

Full Title of Paper

Author

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Course

Instructor

Date

The Full Title of Your Paper is Centered

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. 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 pages 48-49.

APA Headings	
<i>Publication Manual of the American Psychological Association – table 2.3 on p. 48</i>	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings Text begins as a new paragraph.
2	Flush left, Boldface, Title Case Heading Text begins as a new paragraph.
3	<i>Flush left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
4	Indented, Boldface, Title Case Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph.

Table courtesy of <https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>

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 (2016). 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, 2016).

Of course, a source may have multiple authors: **two authors** (Smith and Jones, 2019); **3 or more authors** (Smith et al., 2019); **more than two sources** (Smith and Jones 2019; Brown and Davis 2019). When the source with 3 or more authors is cited, all authors are used on the reference list but in the in-text citation, the first author's name is used and the term et al. is used. Therefore, the above Smith, Jones, Brown and Davis, 2019 will be (Smith et al., 2019), or if the source is cited in the sentence, it would look like: Smith et al. (2018).

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. You can block quote in 2 ways. The most common is found below; however, you could also introduce the quote within the

narrative of the text, such as Tran and Frey, 2020 insist and then add the block quote. The page number(s) would then follow the period in parenthesis. This will be found in the *APA Manual* under section 8.27, pages 272-273.

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, 2020, p. 1520) ****please note that the punctuation does not follow the parenthesis. There should be no punctuation after the closed parenthesis.**

References

References always appear in alphabetical order on their own page with the title of the page centered and bolded. See the next page for examples. 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.

References

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alternative medicine (3rd ed., Vol. 3, pp. 1519-1523). Detroit, MI: Gale, Cengage

Learning.

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.
APA Blog & NoodleTools	Fexofenadine. (2013, February 8). Retrieved March 27, 2013, from Drug Bank website: http://www.drugbank.ca/drugs/DB00950	Description of drug available online
NoodleTools and Purdue OWL	Health Day News. (2015, October 14). Dietary supplements land thousands in the ER each year. Retrieved October 19, 2015, from National Library of Medicine website: https://www.nlm.nih.gov/medlineplus/news/fullstory_155144.html	Website from the National Library of Medicine to Article on Website from Health Day News

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.medsurnursing.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 and NoodleTools	Lee, C. (2010, November 18). <i>How to cite something you found on a website in APA style</i> [Blog]. Retrieved March 16, 2016, from APA Style website: http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html	Visit to the APA Blog for help with citing websites
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: Mosby Elsevier.	Print:Chapter in Book with Editor as Chptr author
NoodleTools	Statement on principles of patient education. (2006, August 1). Retrieved March 1, 2016, from American College of Surgeons website: https://www.facs.org/about-ac/s/statements/54-patient-education	Online reprint

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
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