

## APA Paper Format

There are many things that have to be formatted correctly for an APA paper. Here are some of the rules for the basic format of each page of your paper. To see how to do this formatting in Microsoft Word, click on the "**MS Word Instructions**" link at the end of each point.

- Use 8 ½" x 11" paper. Type your paper in Microsoft Word (MS Word) or a similar program, and print your paper one sided. [APA manual 5.01, p. 284]
- Use 12-point font. [APA manual 5.02, p. 285] [MS Word Instructions](#)
- Use a typeface like Times New Roman or Courier New. [APA manual 5.02, p. 285] [MS Word Instructions](#)
- Double-space the entire paper. This means that the computer will skip every other line, which makes it easier for your teacher to read and write in comments. [APA manual 5.03, p. 286] [MS Word Instructions](#)
- Use 1" margins on all sides (top, bottom, left and right). [APA manual 5.04, p. 286] [MS Word Instructions](#)
- Number all pages in your paper (including title page), beginning with 1, in the upper right-hand corner. [APA manual 5.06, p. 288] [MS Word Instructions](#)
- Insert a header with the first two or three words of your paper title. Align it right. This will show up at the top right-hand side of every page. [APA manual 5.06, p. 288] [MS Word Instructions](#)
- Use the headings that your instructor asks for. Headings name the sections of your paper. You will probably use a heading for the title of your paper, the abstract if you have one, and the reference page. Headings should be centered, and the first letter of each major word (not prepositions or articles, such as the, a, by, for) and the first letter of the first word (including prepositions or articles) should be capitalized. If there is a colon (:), capitalize the first letter of the word following it, even if it is not a major word. [APA manual 3.29-3.32, p.111-115; and 5.10, p. 289-290]

### Examples:

Nursing for the Ages: Caring for the Elderly and Children

Wisdom Teeth: The Safe Way

If you have a second level of headings (for sub-sections in your paper), they should be *italicized* and aligned left with the same capitalization as regular headings.

### Examples:

Nursing for the Ages: Caring for the Elderly and Children

*The Elderly*

*Children*

- The order of the sections of your paper should be as follows: [APA manual 5.05, p. 287]
- Title page (numbered page 1)
- The body of your paper (starting with page 2)
- References (starts on a new page after the end of the body of your paper)
- Here is an example of what your APA paper should look like.

Short Title 1

APA Short Title:

Full Title

Author's Name

Course name

Professor's Name

Month Date, Year (Due Date)

#### Abstract

This paper offers a new method to the high-tech writing profession by exploring the student-teacher, student-student, and student-writing interactions that should develop properly within an online training course to empower students to learn and develop new skills. This new method emerges commonly in debates encompassing distant study or online instruction, but has never been closely administered to educating high-tech communications via the Internet. Specifically, this paper analyzes 12 methods for each communication style and employs research in both the technological communication field and the distance education field. This paper provides a combination of principles and modes, but it centers more on effective strategies so that new teachers can use them immediately for online teaching. This paper specifies "online instruction" or "online teaching" as the method of teaching online material remotely to students who are connected via the Internet and not present with the teacher. This type of teaching can happen in real-time or at a separate time.



1 paragraph  
under 200 words



lots of white space



Running Head  
(In the header, Aligned Right,  
1-2 words)

Nursing Studies 2

Page Number  
(Top, Right)

Title Heading  
(Centered,  
Capitalized)

Nursing Studies:

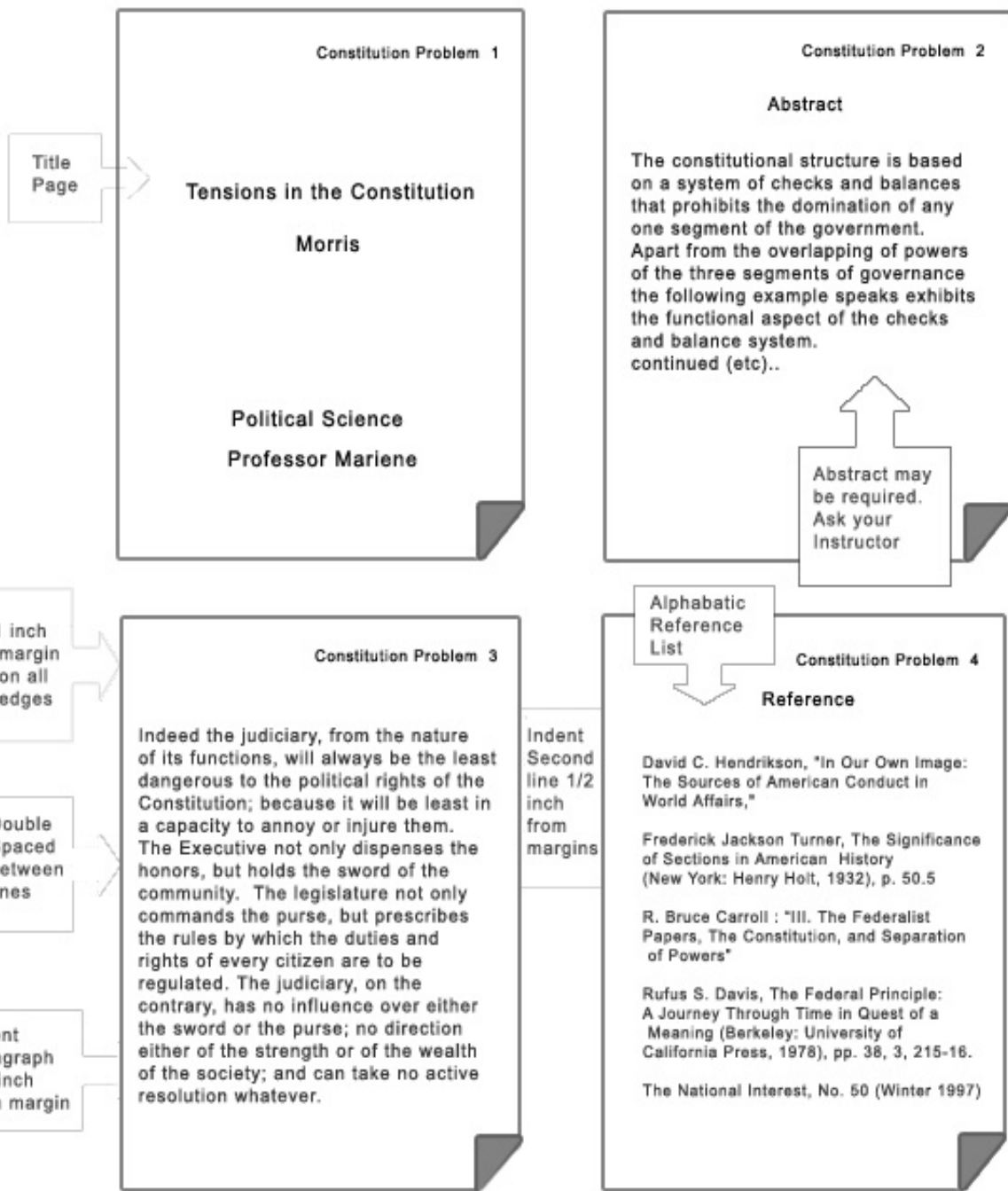
Indent  
Paragraphs

A Practical Guide to APA

In the health sciences, APA is the preferred format for writing papers. APA is a set of rules on how to use citations, punctuations, paragraphs, and other aspects of formatting. When a whole field uses the same style, it makes it much easier for everyone to read each other's papers and clearly find and understand the information in them. So, although APA has many details, it is good to learn. But do not worry, no one expects you to memorize everything! Instead, use the APA manual and this guide to help you format your paper.

Double  
Spacing

1" Margins on  
Every Side



## References

- Andrew Mertha (2009), 'Society in the State: China's Nondemocratic political Pluralization', State and Society in 21st Century China, 2<sup>nd</sup> Edition, London: Routledge, Cornell University
- Chelliah, R., & Sudarshan, R. (2002). *Income-poverty and Beyond: Human Development in India*. USA: Anthem Press
- Dyson, T., Cassen, R., & Visaria, L. (2005). *Twenty-first century India: Population, Economy, Human Development, and Environment*. USA: Oxford University Press.
- Ebel, R. (2009). *Energy and Geopolitics in China: Mixing Oil and Politics*. USA: CSIS
- Finer, C. (2003). *Social Policy Reform in China: Views from home and abroad*. USA: Ashgate Publishing, Ltd
- Gries P. (2010). 'Chinese Politics: State, Society and the Market,' London: Routledge
- Guthrie, D. (2009). *China and Globalization: The Social, Economic and Political Transformation of Chinese Society*. USA: Taylor & Francis.
- Hall, R.E., & Lieberman, M. (2009) *Macroeconomics: Principles and Applications*. USA: Cengage Learning
- Hess S (2010), 'Nail Houses, Land Rights, and Frames of Injustice on China's Protest Landscape', Studies on Asia, Miami University, reprinted from Asia Survey vol.50 Issue 5.
- Kesavapany, K., Mani, A., Ramasamy, P., & Institute of Southeast Asian Studies (2008). *Rising*

In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased and whose information is being cited.

**Examples:**

**Works by a single author**

The last name of the author and the year of publication are inserted in the text at the appropriate point.

from theory on bounded rationality (Simon, 1945)

If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.

Simon (1945) posited that

**Works by multiple authors**

When a work has two authors, always cite both names every time the reference occurs in the text. In parenthetical material join the names with an ampersand (&).

as has been shown (Leiter & Maslach, 1998)

In the narrative text, join the names with the word "and."

as Leiter and Maslach (1998) demonstrated

When a work has three, four, or five authors, cite all authors the first time the reference occurs.

Kahneman, Knetsch, and Thaler (1991) found

In all subsequent citations per paragraph, include only the surname of the first author followed by "et al." (Latin for "and others") and the year of publication.

Kahneman et al. (1991) found

**Works by associations, corporations, government agencies, etc.**

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

(National Institute of Mental Health [NIMH], 2007)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

(NIMH, 2007)

### Works with no author

When a work has no author, use the first two or three words of the work's title (omitting any initial articles) as your text reference, capitalizing each word. Place the title in quotation marks if it refers to an article, chapter of a book, or Web page. Italicize the title if it refers to a book, periodical, brochure, or report.

on climate change ("Climate and Weather," 1997)

*Guide to Agricultural Meteorological Practices* (1981)

Anonymous authors should be listed as such followed by a comma and the date.

on climate change (Anonymous, 2008)

### Specific parts of a source

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

(Stigter & Das, 1981, p. 96)

De Waal (1996) overstated the case when he asserted that "we seem to be reaching ... from the hands of philosophers" (p. 218).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation "para." or the heading and following paragraph.

(Mönnich & Spiering, 2008, para. 9)

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### Reference List

References cited in the text of a research paper must appear in a Reference List or bibliography. This list provides the information necessary to identify and retrieve each source.

- **Order:** Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list.
- **Authors:** Write out the last name and initials for all authors of a particular work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work. e.g. Smith, J. D., & Jones, M.
- **Titles:** Capitalize only the first word of a title or subtitle, and any proper names that are part of a title.
- **Pagination:** Use the abbreviation p. or pp. to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopedia articles and chapters from edited books.



- **Indentation\***: The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent".
- **Underlining vs. Italics\***: It is appropriate to use italics instead of underlining for titles of books and journals.

Two additional pieces of information should be included for works accessed online.

- **Internet Address\*\***: A stable Internet address should be included and should direct the reader as close as possible to the actual work. If the work has a digital object identifier (DOI), use this. If there is no DOI or similar handle, use a stable URL. If the URL is not stable, as is often the case with online newspapers and some subscription-based databases, use the home page of the site you retrieved the work from.
- **Date**: If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopedia article, include the date that you retrieved the information.

\* The APA has special formatting standards for the use of indentation and italics in manuscripts or papers that will be typeset or submitted for official publication. For more detailed information on these publication standards, refer to the [Publication Manual of the American Psychological Association](#), or consult with your instructors or editors to determine their style preferences.

\*\* See the [APA Style Guide to Electronic References](#) for information on how to format URLs that take up more than one line.

### **Examples:**

#### **Articles in journals, magazines, and newspapers**

References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), and page numbers.

#### **Journal article, one author, accessed online**

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, 105(2), 221-232. doi:10.1016/j.obhdp.2007.08.002

#### **Journal article, two authors, accessed online**

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295. doi:10.1037/1065-9293.59.4.286

**Journal article, more than two authors, accessed online**

Van Vugt, M., Hogan, R., & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, 63(3), 182-196. doi:10.1037/0003-066X.63.3.182

**Article from an Internet-only journal**

Hirtle, P. B. (2008, July-August). Copyright renewal, copyright restoration, and the difficulty of determining copyright status. *D-Lib Magazine*, 14(7/8). doi:10.1045/july2008-hirtle

**Journal article from a subscription database (no DOI)**

Colvin, G. (2008, July 21). Information worth billions. *Fortune*, 158(2), 73-79. Retrieved from Business Source Complete, EBSCO. Retrieved from <http://search.ebscohost.com>

**Magazine article, in print**

Kluger, J. (2008, January 28). Why we love. *Time*, 171(4), 54-60.

**Newspaper article, no author, in print**

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

**Newspaper article, multiple authors, discontinuous pages, in print**

Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street Journal*, pp. A1, A12.

**Books**

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

**No Author or editor, in print**

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Springfield, MA: Merriam- Webster.

### **One author, in print**

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

### **Two authors, in print**

Frank, R. H., & Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.

### **Corporate author, author as publisher, accessed online**

Australian Bureau of Statistics. (2000). *Tasmanian year book 2000*(No. 1301.6). Canberra, Australian Capital

Territory: Author. Retrieved

from [http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989...\\$File/13016\\_2000.](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989...$File/13016_2000.pdf)

pdf

### **Edited book**

Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

### **Dissertations**

References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation.

### **Dissertation, accessed online**

Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UMI No. 327681)

### **Essays or chapters in edited books**

References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.

### **One author**

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago, IL: University of Chicago Press.

### **Two editors**

Hammond, K. R., & Adelman, L. (1986). Science, values, and human judgment. In H. R. Arkes & K. R. Hammond (Eds.), *Judgement and decision making: An interdisciplinary reader* (pp. 127-143). Cambridge, England: Cambridge University Press.

### **Encyclopedias or dictionaries and entries in an encyclopedia**

References for encyclopedias must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. For sources accessed online, include the retrieval date as the entry may be edited over time.

### **Encyclopedia set or dictionary**

Sadie, S., & Tyrrell, J. (Eds.). (2002). *The new Grove dictionary of music and musicians* (2nd ed., Vols. 1-29). New York, NY: Grove.

### **Article from an online encyclopedia**

Containerization. (2008). In *Encyclopædia Britannica*. Retrieved May 6, 2008, from <http://search.eb.com>

### **Encyclopedia article**

Kinni, T. B. (2004). Disney, Walt (1901-1966): Founder of the Walt Disney Company. In *Encyclopedia of Leadership* (Vol. 1, pp. 345-349). Thousand Oaks, CA: Sage Publications.

### **Research reports and papers**

References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. If it was accessed online, include the URL.

### **Government report, accessed online**

U.S. Department of Health and Human Services. (2005). *Medicaid drug price comparisons: Average manufacturer price to published prices* (OIG publication No. OEI-05-05- 00240). Washington, DC: Author. Retrieved from <http://www.oig.hhs.gov/oei/reports/oei-05-05-00240.pdf>

#### **Government reports, GPO publisher, accessed online**

Congressional Budget Office. (2008). *Effects of gasoline prices on driving behavior and vehicle markets: A CBO study* (CBO Publication No. 2883). Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.cbo.gov/ftpdocs/88xx/doc8893/01-14-GasolinePrices.pdf>

#### **Technical and/or research reports, accessed online**

Deming, D., & Dynarski, S. (2008). *The lengthening of childhood*(NBER Working Paper 14124). Cambridge, MA: National Bureau of Economic Research. Retrieved July 21, 2008, from <http://www.nber.org/papers/w14124>

#### **Document available on university program or department site**

Victor, N. M. (2008). *Gazprom: Gas giant under strain*. Retrieved from Stanford University, Program on Energy and Sustainable Development Web site: [http://pesd.stanford.edu/publications/gazprom\\_gas\\_giant\\_under\\_strain/](http://pesd.stanford.edu/publications/gazprom_gas_giant_under_strain/)

#### **Audio-visual media**

References to audio-visual media must include the following elements: name and function of the primary contributors (e.g., producer, director), date, title, the medium in brackets, location or place of production, and name of the distributor. If the medium is indicated as part of the retrieval ID, brackets are not needed.

#### **Videocassette/DVD**

Achbar, M. (Director/Producer), Abbott, J. (Director), Bakan, J. (Writer), & Simpson, B. (Producer) (2004). *The corporation*[DVD]. Canada: Big Picture Media Corporation.

#### **Audio recording**

Nhat Hanh, T. (Speaker). (1998). *Mindful living: a collection of teachings on love, mindfulness, and meditation* [Cassette Recording]. Boulder, CO: Sounds True Audio.

### **Motion picture**

Gilbert, B. (Producer), & Higgins, C. (Screenwriter/Director). (1980). *Nine to five* [Motion Picture]. United States: Twentieth Century Fox.

### **Television broadcast**

Anderson, R., & Morgan, C. (Producers). (2008, June 20). *60 Minutes* [Television broadcast]. Washington, DC: CBS News.

### **Television show from a series**

Whedon, J. (Director/Writer). (1999, December 14). Hush [Television series episode]. In Whedon, J., Berman, G., Gallin, S., Kuzui, F., & Kuzui, K. (Executive Producers), *Buffy the Vampire Slayer*. Burbank, CA: Warner Bros..

### **Music recording**

Jackson, M. (1982). Beat it. On *Thriller* [CD]. New York, NY: Sony Music.

### **Undated Web site content, blogs, and data**

For content that does not easily fit into categories such as journal papers, books, and reports, keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include stable URL or database name. Include the author, title, and date published when available. For undated materials, include the date the resource was accessed.

### **Blog entry**

Arrington, M. (2008, August 5). The viral video guy gets \$1 million in funding. Message posted to <http://www.techcrunch.com>

### **Professional Web site**

National Renewable Energy Laboratory. (2008). *Biofuels*. Retrieved May 6, 2008, from [http://www.nrel.gov/learning/re\\_biofuels.html](http://www.nrel.gov/learning/re_biofuels.html)

### Data set from a database

Bloomberg L.P. (2008). *Return on capital for Hewitt Packard 12/31/90 to 09/30/08*. Retrieved Dec. 3, 2008, from Bloomberg database.

Central Statistics Office of the Republic of Botswana. (2008). *Gross domestic product per capita 06/01/1994 to 06/01/2008*[statistics]. Available from CEIC Data database

### Entire Web site

When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper.

Witchcraft In Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (<http://www.witchcraft.psmedia.com/>).

### ONLINE

**Online Documents**

Cherry, K. (2006). Guide to APA format. *About.com Psychology*. Retrieved from <http://psychology.about.com/apastyle/guide.htm>

**Online Journal Articles**

Wolak, J. Finkelhor, D., Mitchell, K. J., & Ybarra, M. L. (2008). Online "predators" and their victims: Myths, realities, and implications for prevention and treatment. *American Psychologist*, *63*(2), 111-128. Retrieved from <http://apa.org/journals/releases/amp6321111.pdf>

**Article Retrieved from a Database**

Keifer, J. (2006). Pavlov's dogs and conditioned responses. *Modern Psychology*, *12*(2), 225-236.  
[doi: 10.1037/0002-9432.76.4.482](https://doi.org/10.1037/0002-9432.76.4.482)

**Online Newspaper Articles**

Parker-Pope, T. (2009, August 26). Getting rid of side stitches. *The New York Times*. Retrieved from <http://www.nytimes.com>

### DOCUMENTS

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