

Full Title of Paper

Author

Institution/Affiliation

Abstract

Your abstract should be one paragraph and should not exceed 120 words. It is a summary of the most important elements of your paper. All numbers in the abstract, except those beginning a sentence, should be typed as digits rather than words. To count the number of words in this paragraph, select the paragraph and on the Tools menu click Word Count. However, please note that not all instructors require an abstract.

The Full Title of Your Paper is Centered to Begin Your Body of Discussion

Begin your paper with the introduction in an active voice. The passive voice gives the feeling of offering up excuses. Be confident in your research. The next step is to make sure that you are in proper APA formatting. This means 1” margins all the way around. Older versions of Word sometimes like to put 1.25 inch margins on the left and/or the right. Be sure you have 1” at the top, bottom, left and right. The page number is in the upper right hand corner of the header. The first page’s header is different than the rest of the paper, so be sure to pick different first page when you are developing your header. You will want to choose insert page number rather than header because the page number will stay the same if you just type it.

Headings

Headings are ways in which to organize your paper. APA has five levels and rules for each of those levels of headings. For the most part, you will use two or three levels. Additional information on headings can be found in the APA manual on page 62. The first heading is bold, centered with the first letter of each larger word capitalized; smaller words such as a, an, the do not get capitalized unless they begin a heading. Do not start a new page for each new heading.

2nd Level Headings

Second level headings are on the left side of the page in bold with capitalization of the words in the heading. This is referred to as flush left, boldface, uppercase and lowercase heading.

3rd Level headings.

3rd level headings are indented (tabbed) from the left side of the page with only the first word capitalized and in bold. The heading needs to have a period at the end of it, which will cause a green squiggly line. That’s okay. These are headings that break a larger piece (the level two heading) into smaller pieces.

Citations

Source material must be documented in the body of the paper by citing the authors and dates of the sources. The full source citation will appear on the list of references that follows the body of the paper. When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parenthesis following the identification of the authors, for example, Smith (2011). When the author of a source is not part of the formal structure of the sentence, both the author and year of publication appears in parenthesis, for example, (Smith, 2011).

Of course a source may have multiple authors: **two authors** (Smith and Jones, 2011); **more than two authors but not more than five** (Smith, Jones, Brown, Davis, 2011); **more than two authors and dates** (Smith and Jones 2011; Brown and Davis 2012). When the source with 3 to 5 authors is cited, all authors are used the first time the source is cited as seen above; after that, the first author's name is used and the term et al is used. So the above (Smith, Jones, Brown, Davis, 2011) will be used once and then (Smith et al, 2011) would be used in the rest of the paper. With **sources of 6+ authors**, all citations would use the last name of the first author listed and et al starting with the first citation, for example, a source with Smith, Brown, Davis, Johnson, Peterson, Whimple and Carmichael would look as follows (Smith et al, 2012), or if the source is cited in the sentence, it would look like: Smith et al (2012).

One last note on sources, when a direct quote is used, always include author, date and page number as part of the citation. If the quote is less than 40 words, use the double quote mark. If the quote is 40+ words, indent the **left side** of the entire quote by 5 spaces. This is done under the paragraph nugget in the section called indent, **do not tab**. You would not use quote marks, but you will **always** use citation information. In other words, a direct quote that has 40+ words

should look different than your other quotes. You will start a new line and then indent the entire quote .5 from the left and do not use quote marks. This will be found in the *APA Manual* under section 6.03, page 71:

While all five of the body's sensory organs contribute to motion sickness, excess stimulation to the vestibular system within the inner ear (the body's "balance center") has been shown to be one of the primary reasons for this condition. Balance problems, or vertigo, are caused by a conflict between what is seen and how the inner ear perceives it, leading to confusion in the brain. (Tran and Frey, 2009, p. 1520)

References

References always appear in alphabetical order on their own page with the title of the page centered and **not** bolded. See the next page for examples.

References

Activity and exercise: Fundamentals of nursing review [Powerpoint]. (2007, October 15).

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Tran, M., & Frey, R. J. (2009). Motion sickness. In L. J. Fundukian (Ed.), *The Gale encyclopedia*

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Learning.

If you always create your list in NoodleTools, you will be able to access it at any time from on or off campus. This database is always up to date with the most current rules and has help along the way as you create your resource list.

Appendix

Each appendix appears on its own page.

Where to Find it	How the reference should look on the reference page.	Notes
The Purdue OWL has this listed under Online Lecture Notes and Presentation Slides	Activity and exercise: Fundamentals of nursing review [Powerpoint]. (2007, October 15). Retrieved from Slide Share database.	When power point is available online , the student would choose movie in NT database, choose Other and type in Powerpoint. This sample is without originator name.
APA blog	EMed TV. (2009, August 14). <i>Aortic valve problems</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=LS_ZSfgXoqI&feature=related	Information retrieved from Youtube per APA manual
Sec. 7.02 of APA Manual p. 202-04	Ferrucci, L., & Studenski, S. (2012). Clinical problems with aging. In D. L. Longo, A. S. Fauci, D. L. Kasper, S. L. Hauser, J. L. Jameson, & J. Loscalzo (Eds.), <i>Harrison's principles of internal medicine</i> (18th ed., chapter 72). Retrieved from http://www.accessmedicine.com	Print available online with authors and editors from Harrison's online.
Sec. 7.02 of APA Manual p. 202-04	Heuether, S. E., & McCance, K. L. (2008). <i>Understanding pathophysiology</i> (V. L. Brashers & N. S. Rote, Eds., 4th ed.). St. Louis, MO: Mosby.	Text book with Authors and Editors
Sec. 7.01 of APA Manual p. 199	Hull, C. L. (2012, March/April). Treating calcific aortic stenosis: An evolving science. <i>MedSurg Nursing</i> , 21(2), 82+. Retrieved from http://www.medsurgnursing.net/cgi-bin/WebObjects/MSNJournal.woa	Journal Article, no DOI retrieved from database-originating database url is needed
Purdue OWL has listed as nonperiodical Web Document, Webpage or Report	<i>LPN license reciprocity</i> . (n.d.). Retrieved June 10, 2011, from LPN License website: http://www.lpnlicense.org/reciprocity/	Website
From APA Blog	Micromedex mobile (Version iPhone App) [Computer software]. (n.d.). Greenwood Village, CO: Thompson Reuters (Healthcare) .	App/Kindle
APA Sec. 6.10 p. 174 Sec. 6.20 p. 179	Personal Communications are not included on the reference page. The writer must include the information within the text of their paper. They “do not provide recoverable data, personal communications are not included in the reference list.”	Personal Communications

From APA Sec. 7.02 p. 202-04	Potter, P. A. (2011). Nursing process. In P. A. Potter, A. G. Perry, P. Stockert, & A. Hall, <i>Basic nursing</i> (7th ed., pp. 104-141). St. Louis, MO: Moseby Elsevier.	Print:Chapter in Book with Editor as Chptr author
APA Sec. 7.02.27 p. 204	Tran, M., & Frey, R. J. (2009). Motion sickness. In L. J. Fundukian (Ed.), <i>The Gale encyclopedia of alternative medicine</i> (3rd ed., Vol. 3, pp. 1519-1523). Detroit, MI: Gale, Cengage Learning.	Reference book