Nursing

APA Formatting & Citation Style Handout

Publication Manual of the APA
Primarily used in:
- Nursing
- Social Sciences
- Business

Basic Formatting Points
- Use Times New Roman 12 pt. font
- Double space all text
- Use 1 inch margins
- Indents should be 1/2 inch (5 spaces)

Sections of an APA Paper:
- Title page
- Abstract
- Body of paper
- References

Formatting APA Headings: The Five Levels

Centered, Bold, and Title-Case Letters
- Indented, bold, first word upper-case.

Left, Bold, and Title-Case Letters
- Indented, italics.

Indented, italics.

In-text Citations:

In-text citation:
(Author, Year of publication)
Example: (Buresh & Gordon, 2000)

Note: Include the page number if using a direct quote or close paraphrase.
Example: (Buresh & Gordon, 2000, p. 50)

Quotations:
Being professional means “presenting yourself as a knowledgable, expert caregiver” (Buresh & Gordon, 2000, p. 50).

Buresh and Gordon (2000) believe that being professional means “presenting yourself as a knowledgable, expert caregiver” (p. 50).

No page number? Cite the paragraph or section number. (See APA section 6.05)

How to cite authors for in-text citations:

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>First Citation in text</th>
<th>Subsequent Citations in text</th>
<th>Parenthetical format, first Citation in text</th>
<th>Parenthetical format, subsequent Citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>One work by four authors</td>
<td>Bradley, Ramirez, Soo, and Walsh (2006)</td>
<td>Bradley et al. (2006)</td>
<td>(Bradley, Ramirez, Soo, &amp; Walsh, 2006)</td>
<td>(Bradley et al., 2006)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
<tr>
<td>Groups (readily identified through abbreviation) as authors</td>
<td>National Institute of Mental Health (NDMH, 2005)</td>
<td>NDMH (2005)</td>
<td>(National Institute of Mental Health (NDMH), 2005)</td>
<td>(NDMH, 2005)</td>
</tr>
</tbody>
</table>

Block Quote:
A direct quotation that consists of 40+ words
- Indent entire quotation ½ in.
- No quotation marks
- Double space
- Cite at end, after period, in parentheses, within the block.
Reference Page

Points to Remember:
- Heading=References
- Alphabetize the entries of a reference list by the first letter (usually the author’s surname), ignoring the articles A, An, and The.
- Use hanging indent
- Double space entire reference list
- Names: Use initials for first & middle names.

Points to Remember continued:
- Titles: For articles, chapters and books, capitalize only the first word of the title and subtitle and proper nouns.
- Capitalize the initial letter of each word in a periodical title.
- Dates: If no publication date is available, use "n.d." in place of date.
-Italicize titles of larger works, such as journals and books.
- Do not italicize or put quotes around titles of shorter works found within longer works, such as chapters and

Sample References:

**Journal article with doi** (most, but not all, journals have doi):

**Book**:

**Basic template for a website**:

**Example website citation**:

Reed Health Sciences Library: [http://library.lmunet.edu/medlib](http://library.lmunet.edu/medlib)
Carnegie-Vincent Library: [http://library.lmunet.edu](http://library.lmunet.edu)

Librarians — Nursing Programs

David Petersen, MA, MLIS, AHIP
Health Sciences Librarian
Phone: 423-869-6076
Email: david.petersen@lmunet.edu

Sarah Senter, MLIS
Extended Learning Sites Librarian
Phone: 865-531-4119
Email: sarah.senter@lmunet.edu
Office: Library (Room 135), Cedar Bluff Campus (Knoxville)