

THE UNIVERSITY OF AKRON
COLLEGE OF NURSING
American Psychological Association Style Guidelines
5th Edition

****NOTE:** The College of Nursing requires submission of TWO copies of all formal papers if the student wishes the graded copy to be returned. One copy of the paper is retained for College of Nursing files. Check course syllabus for policy on submission of late papers. Generally, points are deducted if this is done without prior instructor approval.

Parts of a Manuscript
Title Page

Title: Summarizes the main idea of the paper (10 to 12 words).

By-Line: 1) author's name, 2) name of institution

Date: Date of paper submission

Instructor's Name:

Course Title, Number, and Section

Running Head: The College of Nursing does not require the use of a running head unless specifically requested by course instructor. A running head is an abbreviated title (no more than 50 spaces) printed at the top of the pages of a published article to identify the article for the reader.

Typing Double space, center on page. If you use a running head, place it flush left at the top of the title page before the title, (but below the manuscript page header) in all upper case letters.

Table of Contents (use only if required)

The table of contents should reflect levels of headings which reflect the organization (adapted planning outline) of the paper with the page numbers of each.

Typing Title "Table of Contents" or "Contents", centered. Triple space between "Table of Contents" and first entry. Double space between each subsequent entry. Center table vertically on page.

Body of the Paper

Introduction: Presents specific problem under study, describes the research strategy, and identifies purpose of the paper. The introduction is not labeled by a separate "introduction" heading as it is identified by its position in the paper.
(Do not use term "introduction" in paper)

Development of Concepts: Discuss the literature relevant to the subject of the paper using a clear, logical writing style and correct grammar and spelling. (See pp. 31-60 of APA Publication Manual). Do not mix verb tenses. Typographical errors are considered spelling errors. If you use a computerized "spell-check," remember that it does not identify a correctly spelled word which is not the appropriate one for your sentence (e.g., "work" instead of "word"). Include reference citations in text. Refer to any course guidelines which instruct you about essential content for the paper or alterations in format which apply to papers with a specific learning purpose.

Summary: State the main points of the paper and discuss how the stated purpose was accomplished. Leave reader with a clear understanding of what the author most wants the reader to have learned or understood from reading the paper.

Appendix: An appendix is useful if the detailed description of certain material is distracting or inappropriate to the body of the paper. Include an appendix only if it helps the reader to understand or evaluate the points expressed in the paper.

Typing of Paper

1. Use 8 1/2 x 11 heavy, white bond paper. Acceptable typeface: Near-letter Quality (NLQ), Times Roman, American Typewriter, Courier. Preferred typefaces are: 12-pt. Times Roman and 12-pt. Courier.
2. One inch margins on all sides.
3. Do not justify right margin. Instead, use flush-left style and leave the right margin uneven or ragged.
4. Indent each paragraph 5-7 spaces.
5. Each paragraph is longer than a single sentence and none is longer than one manuscript page.
6. Double-space between all lines of manuscript including titles, subheadings, footnotes, quotations, references, figure captions, and all parts of tables.
7. Number all pages, except artwork for figures consecutively beginning with title page with Arabic numbers. Do not use the word "page" or put period after the number. Place numbers 1 inch from top in right-hand corner (1/2" word processor default is acceptable).
8. Appendices are labeled "Appendix A" "Appendix B", etc., (if only one, label "Appendix"), centered in upper and lowercase letters. Double space after heading and begin first line of text 5-7 spaces indented. Do not number appendix pages as part of the paper.
9. Do not write hand-write corrections on the manuscript.
10. Space once after all punctuation.
11. To show seriation within a paragraph or sentence, use lowercase letters (not italicized) in parentheses: e.g.: (a) some alternative courses of action, (b) the factors influencing the decision, (c)...

12. Use abbreviations sparingly. The first time an abbreviation is used, state the complete name in parentheses, e.g., American Diabetic Association (ADA). Thereafter, the abbreviation may be used without further explanation (do not switch between the abbreviated and written-out forms of a term).

College of Nursing

Generic drug names **are not** capitalized, e.g., acetaminophen

Trade drug names **are** capitalized, e.g., Tylenol

Frequently Used Style Formats

Headings

One to five levels of headings may be used. For most papers, three or four levels of heading are sufficient. Short papers may require only one or two levels of headings. (See pp. 113-115 APA Publication Manual).

One or two-level headings:

(1) Centered Uppercase and Lowercase Heading

(3) *Flush-left, Uppercase and Lowercase Side Heading*

Three-level headings:

(1) Centered Uppercase and Lowercase Heading

(3) *Flush-left, Uppercase and Lowercase Side Heading*

(4) *Indented, lowercase paragraph heading ending with a period.*

Four-level headings:

(1) Centered, Uppercase and Lowercase Heading

(2) *Centered, Uppercase and Lowercase Heading*

(3) *Flush-left, Uppercase and Lowercase Side Heading*

(4) *Indented, lowercase paragraph heading ending with a period.*

Reference Citations in Text

Document your paper throughout the text by citing the author and date of works researched and included in the paper. This style of citation briefly identifies the sources for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. Failure to cite the work/ideas of others included in the paper is considered plagiarism. Under academic policies of The University of Akron, plagiarism will result in a failing grade and/or other academic disciplinary action.

Examples:

One work by one author:

Rogers (1994) compared reaction times

In a recent study of reaction times (Rogers, 1994)

In 1994 Rogers compared

In a recent study of reaction times, Rogers (1994) described

One work by multiple authors: (See pp. 209-214 of APA Publication Manual for other situations)

If two authors, cite both names each time: (Rogers & Smith, 1994)

If more than two, cite all authors the first time and include only the surname of the first author followed by 'et al.' and the year in further citations: (Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) and then Wasserstein et al. (1994) or (Wasserstein et al., 1994).

Personal communications: (Letters, memos, E-mail, telephone conversations, interviews) are cited in the text but not included on the reference list as they do not provide recoverable data.

K.W. Schaie (personal communication, April 18, 1993); (V.G. Nguyen, personal communication, September 28, 1993)

Quotations

Material directly quoted from another author's work should be reproduced word for word.

- Incorrect spelling, punctuation, or grammar in the source is identified by using [sic], meaning "as in the original."
- Three ellipsis points are used to indicate that material is omitted from the original source, e.g., "Mary Jones ran quickly... toward home." ("around three trees and down a path" has been omitted.) If the omission is at the end of a sentence, complete the sentence with a period. E.g., "Mary Jones ran quickly toward home...." ("after being chased by three large dogs." has been omitted.)

Quotations should be used only when it is essential to use the original author's words to correctly and clearly convey an idea. Most ideas from other authors should be paraphrased. Paraphrasing means to restate the author's main idea in the words of the writer of the paper so that the writing style of the writer is used to show how different ideas fit together. Too much quotation is bad writing style and gets in the way of making clear and logical transitions to carry out the purpose of the paper.

Citation of Quoted Sources

Include author, year and page number(s). E.g., (Jones, 1994, p. 23).

Include any citations imbedded in the work you are quoting using single quotation marks.

Typing: In text (less than 40 words), used double quotation marks (") in the sentence.
(Block quotes (more than 40 words) use no quotation marks. Start on a new line and indent five spaces from left margin. Type subsequent lines double-spaced, flush with the indent.)

EG. TEXT CITATION:

"Using the learned helplessness theory, we predicted that the depressed and non-depressed participants would make some judgments of control" (Jones, 1994, p. 23).

OR

Jones (1994) has said, "Using the learned helplessness theory, we predicted that the depressed and non-depressed participants would make some judgments of control" (p. 23).

Reference List

The reference list provides information necessary to identify and retrieve each source. Include only sources used in the preparation of the paper. References cited in the text must appear in the reference list and each entry in the reference list must be cited in the text. Reference data must be correct and complete. Include correctly spelled proper names, words in foreign languages, journal title, years, volume numbers and page numbers. The College of Nursing requires references from sources published within the last five years and from professional journals, unless there is rationale for using older references and your instructor has approved this.

Order of References:

Arrange entries in alphabetical order by the surname of the first author (See pp. 219-222 in APA Publication Manual for special cases).

Format (elements) of References: (See pp. 217-218 of the APA Publication Manual for index to location of explanations of variations).

References to Periodicals:

1) Journal Article, one author:

Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

2) Pagination discontinuous:

Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 25, 28, 30-32.

3) Journal Article, two authors, issue included:

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

References to Books:

1) Entire book:

Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Washington, DC: American Psychological Association.

2) Book, third edition:

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

3) Edited book:

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

4) Article or chapter in edited book:

Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick, Jr., P. van den Broek, & D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues* (pp. 51-84). Washington, DC: American Psychological Association.

Typing

Number the pages as part of the paper, in Arabic numerals in the upper right hand corner.

Center the title, "References", in upper and lowercase letters, at the top of the page.

Indent the second and subsequent lines 5-7 spaces.

DOUBLE SPACE BETWEEN ALL LINES.

**Note: All information is based on:

American Psychological Association. (2001). *Publication Manual of the American Psychological*

Association (5th ed.). Washington DC: American Psychological Association.

Students are required to purchase this manual which is the accepted reference source adopted by the College of Nursing. This manual should be kept for use throughout your career in the College of Nursing.

Reading Assignment: Chapter 1 ("Content and Organization of a Manuscript") and Chapter 2 ("Expression of Ideas").

Reference Suggestions: Chapter 3 ("APA Editorial Style") and these guidelines, which include College of Nursing policies for paper writing.

(EXAMPLE)

(center vertically and horizontally)

Individual Differences in Biomodel Processing and Text Recall

Student Full Name

The University of Akron

January 15, 2004

Instructor Full Name

8200:000:000