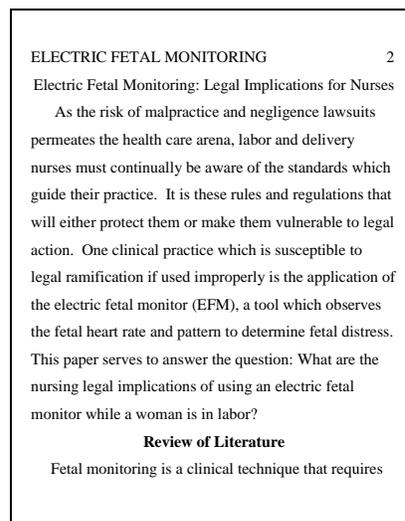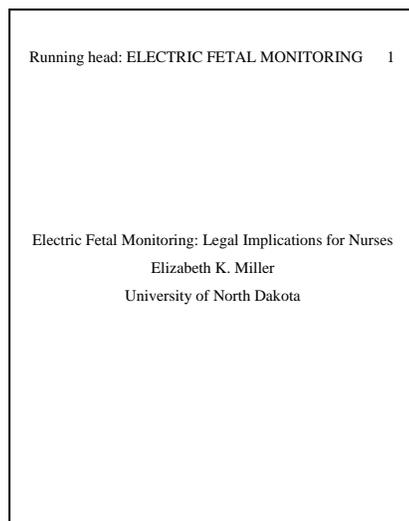# American Psychological Association (APA) Format and Documentation

This handout covers the basics of APA format and the documentation of sources students frequently use. For more complete information, refer to the *Publication Manual of the American Psychological Association, 6th ed.*, available in the Writing Center and at the reserve desk at the Chester Fritz Library. The APA also provides tutorials and answers to FAQs online at http://www.apastyle.org

Formatting Your Paper

- ✓ **Margins:** At least one inch on all sides of the page.
- ✓ **Page Numbering:** Number pages consecutively, beginning with the title page. Use your word-processing program to automatically insert page numbers in the upper right corner of the page.
- ✓ **Title Page:** The title page includes five elements: running head, title, author byline, institutional affiliation, and author note. Identify the title page with page number 1.
- ✓ **Running Head:** The running head is an abbreviated title that is printed at the top of the pages of a manuscript or published article to identify the article for readers. The running head should appear flush left in all uppercase letters at the top of every page. On the title page, include "Running head:"
- ✓ **Title:** Type the title in uppercase and lowercase letters, centered on the page. If the title is two or more lines, double-space between the lines.
- ✓ **Author Byline:** Type the name of the author in uppercase and lowercase letters, centered on the page, one double-spaced line below the title.
- ✓ **Institutional Affiliation:** On the next double-spaced line, type the institutional affiliation, centered under the author's name.
- ✓ **Author Note:** An author note appears with printed articles, but is usually not required for students. Ask your instructor if you should include an author note.
- ✓ **Spacing:** Double-space between all lines of the paper, including the title, headings, quotations, and references.
- ✓ **Text:** Begin the first page of the text on a new page. The header includes the running head flush left and the page number flush right. Center the title of the paper at the top of the page. Text should be aligned left with a "ragged" right margin.

An APA-style title page and the first page of the text look like this:

Running head: ELECTRIC FETAL MONITORING   1

Electric Fetal Monitoring: Legal Implications for Nurses
Elizabeth K. Miller
University of North Dakota

ELECTRIC FETAL MONITORING   2

Electric Fetal Monitoring: Legal Implications for Nurses

As the risk of malpractice and negligence lawsuits permeates the health care arena, labor and delivery nurses must continually be aware of the standards which guide their practice. It is these rules and regulations that will either protect them or make them vulnerable to legal action. One clinical practice which is susceptible to legal ramifaction if used improperly is the application of the electric fetal monitor (EFM), a tool which observes the fetal heart rate and pattern to determine fetal distress. This paper serves to answer the question: What are the nursing legal implications of using an electric fetal monitor while a woman is in labor?

Review of Literature

Fetal monitoring is a clinical technique that requires

Creating the Reference List

- ✓ The reference list starts on a new page and has a page number.
- ✓ Continue double spacing.
- ✓ Reference list citations should be formatted in hanging indent style.
- ✓ Arrange entries in alphabetical order.
- ✓ Invert all author's names: surname first, then initials.
- ✓ For articles or chapter titles, capitalize only the first word of the title and the subtitle and any proper nouns. Do not italicize the title or place quotation marks around it.
- ✓ For periodical titles (journals, newspapers, magazines), capitalize all major words in the title. Italicize the title.
- ✓ For titles of books and reports, capitalize only the first word of the title and the subtitle and any proper nouns. Italicize the title.

An APA-style reference page looks like this:

STUDENT TRAVEL JOURNALS   12

<div align="center">References</div>

Dessoff, A. (2009, November/December). Recruiting's brave new world. *International Educator, 18*(6).

  Retrieved from http://www.nafsa.org/

Four homes destroyed in NSW bushfires. (2009). Retrieved December 17, 2009, from

  http://news.ninemsn.com.au/national/984729/nsw-on-high-alert-as-bushfire-threatens

Johanek, C. (2000). *Composing research: A contextualist paradigm for rhetoric and composition.* Logan,

  UT: Utah State University Press.

Rubenstein, I. Z. (2006). Educational expectations: How they differ around the world: Implications for

  teaching ESL college students. *Community College Journal of Research and Practice, 30,* 433-

  441. doi:10.1080/10668920500442224

Schmidt, G. D., & Vande Kopple, W. J. (Eds.). (1993). *Communities of discourse: The rhetoric of*

  disciplines. Englewood Cliffs, NJ: Prentice Hall.

Yardley, W. (2009, December 15). Boeing looks for momentum in Dreamliner takeoff. *The New York*

  Times. Retrieved from http://www.nytimes.com

Sample Reference List Entries

✓ **Journal article with DOI**

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Journal, volume number*(issue number, if each issue begins with page 1)*,* page numbers. doi:DOI number

Rubenstein, I. Z. (2006). Educational expectations: How they differ around the world: Implications for teaching ESL college students. *Community College Journal of Research and Practice, 30,* 433-441. doi:10.1080/10668920500442224

✓ **Journal article without DOI (when DOI is not available)**

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Journal, volume number*(issue number, if each issue begins with page 1)*,* page numbers. Retrieved from URL

Brune, C. W., & Woodward, A. L. (2007). Social cognition and social responsiveness in 10-month-old infants. *Journal of Cognition and Development, 8*, 133-158. Retrieved from http://www.cogdevsoc.org/jcd/jcd-home.php

✓ **Magazine article online**

Author, A. A. (year, Month). Title of article. *Title of Magazine, volume number*(issue number)*.* Retrieved from URL

Dessoff, A. (2009, November/December). Recruiting's brave new world. *International Educator, 18*(6). Retrieved from http://www.nafsa.org/

✓ **Newspaper article online**
If the article is available by search, give the URL of the home page to avoid nonworking URLs.

Author, A. A. (year, Month day). Title of article. *Title of Newspaper.* Retrieved from URL

Yardley, W. (2009, December 15). Boeing looks for momentum in Dreamliner takeoff. *The New York Times.* Retrieved from http://www.nytimes.com

✓ **Book**

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of book.* Location: Publisher.

Johanek, C. (2000). *Composing research: A contextualist paradigm for rhetoric and composition.* Logan, UT: Utah State University Press.

✓ **Book with editors instead of authors**

Editor, A. A., Editor, B. B., & Editor, C. C. (Eds.). (year). *Title of book.* Location: Publisher.

Schmidt, G. D., & Vande Kopple, W. J. (Eds.). (1993). *Communities of discourse: The rhetoric of disciplines.* Englewood Cliffs, NJ: Prentice Hall.

✓ **A chapter in a book or entry in a reference book**

Author, A. A. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Keefe, F. J. (2009). Acute pain: A psychosocial perspective. In R. Sinatra, O. de Leon-Casasola, B. Ginsberg, & E. Viscusi (Eds.), *Acute pain management* (pp. 41-52). Cambridge, England: Cambridge University Press.

✓ **Web page with no author**
When there is no author for a web page, the title moves to the first position of the reference entry. Include the retrieval date if the content at that address likely changes.

Title of page. (year). Retrieved Month day, year, from URL

Four homes destroyed in NSW bushfires. (2009). Retrieved December 17, 2009, from http://news.ninemsn.com.au/national/984729/nsw-on-high-alert-as-bushfire-threatens

Citing Sources in Your Paper

In your text, you can cite the author and year in a single phrase.
Wilson (1997) writes, "The concept of a life force was central to medical practice in many ancient cultures" (p. 6).

Alternatively, you can include the author and year in your parenthetical reference.
Spirituality and medicine share a long history: "The concept of a life force was central to medical practice in many ancient cultures" (Wilson, 1997, p. 6).

If the quotation is longer than 40 words, start a block quotation on a new line and indent it one tab space from the left margin. Do not indent the right margin.
Wilson (1997) comments:
The concept of a life force was central to medical practice in many ancient cultures. Qi is called "Chi" in China, "Ki" in Japan, "Prana" in India, "The Great Spirit" in Native America, "Num" in the plateau region of Africa, and "Lapa'au" in the Kahuna shamanic tradition of Hawaii. (p. 6)

If a source has two authors, use an ampersand between last names in the parenthetical reference.
(Dabul & Michaels, 1996, p. 12)

If a source has more than two authors, cite all authors the first time the source is used. For subsequent citations, use the (last) name of the first author followed by "et al."
(Huang et al., 1992, p. 10)

If a source has no identified author, cite the first few words of the reference list entry. Cite the paragraph number if there are no page numbers.
("Four Homes Destroyed," 2009, para. 1)

If you cite more than one source in your parenthetical reference, list citations alphabetically and separate them with semicolons.
(Forsythe, 1997; Polyani & Freeman, 1998; Singh, 2000)