APA Expectations

Level I

APA Essentials
General Document
1. Order of Pages: Title page, body, reference page (abstract not required for this class)

2. Margins: One inch margins on all sides

3. Font Size and Type: 12 pt. Times New Roman Font

4. Line spacing: Double spaced throughout the paper, including title page, body of paper, and reference page.

5. Spacing after Punctuation: Space twice after punctuation marks at the end of a sentence. Insert one space after colons, commas, and semicolons. Insert one space after periods that separate parts of a reference citation and periods of the initials in personal names such as J. R..

6. Alignment: Flush left

7. Paragraphs: Indent first word of each paragraph five spaces. A paragraph consists of at least 3 sentences. Paragraphs should not extend beyond one page.

8. Abbreviations: Abbreviations must be introduced by writing term out in full, followed by the abbreviation in parentheses. Example: registered nurse (RN)

9. Person and Voice: Use third person active voice. You may use first person only when stating an opinion for NS 115 papers.

10. Numbers: Use words (one, two, three) for numbers <10 and numerals (10, 11, 12) for numbers >10.

Title Page
11. Running Head: Flush left, the running head is an abbreviated form of the title (50 characters maximum). Use capitalization as follows: Running head: SHORT FORM OF TITLE. (Place in Header) Example: Running head: EFFECTS OF STRESS

12. Pagination: The page number appears one inch from the right edge of the paper and on the first line of every page, beginning with the title page. (Place in Header)

13. Title of Paper: No more than 10 to 12 words, the title describes the title of the paper using upper and lower case letters, centered in the upper half of the page.

14. Author’s name and Institutional affiliation: Upper and lower case letters, centered on the line following the title. Institutional affiliation follows author’s name.
APA Expectations

Body
15. **Pagination:** The body of the paper begins on a new page with running-head and page number at the top.
16. **Title:** The title of the paper (in upper and lower case letters) is centered on the first line below the running head.

Text Citations
17. Authors are cited by last name and year of publication in parentheses (Smith, 2011). When a source has three, four, or five authors, all authors are included the first time the source is cited. When that source is cited again, the first author’s last name and “et al.” are used. When a source that has six or more authors is cited, the first author’s last name and “et al.” are used every time the source is cited (including the first time).
18. When a **direct quote** is used, always include the author’s last name, year, and page number as part of the citation (Smith, 2011, p. 201). A page number is unavailable, use a paragraph number (Smith, 2011, para.2). A quotation of >40 words or more should appear without quotation marks in a free-standing block indented five spaces from the left margin.
19. **Interviews:** A. C. Smith (personal communication, February 5, 2012)……. Interview citations will appear only in-text; they will not be listed on the reference page.
20. **Web document:** To cite a web document, use the author-date format. If no author is identified, use the first few words of the title in place of the author. If no date is provided, use “n.d.” in place of the date. (Quality and Safety in Healthcare, n.d.).

References
21. **Reference lists** appear at the end of the paper on a separate page. Center and type the word “References” at the top of your list. All references cited in paper except the Bible, the Qur’an and personal communications should be listed in the list. Also, the list should only consist of the references cited in the paper. All lines after the first of each entry in the list should be indented one-half inch from the left margin (hanging indent).

22. **Authors:** List references alphabetically by authors’ last names. Give last name, first & middle initials only (period after each initial followed by a space between initials). No titles or abbreviations Example: Smith, M. K., Young, S. L., & O’Neill, K. M. (2012).

23. **Capitalization:** Capitalize proper nouns and the first word of the title of journal articles.

24. **Use of italics:** Use italics for titles of journals and books. Edition numbers in books are not italicized.

25. **Volume & Issue Numbers:** Always give the volume number after the journal title, italicize it. Do not use VOL. before the number. Include issue number if available along with volume number; do not italicize the issue number. Example American Journal of Nursing, 12(2)

APA Expectations

27. **Electronic Sources**: Include the digital object identifier (DOI) in the reference if one is assigned or use the home URL if no DOI is assigned. Include the DOI or URL after the page numbers.

28. **TurnItIn**: TurnItIn follow course instructions for use.
APA Expectations

Level II

1. **APA Expectations**: Level II students will utilize all of Level I instructions and the additional instructions listed.

2. **Understanding**: Students need to have the understanding of the following:
   a. Define the problem in complete sentences as related to the concept, example EBP.
   b. Identify the relationship as related to a patient.

3. **Paper**: The paper should be free of spelling errors. Complete sentences should be utilized throughout the paper.

4. **Writing style should include but not limited to**: Continuity in presentation of ideas (APA, 2010). Content should be free of wordiness and redundancy.
APA Expectations

Level III

1. **APA Expectation:** Level III students will utilize all of Level I and II instructions and the additional instructions listed.

2. **Level III expectations:**
   a. Student should produce an organized content, using simple headings appropriate for length of paper to organize content, correct grammar, and APA formatting.
   b. Organization of the paper should include but not limited to:
      1. Introduction with a thesis statement.
      2. Body of the paper—related to discuss of the topic in an organized manner.
         Use of simple headings can be used to divide the body of the paper when appropriate.
      3. Concluding paragraph

**Quoting and Paraphrasing:** Quoting should be limited. Paraphrasing or original ideas should be used. The paper should contain minimal quotes.

**Abbreviations:** Appropriate abbreviations should be utilized. Example: The registered nurse (RN) gave the bath today. Once the abbreviation is utilized it can continue throughout the paper as stated.

**Tables:** Tables should be in simple format within the paper.

**Figures:** Figures should be in simple format within the paper and referenced appropriately.

**Citations:** secondary citations should be stated correctly within the paper. (For example, when citing information from an edited textbook, cite the chapter authors vs. the textbook editors for both in-text citations and the reference page).

**TurnItIn:** TurnItIn follow course instructions for use.
APA Expectations

Level IV

- Scholarly paper should include all prior information.
- The scholarly paper contains quality information free from spelling errors and includes complete sentences.