SOUTHEASTERN LOUISIANA UNIVERSITY
School of Nursing
Basic APA Guidelines

This document is intended to serve as a quick reference to basic APA guidelines. Please consult the *Publication Manual of the American Psychological Association (7th ed.)* for complete information on APA Style.

Additional information on APA Style may be found on the Southeastern Louisiana University Library's website:

http://selu.libguides.com/content.php?pid=56135&sid=410954

Basic Format

- Use 8 ½ x 11-inch paper.
- Use Times New Roman typeface and 12-point font size throughout your paper. APA allows other fonts and points, but we want you to stick with Times New Roman 12 point! (p. 44).
- Use double spacing between all lines of the paper.
- Margins are to be 1 inch at the top, bottom, left, and right of every page.
- Only the left side of the paper should be justified (flush with the left margin). The right margin should be ragged
- Arrange the order of your paper as follows:
  Title page
  Text or body of the paper
  References
  Tables (if required or needed)
- Page numbers are consecutive and begin on the title page. Page numbers appear in the upper right-hand corner 1 inch from the right side of the paper and ½ inch from the top of the paper.
- APA no longer requires a running head on student papers – however, allows for this based on individual faculty preference! Check with your faculty in regard to a running head (p. 37)
- The first line of each paragraph is indented 1/2 inch. Use a "tab" instead of hitting the space bar 7 times.
- Paper title should appear on title page and on the first line of the paper (p.31).
- Use headings to organize the text or body of your paper. You may use from one to five levels of headings. Do not use a heading for the introduction of your paper. Refer to Figure 2.5, page 49, of the Publication Manual for examples of the five levels of heading. Avoid "dangling" headings – There should be text beneath the heading.
- Space once after all commas, colons, semicolons, and initials. Do not space after periods within an abbreviation. Space once after the punctuation mark at the end of each sentence.
- Quotations of less than 40 words should be enclosed with double quotation marks ("). Quotations of more than 40 words should be placed in a free-standing block indented ½ to 1 inch from the left margin. Do not use quotation marks with a block quote. Block quotes use double-spaced lines. Include the page number of the original source of the

quotation in parentheses. The parentheses should follow the punctuation at the end of the quotation. If the author and publication year of the original source of the quote is not identified prior to the quotation, then include author, year, and page number in parentheses following the quotation. (pp. 270-277). In general, avoid quotes!! Faculty want to see you are able to read, analysis and put the content into your own words (paraphrase)!

- In general, use numerals to express numbers 10 and above. Numbers less than 10 are usually expressed in words (e.g., one, two, seven …etc.). However, numerals may be used to express numbers less than 10 that precede a unit of measurement (e.g. 5 cc), statistical or mathematical functions (e.g. 7 %), time (e.g., 1 hour or 3-years old), and numbered series or tables (e.g. row 3, or Table 1).

Title Page

- The title of the paper should be centered, bolded, and contain no more than 12 words.
- Your name as author should be centered, and include your first name, middle initial(s), and last name. Do not use any titles (e.g., R.N., Dr., etc.).
- Your institutional affiliation (e.g., University name) should follow your name.
- In addition to the name of your university, include the name of your college, school, course, and the date the paper is submitted. These are School of Nursing (SON) requirements.
- The last line on the title page (the date submitted) should be placed on the centerline of the page. An "author note" is not required for papers written within the SON. Therefore, the lower half of your title page should be blank.

Text

- Type the title of the paper centered, using upper and lowercase letters, bolded at the top of the first page of the text (body of the paper). The first page of text will be page number 2, unless an abstract is required.
- The text or body of the paper opens with an introduction. Do not use a heading for the introduction. The introduction is the paragraph(s) that immediately follow the title of the paper on the first page of text.
- If you use another person's words or ideas, you must give them credit using a citation within the text of the paper. If you do not cite the original author, it is considered plagiarism
- Citations may be made within the text (as part of a sentence). For example:
  Smith (2019) reported that students perform higher on exams when they study.
- Citations may also be made using a parenthetical format. For example:
  It has been reported that students perform higher on exams when they study (Smith, 2019).
- If citing the work of three or more authors, the name of the first author followed by "et al." may be used. For example, use Smith et al. (2019)
- Join names in a multiple-author citation in the body of the paper by the word "and." For example:
  Smith and Wesson (2019) reported…

- However, when author names appear within parentheses and in the reference list, join the names by an ampersand (&).For example:
  It has been reported by previous researchers (Smith & Wesson, 2019) that…
          Or in a reference citation on the reference page:
  Smith, A. & Wesson, B. (2019). *Studying: A weapon for success in school…*
- Information obtained from interviews should also be cited in the text. For example: (A. B. Smith, personal communication, September 7, 2019). Do not include personal communication citations in the reference list (p.260).

References

- A full reference for each source cited within the text/body of your paper must appear on a reference page. Start the reference list on a new page. The word "References," centered, bolded, and written in upper and lowercase letters, must be placed at the top of the reference page. Use a "page break" at the end of your body text to keep "References" at the top of the reference list!
- List references in a *hanging indent* format, meaning that the first line of each reference is flush with the left margin and subsequent lines are indented. The second and any subsequent lines should be indented ½ inch). Use a "tab" to align.
- References are alphabetized by the author's last name (or the primary author's last name if two or more authors). Do not alphabetize multiple authors of a work within a reference unless their names appeared in that order in the original source.
- The reference list provides information necessary for the reader to retrieve each source cited in the text/body of the paper. The format for writing references varies for different sources of information (i.e., periodicals, books, audiovisuals, etc.). Examples of specific reference forms may be found on pages 316-352).
- Each reference must contain the following elements:

  Author(s)
  Date of publication
  Title
  Publication Information

- Author(s) - invert all authors' names (Last name first), followed by first name and middle name initials (if given). Do not include author credentials. Include each author's name listed in the same order as published; include up to twenty authors. If more than 20 – see page 286. (pp 281-309).
- Date of publication – give in parentheses the year of publication. For example: (2019). If no publication date is given, write "n.d." for "no date" within parentheses. For example: (n.d.). For magazines and newspapers, give the year and month, or year, month and day in parentheses. For example: (2019, September 7).
- Titles – for books capitalize only the first word of the title and write the title in italics. For titles of articles or a chapter of a book, capitalize only the first word but do not use italics. For periodicals, such as Journals, magazines, and newspapers, give the full name in italics using upper and lowercase letters.
- Publication Information –

- o For books give the name of the publisher. For example: Mosby Publishers
- o For periodicals (Journals) give the volume number in italics following the journal title. If the journal is paginated separately by issue, the issue number in parentheses should immediately follow the volume number. Do not italicize the issue number. End a journal reference with the page numbers of the specific article being cited. For example: *Journal of Nursing Science*, *20*(5), 75-101. If a digital object identifier (DOI) is given, include it at the end of the reference. For example: DOI: https://doi.org/10.5430/jnep.v10n3p19 (APA pp. 298-300)
- o For content from Websites – hyperlink should be active (pp. 350-352)
- Pay close attention to punctuation required!!

Tables

- Tables should be placed on separate pages and located at the end of the paper following the appendixes. Use a page break after each table to hold the next table at the top of a page. Tables are numbered Table 1, Table 2, etc. based on the order in which it is referred to in the paper. The first table referred to in the paper becomes Table 1 the second becomes Table 2, etc. Refer to Table 7.1 p. 200 for an example of an APA style table and pp. 199-203 for instructions.
- Each table should be discussed in the text so the reader will know to refer to the table for more detailed information.
- A table may have a note below it to explain information found in the table including the source of the data. For example: *Note.* Information in column one is for Louisiana only. Or, *Note.* Data from U.S. Census Bureau, 2010.

The following is a sample title page for the School of Nursing:

The Benefits of Continuous Glucose Monitoring in Type I Diabetes

Jane Deaux

Southeastern Louisiana University

College of Nursing and Health Sciences

School of Nursing

NURS 101

November 17, 2019