

**UNIVERSITY OF RHODE ISLAND
COLLEGE OF NURSING**

Helpful Hints for APA (5th edition) Usage and General Rules of Type
for Bachelor's, Master's, and Doctoral Students as well as College of Nursing Faculty

2005 - 2006

Exceptions to APA for MS & PhD students appear in bold.

The College of Nursing, having adopted the format of the *Publication Manual of the American Psychological Association* (APA) (5th ed.), encourages both students and faculty to use this format. Students should understand, however, that this manual is written for *publication* purposes, so some flexibility may be allowed when submitting course papers, major papers or dissertations; therefore, consult with your instructor or readers for inquiries on flexibility. When in doubt, go with APA.

The APA employs 1" margins on all four sides. **The exception being papers considered to be "final," which receive a 1½" left margin in order to be bound (major papers & dissertations) (see APA, p. 325).**

APA employs a small "running" header (the first two or three words of your title) above or to the left of the page number at the top right corner. **For MS students submitting major papers—do not use the running header—only the page number.**

APA (5th ed.) employs double spacing especially for body and long quotations. It does allow for single spacing if it improves readability (but these are rare instances) (p. 326). The second through fourth levels of heading are now *Italicized* as opposed to Underlined. If using a typewriter, underlining is acceptable. However, no indication in the 5th edition could be found to allow for the use of bullets.

APA still employs the same five heading levels. Usually only three levels of heading are needed for the average paper (p. 113). Note that heading #5 (SOLID CAPS) is only used when all other levels have been employed and then level #5 would appear first. **For MS students submitting major papers, if used, it would appear as the repeat of your paper's title at the start of the body on your paper. See below:**

CENTERED UPPERCASE HEADING	5
Centered Upper- and Lowercase Heading	1
<i>Centered, Italicized, Upper- and Lowercase Heading</i>	2
<i>Flush Left, Italicized, Upper- and Lowercase Heading</i>	3
<i>Indented paragraph heading, Italicized, lowercase, ends with period.</i> Sentences within this	4

paragraph just continue on after the heading. In many papers only three headings receive the most use (levels 1, 2, & 3).

Some general typing guidelines (both APA and Secular) follow:

APA

- The APA (5th ed.) does allow easily readable fonts like Times New Roman or the older Courier (which resembles a typed document). For ease in reading, a font size comparable to 12 point is recommended. The font should make for easy reading. Your default setting is usually acceptable (p. 285).

You can now use *Italics* in place of underlining and bold for emphasis.

- APA employs a "ragged edge" appearance as opposed to right justification (p. 285).
- Fifth edition APA continues to use single spacing with regard to all punctuation (p. 290). **However, for MS students submitting major papers, the Director of Graduate Studies for the College of Nursing prefers standard rules of type, that is, one space after commas and semicolons and two spaces after periods and colons.**
- Fifth edition APA has reverted to using the hanging indent style of the 3rd edition for the References list (p. 382). **The Director of Graduate Studies requires the use of the hanging indent style for MS students submitting major papers as this is considered a final document (p. 382).**
- APA does not hyphenate most prefix words, such as non, semi, multi etc. For more information on those words APA does and does not hyphenate, see pp. 92-94.
- APA still hyphenates all "self" compound words (e.g., self-image, self-imposed).
- The Latin abbreviations, "for example" (e.g.) and "that is" (i.e.), are only used in parenthesis. In the body; the *words*, set off by commas, are used within normal sentence structure (p. 106).
- The word "and" is used within normal sentence structure. The ampersand (&) is used within parenthesis when citing authors within the body. It is also used in tables, captions, and on the References list.
- Numbers or words—if a number is a unit of measure (e.g., 5 weeks, 1 year, 3 oz etc.), the numeral is used; if not a unit of measure (e.g., three men, two boats etc.), the word is used, unless in seriation. Numbers in excess of nine also are shown numerically (i.e., 10, 35, 106 etc.). As the rules and exceptions can become confusing, refer to pp. 122-130. Also, be aware, a standard rule of type is that one never begins a sentence with a number. The word would be used in this instance.
- Periods are not used for abbreviations in APA except for geographic designations. So, doctorates would appear as PhD, EdD, DNSc, while the United States would appear as U.S. Also Latin abbreviations use ellipsis points (vs., et al.). State abbreviations follow the U.S. Postal Service usage (without periods), for example, RI, MA, CT (p. 110).
- Ellipses points used within quoted material to indicate missing or omitted words are explained on p. 119. Basically, if used between words in a sentence, only three points are used. A space precedes the first point, a space is between each point, and a space follows the last point. If four points are used for between sentences, the first point is used as the end-of-sentence period. The other three are spaced as above.
- Abbreviations should be kept to a minimum. If one is created, the phrase is spelled out in its entirety first, then the abbreviation appears in parenthesis immediately following, and will be used exclusively throughout the remainder of the document. It should be noted that if these abbreviations become too numerous and are not readily familiar to the reader, they may actually defeat their purpose and make comprehension more difficult for the reader, hence, caution should be used in employing them (pp. 104-111).
- Some abbreviations APA lists as generally accepted as words in the narrative would be: IQ, REM, ESP, AIDS, HIV, and others frequently used and commonly understood (p. 105).

- Avoid sexist and otherwise biased language (pp. 61-66, 70-76).

Sample pages of the Title page through the References list and Appendixes appear on pp. 306-320.

Chapter Six of the 5th edition APA specifically relates to final manuscripts (major papers & dissertations) (pp. 321-330). MS and PhD students would be well advised to give these pages extra consideration.

About referencing:

Internet—APA (5th ed.) states two basic rules. Paraphrased they are:

1. Direct the reader as closely as possible to the specific document rather than a home page or menu page.
2. Give an Internet address that really works (pp. 269).

Electronic correspondence (E-mail, bulletin board conversations, electronic discussion groups) are cited as personal communication in the body and do not appear on the References list (see p. 214). Format setup examples taken directly from APA (pp. 268-281) of how to reference some electronic media follow. Actual entries would be double spaced.

Internet article based on a print source (example #71) (p. 271)

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

Article in an Internet-only journal (example #72) (p. 272)

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles-html>

Document available on university program or department Web sites (example #78) (p. 274)

Chou, L., McCintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

When using cites within the body—single- and double-author works should consistently appear as single and double author(s) with each usage; three to five authors should be completely listed for the first appearance in the body and as the first author et al. thereafter. If six or more authors are cited for one work, then the first author and et al. will be used immediately. The date of publication cited should appear either within the basic sentence structure close to the author(s) or in parenthesis after the author(s) are cited. A page number for a citation is required only when making a direct quote.

Examples

In 2001 Deacon wrote, "we are beginning to excel" (p. 1).

Deacon (2001) wrote about excelling.

Note: Within a paragraph, if you repeatedly refer to the same author's work, you need only cite the author along with the date once and thereafter may use the author's name without repeating that date . . . unless this would cause confusion in the event you were mentioning several different works by the same author (p. 208). The guideline is always CLARITY!

The References list begins immediately following the body and starts a new page. It is alphabetized (inclusive of articles and books). In the event there are several references by the same author, they will be placed in order of ascending dates (1999, 2000, 2001 etc.). In the event you have several references for the same author with the same date, these must be designated alphabetically in the References list (by title of article or book) with "a," "b," "c" etc. placed after the date. Those designations are then transferred to the body so that body and References list correspond. It may mean a 2000b reference for an author could be seen before the 2000a reference in the body as the "a" "b" designations are established alphabetically on the References list, not by first appearance in the body (p. 212).

Examples in Body

Tucker and Deacon (2000) wrote . . .

The researchers (Tucker & Deacon, 2000) wrote . . .

Example on References List

Tucker, N. A., & Deacon, J. R. (2000). etc.

What follows is a sample of the three basic types that comprise most reference lists: a book an article, and a chapter in a book. For more varied examples see pp. 240-276. Again, the format used is the hanging indent for all levels of student papers.

Standard Examples for Both Course Papers and Major Papers (on your References list these entries would be double spaced).

Burbank, P. M., & Riebe, D. (2002) *Promoting exercise and behavior change in older adults—*

interventions with the “Transtheoretical Model.” New York: Springer.

Dufault, M. A. (2000). A collaborative research utilization approach to evaluate the effects of pain

management standards on patient outcomes. *Journal of Professional Nursing, 16*(4), 240-250.

Schmieding, N. J. (2002). Ida Jean Orlando (Pelleiter)—Nursing process theory (Chap. 22). In

A. Marriner Tomey & M. R. Alligood (Eds.), *Nursing theorists and their works* (5th ed.) (pp. 398-

417). St. Louis: Mosby.

General APA information:

- Quoted material of 40 or more words needs to be blocked five spaces (from left side only). No quote marks are used for this blocked material. The cite along with the page number (within parentheses) are placed outside the closing punctuation (period). Quotes of less than 40 words run within the paragraph and use quote marks. The punctuation is placed after the page number which appears within parentheses. All direct quotes require page numbers. APA does use ellipsis points (periods) within a quote to show a broken quote, but does not start or end a quote with ellipsis points (p. 117).

- When employing a simple series within a sentence, use (a), (b), and (c); when employing a more complex series using separate sentences, the series should appear as miniparagraphs (p. 116). In your paper these would appear double spaced.

1. _____

2. _____

If this entire series is in itself a quote of more than 40 words, the entire quote receives the five-space block, then is still treated as miniparagraphs. In your paper these would appear double spaced.

1. _____

2. _____

These tips are meant to help you when writing papers. *Remember*, APA says it is the author's responsibility to set up the manuscript using APA correctly. The APA is available for purchase through most bookstores. Should you have a more urgent need for a quick answer, a copy of the APA Manual is available in the College's Media Lab (rm. 205) for you to reference.

SECULAR

- Do not split proper names such as Jane Doe or Rhode Island. If using a computer software program, a required space can be employed to keep these words together.
- A hyphen is one -; a dash is two hyphens--. A hyphen is used between joined words (e.g., self-image). A dash is used between thoughts in a sentence much like setting off by commas. There are no spaces between the words and dash (e.g., the student—URI CON—should follow established guidelines). Your computer software normally creates a solid dash for you when two hyphens are used.
- Tenses between subject and verb should agree as should plural and singular usage.
- For papers submitted in coursework, the headings run consecutively through the body. Usually there is no Table of Contents at this level. **In MS major papers, each main heading on your Table of Contents should start a new page in the body, much like the chapters in a book (p. 325). Also, the Table of Contents should exactly match the headings that appear in the body.**

***SPECIAL NOTE TO
DOCTORAL STUDENTS:***

There are University guidelines for dissertation preparation distributed by the Graduate School to which you must conform. Please be sure you obtain a copy from the Graduate School.

Also, please be sure to conduct business with the College of Nursing for the binding of two of your dissertations that are returned to the College from the Graduate School unbound. This is accomplished through the College in White 238 (401-874-5353) and should be concluded at the same time your fees are paid to the Graduate School.