of full first/given or middle names.</p> <p>Capitalize the first word of the title and subtitle—unless a proper name/noun follows.</p> <p>See pp. 186–187 of the <i>APA Publication Manual</i> for recording publisher location rules.</p>
<p>References Page – Journal Article Citation</p> <p>For digital versions of journal citations, see p. 6 of this guide.</p>	<p style="text-align: center;"> Authors. Year. Article title, only capitalize the first word of the title and subtitle—unless a proper name/noun follows. Journal title, capitalize all major words in the title. <i>Italicize.</i> Pages. </p> <p style="text-align: center;">Socket, H. T. (1987). Has Shulman got the strategy right? <i>Harvard Educational Review</i>, 57, 208–219.</p> <p><i>NOTE:</i> If DOI is present, include it for online or print versions. See example 3 on page 6 of this guide.</p> <p>Volume number italicized. Include issue number in parenthesis if each issue starts on page 1 or if you are unsure—the issue number will not be italicized (e.g., 57(1)).</p>
<p>References Page – Standalone Document/Report on Website</p> <p>For more examples of web-based documents, see pp. 8–9 of this guide.</p>	<p style="text-align: center;"> Corporate/group/organization author if no individual(s)—not necessarily name of Web site. Date posted/published. DO NOT use date modified/revised/ updated, etc. Use "n.d." (for <i>no date</i>) otherwise. Publication information. If the document is a standalone Web page, you only need to provide document title in italics. </p> <p style="text-align: center;">United Nurses of Alberta. (2009, April 28). <i>Swine influenza: Respiratory protection for nurses: Position statement from United Nurses of Alberta</i>. Retrieved from http://www.una.ab.ca/news/archive/pdfs/Swine%20Influenza.pdf</p> <p>Hanging indent. ½ in. or 5–7 spaces.</p> <p>Title wrapped to second line.</p> <p>Provide specific URL if the document is a standalone document.</p> <p><i>Note:</i> Retrieval date (e.g., Retrieved July 24, 2009, from . . .) is no longer required unless the document is regularly updated (e.g., a Wiki page). There are many other types of web documents (e.g., books, journals, corporate reports, etc.)—refer to chapters 6 and 7 of the <i>APA Publication Manual</i> for examples.</p>

	IN-TEXT EXAMPLES (See page 10 for more detail about in-text citation.)	REFERENCE PAGE
Book – One Author See p. 203 in the <i>APA Publication Manual</i>	Aronsson (2000, p. 35) found OR . . . (Aronsson, 2000, p. 35).	Aronsson, L. (2000). <i>The development of sustainable tourism</i> . London, England: Continuum.
Book – Two Authors See p. 202 in the <i>APA Publication Manual</i>	<ul style="list-style-type: none"> • Use "and" between authors' names when citing in the sentence. • In brackets, use "&" between authors' names. Cushing and Allan (2001, p. 45) compared OR . . . (Cushing & Allan, 2001, p. 45).	Cushing, C. E., & Allan, J. D. (2001). <i>Streams: Their ecology and life</i> . San Diego, CA: Academic Press.
Book – Three to Five Authors See pp. 177 and 203 of the <i>APA Publication Manual</i>	1st time citing the work: Hayes, Strosahl, and Wilson (1999, p. 5) found OR . . . (Hayes, Strosahl, & Wilson, 1999, p. 5). ----- Subsequent citations: Hayes et al. (1999, p. 14) discovered OR . . . (Hayes et al., 1999, p. 14).	Hayes, S. C., Strosahl, K. D., & Wilson, K. G. (1999). <i>Acceptance and commitment therapy</i> . New York, NY: Guilford Press.
Editor and no Author See p. 204 in the <i>APA Publication Manual</i>	<ul style="list-style-type: none"> • Since the information was edited, do not use the editor's name as if he or she wrote it. . . . (Carlock, 1999, p. 69).	Carlock, C. J. (Ed.). (1999). <i>Enhancing self-esteem</i> (3rd ed.). Philadelphia, PA: Accelerated Development.
Chapter or Section of a Book – with an author See p. 204 in the <i>APA Publication Manual</i>	Regulus (1995, p. 1051) determined OR . . . (Regulus, 1995, p. 1051).	Regulus, T. A. (1995). Gang violence. In R. L. Edwards (Ed.), <i>Encyclopedia of social work</i> (19th ed., Vol. 2, pp. 1045–1055). Washington, DC: National Association of Social Workers.
Chapter or Section of a Book – no author See pp. 202–203 in the <i>APA Publication Manual</i>	<ul style="list-style-type: none"> • Do not use the editor's name as if he or she wrote it. . . . (Anderson, Anderson, & Glanze, 1994, p. 1497).	Anderson, K. N., Anderson, L. E., & Glanze, W. D. (Eds.). (1994). Subcutaneous injection. In <i>Mosby's medical, nursing, and allied health dictionary</i> (4th ed., p. 1497). St. Louis, MO: Mosby.
Legal Documents – acts, court cases, hearings, regulations, etc.	<ul style="list-style-type: none"> • The APA defers citation of Canadian legal documents to the "latest edition" (p. 216) of <i>The Bluebook: A Uniform System of Citation</i>, which is now in its 19th edition (2010). This book is available in the Vera Bracken Library's Reference Collection (Call #: KF 245 B58 2010). • If you need to cite American legal documents, refer to Appendix 7.1 (pp. 216-224 of the <i>APA Publication Manual</i>). 	

	IN-TEXT EXAMPLES (See page 10 for more detail about in-text citation.)	REFERENCE PAGE
<p>Journal Article (Print)</p> <p>See pp. 198–199 in the <i>APA Publication Manual</i></p>	<p>Koopman (2001, p. 649) researched</p> <p>OR</p> <p>. . . (Koopman, 2001, p. 649).</p>	<ul style="list-style-type: none"> If each issue of a volume begins on page 1 or you are unsure, then include the issue number in parenthesis after the volume number (e.g., 285(5)). <p>Koopman, W. J. (2001). Prospects for autoimmune disease: Research advances in rheumatoid arthritis. <i>JAMA: Journal of the American Medical Association</i>, 285, 648–650.</p>
<p>Journal Article from Publisher Web Site</p> <p>See p. 199 in the <i>APA Publication Manual</i></p>	<p>Koopman (2001, p. 649) researched</p> <p>OR</p> <p>. . . (Koopman, 2001, p. 649).</p>	<ul style="list-style-type: none"> Include print information, followed by the URL of the journal's homepage. <p>Koopman, W. J. (2001). Prospects for autoimmune disease: Research advances in rheumatoid arthritis. <i>JAMA: Journal of the American Medical Association</i>, 285, 648–650. Retrieved from http://jama.ama-assn.org/</p>
<p>Full Text Article with Digital Object Identifier (DOI)—print & online versions</p> <p>See pp. 187–192, 198 in the <i>APA Publication Manual</i></p>	<ul style="list-style-type: none"> If you have a work by 6 or more authors, it is permissible to use <i>et al.</i> after the first author's name for the first and subsequent entries in text. <p>Young et al. (2009, p. 87) discovered that</p> <p>OR</p> <p>It was discovered that . . . (Young et al., 2009, p. 87).</p>	<ul style="list-style-type: none"> For more information about DOIs, go to: http://bit.ly/bgAsCJ <p>Young, H., Smith, J., Wallis, G., Peters, F, Cox, D., Smith, B., . . . Yan, L. (2009). Further evidence for infection of pigs with human-like influenza viruses in China. <i>Virus Research</i>, 140, 85–90. doi:10.1016/j.virusres.2008.11.008</p>
<p>Full Text Article from a Commercial Database (no DOI)</p> <p>See pp. 198–202 in the <i>APA Publication Manual</i></p>	<p>According to Castell (2008, p. 15)</p> <p>OR</p> <p>. . . (Castell, 2008, p. 15).</p>	<ul style="list-style-type: none"> Following the print form of the citation, include the name of the database and accession/document/order number assigned by the database in parenthesis. <p>Castell, F. (2008). Professionalism in nursing practice. <i>Nursing Journal</i>, 12(9), 13–17. Retrieved from CINAHL Plus with Full Text database. (Accession No. 2009886289)</p>
<p>Magazine Article</p> <p>See p. 200 in the <i>APA Publication Manual</i></p>	<p>Kluger and Dorfman (2002, p. 33) evaluated the OR</p> <p>. . . (Kluger & Dorfman, 2002, p. 33).</p>	<p>Kluger, J., & Dorfman, A. (2002, August 26). The challenges we face. <i>Time</i>, 160(9), 32–38.</p>
<p>Newspaper Article—no author</p> <p>See pp. 176 and 200 in the <i>APA Publication Manual</i></p>	<ul style="list-style-type: none"> The article title will be placed between quotation marks in the text of the essay. <p>The article “Griffon Rotor Blades Fail Inspection” (2002, p. A1) OR</p> <p>. . . (“Griffon Rotor Blades Fail Inspection,” 2002, p. A1).</p>	<ul style="list-style-type: none"> If no author is present, use the title of the article in place of the author's name. <p>Griffon rotor blades fail inspection. (2002, July 27). <i>Medicine Hat News</i>, p. A1.</p>

	IN-TEXT EXAMPLES (See page 10 for more detail about in-text citation.)	REFERENCE PAGE
<p>Episode from a Television Series</p> <p>See p. 210 in the <i>APA Publication Manual</i></p>	<p>Dolinsky and Alexander's (1968) work OR</p> <p>. . . (Dolinsky & Alexander, 1968).</p>	<ul style="list-style-type: none"> Use writer and director in place of author, and producer in place of editor. <p>Dolinsky, M. (Writer), & Alexander, D. (Director). (1968). Plato's stepchildren [Television series episode]. In F. Freiburger (Producer), <i>Star trek</i>. Los Angeles, CA: Paramount Pictures.</p>
<p>Video</p> <p>See p.209 in the <i>APA Publication Manual</i></p>	<p>In the video <i>Faces of Reality</i> produced by Gillespie and directed by Ashworth (2000)</p> <p>OR</p> <p>. . . (Gillespie & Ashworth, 2000).</p>	<ul style="list-style-type: none"> Provide the primary contributors such as producer and/or director. If the video is in DVD or Blu-ray formats, you would use those terms in place of "Videotape." <p>Gillespie, M. (Producer), & Ashworth, S. (Director). (2000). <i>Faces of reality</i> [Videotape]. Edmonton, Canada: Alberta Alcohol and Drug Abuse Commission.</p>
<p>Secondary Source</p> <p>See p. 178 in the <i>APA Publication Manual</i></p>	<ul style="list-style-type: none"> In the text cite the original source and in brackets cite the secondary source with the phrase "as cited in". <p>Kiel and Elliott's study (as cited in Eve, Horsfall, & Lee, 1997, p. 97) found</p>	<ul style="list-style-type: none"> Cite only the secondary source in the reference list. <p>Eve, R. A., Horsfall, S., & Lee, M. E. (Eds.). (1997). <i>Chaos, complexity, and sociology</i>. London, England: Sage.</p>
<p>A Review</p> <p>See pp. 208–209 in the <i>APA Publication Manual</i></p>	<p>In Osborne's (1998, p. 223) review of the book</p> <p>OR</p> <p>. . . (Osborne, 1998, p. 223).</p>	<ul style="list-style-type: none"> In square brackets use the phrase "Review of the" and the type of material reviewed (book, video, etc.). If the article/review has a formal title, it will precede the bracketed text. <p>Osborne, R. E. (1998). [Review of the book <i>The fabric of self: A theory of ethics and emotions</i>, by D. Rothbard Margolis]. <i>Choice</i>, 36, 223.</p>
<p>Dictionary Entry – No Author or Editor</p> <p>See pp. 202–205 in the <i>APA Publication Manual</i></p>	<ul style="list-style-type: none"> Use the title in place of the author. See p. 2 for information on formatting titles in the text of your paper. <p>"Myocardial infarction" (2007, p. 582) is defined as OR</p> <p>. . . ("Myocardial infarction," 2007, p. 582).</p>	<ul style="list-style-type: none"> Place the title in the author position. <p>Myocardial infarction. (2007). In <i>Merriam-Webster's medical dictionary</i> (Enlarged print ed., p. 582). Springfield, MA: Merriam-Webster.</p>
<p>No Date</p> <p>See p. 185 in the <i>APA Publication Manual</i></p>	<ul style="list-style-type: none"> Use <i>n.d.</i> (not italicized) to indicate no date. <p>In the text by Rosenthal (n.d., p. 78.) OR . . . (Rosenthal, n.d., p. 78).</p>	<p>Rosenthal, R. (n.d.). <i>Social research procedures</i>. Newbury Park, CA: Sage.</p>

	IN-TEXT EXAMPLES (See page 10 for more detail about in-text citation.)	REFERENCE PAGE
Basic Web Page See: http://bit.ly/dahbc9 AND http://bit.ly/ihXjRn for when information is missing	Medicine Hat College (n.d., Mandate section, para. 2) stated . . . OR . . . (Medicine Hat College, n.d., Mandate section, para. 2).	Medicine Hat College. (n.d.). Our mandate. Retrieved from http://www.mhc.ab.ca/AboutMHC/AdministrationandGovernance/Mandate.aspx
Corporate/Government Report (Group Author) – Online See pp. 184, 205–206 in the <i>APA Publication Manual</i>	<ul style="list-style-type: none"> • A group author / publisher style of reference will include corporations, associations, government agencies or study groups act as author and publisher. • Spell out the full name of the group publisher and author, do not use abbreviations or acronyms. The Health Canada (2006, p. 2) report noted that . . . OR . . . (Health Canada, 2006, p. 2).	<ul style="list-style-type: none"> • If present, include publication or catalogue number in parenthesis after the title. Health Canada. (2006). <i>Residential indoor air quality guideline: Formaldehyde</i> (HC Publication No. 4120). Retrieved from http://www.hc-sc.gc.ca/ewh-semt/alt_formats/hecs-sesc/pdf/pubs/air/formaldehyde-eng.pdf
Web Log/Blog Post See pp. 214–215 of <i>APA Publication Manual</i>	Schroeder (2009, para. 1) reported that . . . OR . . . (Schroeder, 2009, para. 1).	<ul style="list-style-type: none"> • If the name of the blog is in the URL, you do not have to list it in the citation. Schroeder, S. (2009, October 5). Apple to Woolworths: Your new logo is too Apple-y [Web log post]. Retrieved from http://mashable.com/2009/10/05/apple-woolworths-logo/
Video Blog (e.g., YouTube, etc.) See p. 215 of the <i>APA Publication Manual</i>	Simon Cowell, a notoriously difficult judge, said that Paul Potts's performance on <i>Britain's Got Talent</i> , “was a complete breath of fresh air” (myredroom, 2007). Cowell went on to say that, “I thought you were absolutely fantastic.”	<ul style="list-style-type: none"> • Use the screen name that the author/poster has adopted. Nothing is italicized. myredroom. (2007, June 10). Paul sings Nessun Dorma high quality video/sound widescreen 16:9 [Video file]. Retrieved from http://www.youtube.com/watch?v=1k08yxu57NA
Wiki Entry See Section 7.11 (pp. 214–215) of the <i>APA Publication Manual</i> See: http://bit.ly/22wxW3	The “History of Immigration” (n.d., para. 1) article states that . . . OR It is stated that . . . (“History of Immigration,” n.d., para. 1).	<ul style="list-style-type: none"> • The date of retrieval must be included when citing a wiki article. History of immigration to Canada. (n.d.). In <i>Wikipedia</i> . Retrieved October 20, 2011, from http://en.wikipedia.org/wiki/History_of_immigration_to_Canada
Facebook Post/Update See: http://bit.ly/TSWVE AND http://bit.ly/13FCJX	Medicine Hat College (2011) stated that . . . OR . . . (Medicine Hat College, 2011).	Medicine Hat College. (2011, January 10). Due to heavy snowfall, the Brooks Campus will be closed today [Facebook update]. Retrieved from http://www.facebook.com/MHCollege/posts/100491010027722

	IN-TEXT EXAMPLES (See page 10 for more detail about in-text citation.)	REFERENCE PAGE
<p>Twitter Post/Update</p> <p>See: http://bit.ly/TSWVE AND http://bit.ly/13FCJX</p>	<p>It was announced by mhclibrary (2011) that</p> <p>OR</p> <p>. . . (mhclibrary, 2011).</p>	<p>mhclibrary. (2011, January 18). You can now find Medicine Hat College Library Services on Facebook! http://tinyurl.com/5swlfo3 [Twitter post]. Retrieved from http://twitter.com/#!/mhclibrary/status/27436385950498816</p>
<p>Brochure/Archived Documents</p> <p>(This includes archived letters, limited-circulation brochures, in-house produced documents, private collections, etc.)</p> <p>See pp. 212–213 of the <i>APA Publication Manual</i></p>	<p>The Vera Bracken Library’s (2008, p. 2) brochure states that</p> <p>OR</p> <p>. . . (Vera Bracken Library, 2008, p. 2).</p>	<ul style="list-style-type: none"> The presentation style and level of information will vary from source to source. <p>Vera Bracken Library. (2008, August). <i>New student’s survival guide to Library Services</i> [Brochure]. Medicine Hat College, Medicine Hat, Canada.</p>
<p>Personal Communication</p> <p>See p. 179 in the <i>APA Publication Manual</i></p>	<ul style="list-style-type: none"> For example letters, e-mail, personal interviews, notes taken in class, etc. <p>S. L. Rainsforth (personal communication, August 20, 2002) suggested</p> <p>OR . . . (S. L. Rainsforth, personal communication, August 20, 2002).</p>	<ul style="list-style-type: none"> Do not list personal communications in the reference list. Letters, transcripts, audio records, online public forums, etc. that are archived in archives, Internet, libraries, museums, etc. do need to be cited. Refer to Section 6.20 (p. 179) of the <i>APA Publication Manual</i> for details.
<p>Figures (Visual Elements)</p> <p>See pp. 38, 53, 151–167 in the <i>APA Publication Manual</i></p>	 <p><i>Figure 1.</i> Property and Violent Crime in Major Metropolitan Areas, 1996. From <i>The Canadian Criminal Justice System</i> (p. 36), by S. Ramcharan, W. de Lint and T. Fleming, 2001, Toronto, Canada: Prentice Hall. Copyright 2001 by Pearson Education Canada. Reprinted [OR Adapted] with permission.</p>	<p>NOTE</p> <ul style="list-style-type: none"> Label the visual (e.g., <i>Figure 1.</i>, <i>Figure 2.</i>, etc.; in italics) with a caption (the caption serves as title and explanation)—this is double spaced. If copyright information has to be included – place it after the caption. Label should line up with the left-hand margin, the visual is centered. Figures should not be integrated into the essay’s text because they can disrupt the flow of your paper if not placed properly. Each figure should be on a separate page after any tables, but before an appendix (see p. 2 for manuscript order). If a visual element is not immediately relevant to the essay, but serves to clear-up a point of extraneous detail, it can be placed in an appendix. <p>REFERENCE PAGE</p> <ul style="list-style-type: none"> Despite including the full reference below the figure (or table), you should still list it on your reference page, and format your reference page entry according to the type of material you quoted from (i.e. book, journal article, website). If you are seeking to publish your paper and used a figure (or table) from another source, you must get permission to reprint that particular material. You do not need take this step for your unpublished undergraduate papers.

IN-TEXT REFERENCE	FORMATTING & REFERENCE PAGE CITATION	
For more detailed explanations of paraphrasing, block and short quotes, please refer to the <i>To Quote, Paraphrase or Block Quote? – APA Style</i> handout		
<p>Short Quotation (less than 40 words)</p> <p>See pp. 170–171 in the <i>APA Publication Manual</i></p>	<p>Olson (2000) wrote, “teachers are at the nexus of curriculum implementation” (p. 171).</p> <p>OR</p> <p>It has been suggested that “teachers are at the nexus of curriculum implementation” (Olson, 2000, p. 171).</p>	<p>NOTE</p> <ul style="list-style-type: none"> Place quotation marks around the borrowed phrase and include the page number it was taken from. <p>REFERENCE PAGE</p> <ul style="list-style-type: none"> Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.
<p>Block Quotation (more than 40 words)</p> <p>See p. 171 in the <i>APA Publication Manual</i></p>	<p>Olson (2000) concluded that:</p> <p style="padding-left: 40px;">enacting curriculum decisions within classrooms is a complex, multistoried narrative in a dynamic process of continual negotiation. Because preservice teachers enter an ongoing narrative in process, finding their place within the story can be confusing and frustrating. Finding space to create their own curriculum story with students is difficult. (p. 175)</p>	<p>NOTE</p> <ul style="list-style-type: none"> Start a new line and indent a half inch from the margin. Do not use quotation marks. Copy word-for-word and double space. Place finishing punctuation marks before the page reference. <p>REFERENCE PAGE</p> <ul style="list-style-type: none"> Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.
<p>Quotation—no page numbers in the text</p> <p>See pp. 171–172 in the <i>APA Publication Manual</i></p>	<p>EXAMPLE 1 – Paragraph number:</p> <p>Reddall (2004) suggested that “Yeats warmed to a number of Nietzsche's ideas” (para. 5).</p> <p>EXAMPLE 2 – Heading and paragraph number:</p> <p>Funkhouser (2009) concludes, “there is a very small effect of classroom size reduction on student achievement in reading and math, and no effect in language and spelling” (Synthesis and conclusions section, para. 1).</p>	<p>NOTE</p> <ul style="list-style-type: none"> Use a paragraph number, or paragraph number and heading to mark the location of the quotation. If paragraph numbers are not present, it is permissible to count them manually. Use “para.” to indicate a paragraph number. <p>REFERENCE PAGE</p> <ul style="list-style-type: none"> Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.

Place running head in top left-hand corner—precede it with the phrase “Running head:” (on title page only) and abbreviated title in capitals. It will not exceed 50 characters in length. It is 1 in. from the left-hand margin and ½ in. from the top of the page. It appears on every page—including the *title page*.

USING NURSING SCIENCE

3

Each new paragraph is indented ½ in.

Using Nursing Science does not Guarantee Nursing Excellence

Nursing excellence is usually defined in terms of having and applying more and more knowledge, especially from nursing science—the more nurses know the better their practice. This conceptualization of nursing practice has similarities with the ancient Greek mode of reasoning called *techne*, but cannot adequately deal with the ambiguities of everyday nursing. Nursing excellence does occur, however, with *phronetic*, ontological practice in which a nurse's morals, habits, and dispositions guides practice.

The scientific supremacy of knowledge application is rooted in society's love affair with science. What has happened, according to Saul (1992), is that knowledge-based experts and technocrats, originally experts only in technical matters, have become leaders in all societal spheres, including the practical and political. However, what Sockett (1987) says about context in teaching is appropriate for nursing practice. Sockett states that:

Block quotations—quotes longer than 40 words – are indented an additional ½ in. and have no quotation marks surrounding them.

context, personality, temperament, and style are not merely adjuncts to the knowledge base; they are the very stuff of practice . . . [context] is not a set of abstractions, but is the social, perhaps political, base for practical day-to-day, hour-to-hour decisions made by teachers. (p. 209)

Nurses, assuming that scientific knowledge is sufficient, may stop communication prematurely with a patient or client. Adaptive nursing assumes a high level of continuity across situations, but nursing practice is not, as Nussbaum (2000) says about life, a matter of “weighing, counting, and measuring” (p. 106).

Phronetic practice, or nursing excellence, requires that nurses make deliberate, ethical choices (Kenny, 1978). Undeliberated acceptance of a generalized predetermined action is consistent with *techne*, but not with *phronesis*. Gadamer (1981) states that good practice involves making deliberate choices, not just blindly applying knowledge. Practice is not wishing for something to happen, but involves making informed judgments and choosing one thing against another in particular situations.

NOTE: This sample page of a research paper was pieced together to provide as many in-text examples as possible.

Page number is on right-hand side of the page, 1 in. from the right margin and ½ in. from the top of the page. They appear on every page—including the *title page*.

Include the full title of your paper only on the first page of text. Center the title.

Use 12-pt Times New Roman font for essay text.

1 in. (2.54 cm) margin on all sides of each page of the paper.

Use double space throughout the paper.

Align text with the left margin.

See pp. 62–63 in the *APA Publication Manual* for information on formatting headings.

See pp. 23–25, 229–230 in the *APA Publication Manual* for title page and paper layout.

Adapted from:

Flaming, D. (2002). Using nursing science does not guarantee nursing excellence. *Research and Theory for Nursing Practice*, 16, 147–159.

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References page begins with the title "References" and is centered at the top of the page.

Each citation is ordered alphabetically, by the author's or editor's last name—or title if author/editor is not evident.

Each entry is flush against the left-hand margin; subsequent lines for the same entry must employ a hanging indent of ½ in.

Adapted from:

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