

APA Style

This handout provides an overview of the American Psychological Association style. It is based on the fifth edition of the Publication Manual of the American Psychological Association (BF 76.7 P83 2001).

Why cite sources?

When writing a paper, we often build upon the information and ideas of others. When information is borrowed from others, we must give them credit. Citing sources accomplishes the following:

- provides a way to give proper credit to the sources used in writing the paper
- enables the reader to find the information for themselves
- adds credibility and provides strength for your arguments

When to cite sources?

Credit must be given whenever:

1. quoting from a source (copying from the source word for word)
2. summarizing or rephrasing information from a source into one's own words

How to cite sources?

APA style requires **2** elements:

1. In-text References

- located in the text of the paper
- tells the reader what information was borrowed and where it came from

2. a list of References

- located at the end of the paper
- tells the reader what sources were used to write the paper and provides complete information about the sources

The **In-text References** and list of **References** work together to give complete credit to the sources used in writing the paper. The In-text Reference in the paper should correspond with the beginning of the citation in the list of References.

APA Style Examples

APA style requires brief references in the text of the paper and complete reference information at the end of the paper. Below are some general guidelines:

In-Text References

An in-text reference is generally given in one of two ways.

For rephrased information (information put into your own words);

1. use author's surname followed immediately by the copyright year in brackets within the sentence

or

2. provide the author's surname and copyright year in brackets at the end of the sentence before the period

For quoted information (information copied word for word);

1. use the author's surname followed immediately by the copyright year in brackets and the page from which the information was copied in brackets at the end of the sentence (see example on page 8 for details)

or

2. provide the author's surname, copyright year, and page in brackets at the end of the sentence before the period (see example on page 8 for details)

References

The list of sources is titled "References" and is located at the end of the paper on a new page.

- alphabetize entries by the first word of the entry
- entries are double spaced and the second line of an entry is a hanging indent of a half inch (standard tab space)
- use only initials for the first and middle names even if the full name is given
- in titles of books and articles, capitalize only the first word of the title, the first word following a colon or dash, and all proper nouns
- in titles of periodicals, capitalize all significant words
- italicize the titles of books and periodicals
- one space after all punctuation
- list only works that were referenced in the text of the paper (except personal communications)

Formatting Titles of Publications Mentioned in the Text of your Paper

Italicize: titles of books, plays, pamphlets, newspapers, magazines, journals, films, compact discs and paintings

Place quotation marks around: titles of articles, essays, short stories, poems, chapters of books and songs

Capitalize: all major words in the title

Anatomy of a Reference

(For more examples see pp. 3-9)

In-Text Reference

Borrowed information put into the author's own words

Use '&' between authors' names in brackets

The 'bacteriological' revolution brought much significance to the housewife and her chores (Tomes, & Tiny, 1998).

Reference Page – Book Reference

Authors Year Title (*italicised*) City, State Publisher

Cushing, C. E., & Allan, J. D. (2001). *Streams: Their ecology and life*. San Diego, CA: Academic Press.

*Use '&' not 'and'.
Use initials instead of first names*

Capitalise only the first word of the title and subtitle

See p. 218 of APA manual for state abbreviations

Reference Page – Article Citation

Author Year Article title Journal title (*italicised*) Vol. (*italicised*) Pages

Sockett, H. T. (1987). Has Shulman got the strategy right? *Harvard Educational Review*, 57 (2), 208-219.

Capitalise only the first word of the title and subtitle

Capitalise all major words

Issue

Reference Page – Website Citation

Author Date published or updated Title (*italicised*) Date article was retrieved from the Web

Garth, P.E. (2004). *Research Advances in the Nursing Sciences*. Retrieved August 8, 2004, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

Hanging indent

*The complete web address (URL)
(cut and paste the web address to ensure accuracy)*

Do not put a period after a URL

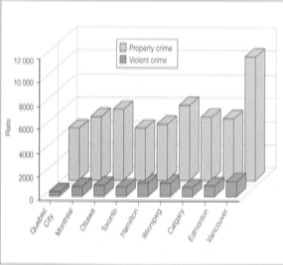
	In-text Reference	Reference Page
Book - One Author	Aronsson (2000) found ... or ... (Aronsson, 2000).	Aronsson, L. (2000). <i>The development of sustainable tourism</i> . London: Continuum.
Book - Two Authors	* use "and" between author's names when citing in the sentence * in brackets, use "&" between authors' names Cushing and Allan (2001) compared ... or ... (Cushing & Allan, 2001).	Cushing, C. E., & Allan, J. D. (2001). <i>Streams: Their ecology and life</i> . San Diego, CA: Academic Press.
Book - Three to Five Authors	(1 st time citing the work) Hayes, Strosahl, and Wilson (1999) found ... or ... (Hayes, Strosahl, & Wilson, 1999). ----- (Subsequent citations) Hayes et al., (1999) discovered ... or ... (Hayes et al., 1999).	Hayes, S. C., Strosahl, K. D., & Wilson, K. G. (1999). <i>Acceptance and commitment therapy</i> . New York: The Guilford Press.
Editor and no Author <i>See p. 249 of the APA manual</i>	* since the information was edited, do not use the editor's name as if he or she wrote it ... (Carlock, 1999).	Carlock, C. J. (Ed.). (1999). <i>Enhancing self-esteem</i> (3rd ed.). Philadelphia: Accelerated Development.
Author and Editor	Lewis (1998) supports the argument ... or ... (Lewis, 1998).	Lewis, B. A. (1998). <i>What do you stand for? A kid's guide to building character</i> . (P. Espeland, Ed.). Minneapolis, MN: Free Spirit Publishing.
Chapter or Section of a Book – with an author <i>See pp. 252-253 of the APA manual</i>	Regulus (1995) determined ... or ... (Regulus, 1995).	Regulus, T. A. (1995). Gang violence. In R. L. Edwards (Ed.), <i>Encyclopedia of social work</i> (19th ed., Vol. 2, pp. 1045-1055). Washington, DC: National Association of Social Workers.

	In-text Reference	Reference Page
<p>Chapter or Section of a Book – no author</p>	<p>* do not use the editor's name as if he or she wrote it</p> <p>... (Anderson, Anderson, & Glanze, 1994).</p>	<p>Anderson, K. N., Anderson, L. E., & Glanze, W. D. (Eds.). (1994). Subcutaneous injection. In <i>Mosby's medical, nursing, and allied health dictionary</i> (4th ed., p. 1497). St Louis, MO: Mosby-Year Book.</p>
<p>Journal Article</p> <p><i>See pp. 239-241 of the APA manual</i></p>	<p>Koopman (2001) researched ... or</p> <p>... (Koopman, 2001).</p>	<p>Koopman, W. J. (2001). Research advances in rheumatoid arthritis. <i>Journal of the American Medical Association</i>, 285(5), 648-650.</p>
<p>Full Text Article from a Database</p> <p><i>See pp. 271-272 of the APA manual</i></p>	<p>According to Brindle and Fahey (2002) ... or</p> <p>... (Brindle & Fahey, 2002).</p>	<p>* cite the source the same as for a journal article and include the retrieval information (date of retrieval and full name of database used)</p> <p>Brindle, P., & Fahey, T. (2002). Primary prevention of coronary heart disease. <i>British Medical Journal</i>, 325(7355), 56-57. Retrieved August 26, 2002, from Academic Search Elite database.</p>
<p>Magazine Article</p> <p><i>See pp. 241-242 of the APA manual</i></p>	<p>Kluger and Dorfman (2002) evaluated the ... or</p> <p>... (Kluger & Dorfman, 2002).</p>	<p>Kluger, J., & Dorfman, A. (2002, August 26). The challenges we face. <i>Time</i>, 160(9), 32-38.</p>
<p>Newspaper article – no author</p> <p><i>See pp. 242-243 of the APA manual</i></p>	<p>In the article "Rotor Blades Fail Inspection" (2002) ... or</p> <p>... ("Rotor Blades Fail Inspection," 2002).</p>	<p>Rotor blades fail inspection. (2002, July 27). <i>Medicine Hat News</i>, p. A1.</p>

	In-text Reference	Reference Page
<p>Brochure</p> <p><i>See p. 251 of the APA manual</i></p>	<p>In the brochure by Travel Alberta (2002) ... or</p> <p>... (Travel Alberta, 2002).</p>	<p>Travel Alberta. (2002). <i>Official Alberta vacation guide</i> [Brochure]. Edmonton, Alberta, Canada: Author.</p>
<p>Video</p> <p><i>See p. 266 of the APA manual</i></p>	<p>In the video <i>Faces of Reality</i> produced by Gillespie (2000) ... or</p> <p>... (Gillespie, 2000).</p>	<p>*provide the primary contributors such as producer and/or director</p> <p>Gillespie, M. (Producer), & Ashworth, S. (Director). (2000). <i>Faces of reality</i> [Videotape]. Alberta, Canada: Alberta Alcohol and Drug Abuse Commission.</p>
<p>Secondary Source</p> <p><i>See p. 247 of the APA manual</i></p>	<p>*in the text cite the original source and in brackets cite the secondary source with the phrase "as cited in"</p> <p>Kiel and Elliott's study found ... (as cited in Eve, Horsfall, & Lee, 1997).</p>	<p>*cite only the secondary source in the Reference list</p> <p>Eve, R. A., Horsfall, S., & Lee, M. E. (Eds.). (1997). <i>Chaos, complexity, and sociology</i>. London: Sage Publications.</p>
<p>A Review</p> <p><i>(See pp. 264-265 of the APA manual)</i></p>	<p>In Osborne's (1998) review of the book ... or</p> <p>... (Osborne, 1998).</p>	<p>*in square brackets use the phrase "Review of the" and the type of material reviewed (book, video, etc.)</p> <p>Osborne, R. E. (1998). [Review of the book <i>The fabric of self: A theory of ethics and emotions</i>]. <i>Choice</i>, 36(1), 223.</p>
<p>Group Author and Publisher</p> <p><i>(See p. 209-210 in the APA manual)</i></p>	<p>*a group author / publisher happens when corporations, associations, government agencies or study groups act as author and publisher</p> <p>*spell out the full name of the group publisher and author, do not use abbreviations or acronyms</p> <p>According to Health Canada (2003)... or</p> <p>...(Health Canada, 2003).</p>	<p>*when the author and publisher are identical use the word author as the publisher</p> <p>Health Canada. (2003). <i>The flu</i> [Brochure]. Ottawa, Ontario, Canada: Author.</p>

	In-text Reference	Reference Page
<p>No Author or Editor</p> <p>(See pp. 210-211 of the APA manual)</p>	<p>*use the title in place of the author *see the text box at the bottom of page 2 for information on formatting titles in the text of your paper</p> <p>According to <i>Merriam-Webster's Collegiate Dictionary</i> (1993)...</p> <p>or</p> <p>...(Merriam-Webster's <i>Collegiate Dictionary</i>, 1993).</p>	<p>*place the title in the author position</p> <p><i>Merriam-Webster's collegiate dictionary</i> (10th ed.). (1993). Springfield, MA: Merriam Webster.</p>
<p>Website – One URL</p> <p>(See pp. 268-281 of the APA manual)</p>	<p>* cite electronic information the same way as printed works, use the author and date of electronic publication</p> <p>The National Crime Prevention Council (2000) determined that ... or ... (National Crime Prevention Council, 2000).</p>	<p>* provide as many of the bibliographic elements as are available * include date of retrieval and the complete web address for the page of information (cut and paste the web address to ensure accuracy)</p> <p>National Crime Prevention Council. (2000, June). <i>Crime prevention through social development</i>. Retrieved August 26, 2002, from http://www.crime-prevention.org/english/publications/fact-sheet/cpsdE.pdf</p>
<p>Report from a Private Organization – on a Website</p> <p>(See pp. 268-281 of the APA manual)</p>	<p>A report from the United Nurses of Alberta (2004) says that ...</p> <p>or</p> <p>... (United Nurses of Alberta, 2004).</p>	<p>* be sure that the Website hosting a document is the actual author; a Website might be hosting the information for other organizations</p> <p>United Nurses of Alberta. (2004, August 19). <i>Registered nursing care is as crucial as ever in health care: Care that makes a difference</i>. Retrieved November 5, 2004, from http://www.una.ab.ca/pdfs/info/rnkit.pdf</p>
<p>No Date</p> <p>(See pp. 225–226 of the APA manual)</p>	<p>* use n.d. to indicate no date</p> <p>In the text by Rosenthal (n.d.)...</p> <p>or</p> <p>...(Rosenthal, n.d.).</p>	<p>Rosenthal, R. (n.d.). <i>Social research procedures</i>. Newbury Park, CA: Sage.</p>

	In-text Reference	Reference Page
Personal Communication <i>(See p. 214 of the APA manual)</i>	<p>*for example letters, e-mail, personal interviews, notes taken in class, etc.</p> <p>S. L. Rainsforth (personal communication, August 20, 2002) suggested ... or</p> <p>... (S. L. Rainsforth, personal communication, August 20, 2002).</p>	<p>* do not list personal communications in the reference list</p>
Short Quotation (less than 40 words) <i>(See pp.117-122 of the APA manual)</i>	<p>*place quotation marks around the information that was copied word for word from the source</p> <p>*include the page number of the information</p> <p>As Olson (2000) states, "Teachers are at the nexus of curriculum implementation" (p.171).</p> <p>or</p> <p>"Teachers are at the nexus of curriculum implementation" (Olson, 2000, p. 171).</p>	<p>* Format your reference page entry according to the type of material you quoted from (i.e. book, journal article, website). Refer to the examples already listed.</p>
Long Quotation (more than 40 words) <i>(See pp.117-122 of the APA manual)</i>	<p>*start a new line and indent a half inch from the side margins</p> <p>*do not use quotation marks</p> <p>*copy word for word and double space</p> <p>*place finishing punctuation marks before the page reference</p> <p>Olson (2000) concluded that:</p> <p style="padding-left: 40px;">enacting curriculum decisions within classrooms is a complex, multistoried narrative in a dynamic process of continual negotiation. Because preservice teachers enter an ongoing narrative in process, finding their place within the story can be confusing and frustrating. Finding space to create their own curriculum story with students is difficult. (p.175)</p>	<p>* Format your reference page entry according to the type of material you quoted from (i.e. book, journal article, website). Refer to the examples already listed.</p>

	In-text Reference	Reference Page
<p style="text-align: center;">Quotation- no page numbers in the text</p> <p style="text-align: center;">(See p. 120 in the APA manual)</p>	<p>*use a paragraph number or paragraph number and heading to mark the location of the quotation *to insert a paragraph symbol (§) in Microsoft Word go to Insert>Symbol>Special Characters</p> <p><u>Example 1. Paragraph number:</u> As Olson (2000) states, "Teachers are at the nexus of curriculum implementation" (§17).</p> <p><u>Example 2. Heading and paragraph number:</u> As Olson (2000) states, "Teachers are at the nexus of curriculum implementation" (Conclusion section, §17).</p>	<p>* Format your reference page entry according to the type of material you quoted from (i.e. book, journal article, website). Refer to the examples already listed.</p>
<p style="text-align: center;">Visuals</p> <p style="text-align: center;">(See pp. 174-175 of the APA manual)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;"> <p>* label the visual with a descriptive title</p> <p>* place the reference below the visual</p> <p>* label and reference should line up with the left of the visual</p> </div> <p style="text-align: center;">Figure 1. Property and Violent Crime in Major Metropolitan Areas, 1996</p>  <p style="text-align: center;"><i>Note.</i> From <i>The Canadian Criminal Justice System</i> (p. 36), by S. Ramcharan, W. de Lint and T. Fleming, 2001, Toronto, Ontario, Canada: Prentice Hall. Copyright 2001 by Pearson Education Canada. Reprinted [or Adapted] with permission.</p>	<p>* Despite including the full reference below the figure (or table), you should still list it on your reference page, and format your reference page entry according to the type of material you quoted from (i.e. book, journal article, website). Refer to the examples already listed.</p> <p>* If you are seeking to publish your paper and used a figure (or table) from another source, you must get permission to reprint that particular material. You do not need take this step for your unpublished undergraduate papers.</p>

Using Nursing Science does not Guarantee Nursing Excellence

Nursing excellence is usually defined in terms of having and applying more and more knowledge, especially from nursing science—the more nurses know the better their practice. This conceptualization of nursing practice has similarities with the ancient Greek mode of reasoning called *techne*, but cannot adequately deal with the ambiguities of everyday nursing. Nursing excellence does occur, however, with *phronetic*, ontological practice in which a nurse's morals, habits, and dispositions guides practice.

The scientific supremacy of knowledge application is rooted in society's love affair with science. What has happened, according to Saul (1992), is that knowledge-based experts and technocrats, originally experts only in technical matters, have become leaders in all societal spheres, including the practical and political. However, what Sockett (1987) says about context in teaching is appropriate for nursing practice. He states that,

context, personality, temperament, and style are not merely adjuncts to the knowledge base; they are the very stuff of practice...[context] is not a set of abstractions, but is the social, perhaps political, base for practical day-to-day, hour-to-hour decisions made by teachers. (p. 209)

Nurses, assuming that scientific knowledge is sufficient, may stop communication prematurely with a patient or client. Adaptive nursing assumes a high level of continuity across situations, but nursing practice is not, as Nussbaum (2000) says about life, a matter of "weighing, counting, and measuring" (p. 106).

Phronetic practice, or nursing excellence, requires that nurses make deliberate, ethical choices (Kenny, 1978). Undeliberated acceptance of a generalized predetermined action is consistent with *techne*, but not with *phronesis*. Gadamer (1981) states that good practice involves making deliberate choices, not just blindly applying knowledge. Practice is not wishing for something to happen, but involves making informed judgements and choosing one thing against another in particular situations.

Please note: This sample page of a research paper was pieced together to provide as many in-text examples as possible.

Place header in top right hand corner. Include shortened version of title and page number. The header information begins on the title page.

Include the full title of your paper only on the first page of text. Center the title.

Use 12 pt size font and choose Arial, Times New Roman or Courier font.

One-inch (2.54 cm) margin on all sides of each page of the paper.

Use double space throughout the paper.

Align text with the left margin.

See page 113 in the *APA Manual* for information on formatting headings.

See page 297 & 306 in the *APA Manual* for title page and paper layout.

References

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Taken from: Flaming, D. (2002). Using nursing science does not guarantee nursing excellence. *Research and Theory for Nursing Practice*, 16(3), 147-159.

Formatting a Paper in APA Style

(see the *APA Sample Paper* for more detail – available in the library or on the website)

- Use standard 8.5 x 11 inch good quality white paper.
- Avoid fonts that are hard to read. The recommended fonts in APA style are 12-pt Arial, Times Roman and 12-pt Courier.
- Double space throughout the paper. Only use triple or quadruple spacing when adding a graphic, table, etc.
- Use a one-inch (2.54 cm) margin on all sides of each page.
- Left justify your margins, meaning the left margin will be flush to the left side of the page and the right margin will be uneven.
- Indent the first line of every paragraph five spaces or a standard tab key space.
- One space after all punctuation.
- Order of the paper (not all of these elements are a necessary part of every paper);
 - title page
 - abstract
 - text
 - references
 - appendices
- Number all pages of the paper, beginning with the title page.
- Although headings are not necessary, they may be useful in your paper. Typically one to four levels of headings are used. The following outlines the format for two levels of headings. For more than two levels of headings refer to the APA manual.

Level 1

Centered, Uppercase and Lowercase Heading

Level 2

Flush Left, Italicised, Uppercase and Lowercase Heading

- Visuals may include graphs, photographs, tables, etc. Clearly label each visual with a title that concisely describes its subject. In the text of your paper refer to the visual by the title.