

APA

Notes on Preparation of Reports in APA Style

Throughout this handout, you will see page number references to more information. To find out more about the topics covered, refer to the 5th edition of the *Publication Manual of the American Psychological Association*.

APA Checklist

Format



Notes on Preparation of Reports in APA Style was originally created for Clarkson College Students by Dr. Callie Watson, with contribution from Nicole Koborg.

When in doubt about acceptable format of references, in-text citations, etc., Check with your instructor.

- Is entire paper double spaced?
- Have you used Times Roman 12 font (or Courier)?
- Are margins at least 1 inch? (p.286)?
- Is your paper/manuscript in the correct order? Arrange pages as follows:
 1. Title page with running head for publication title, and byline and institutional affiliation (separate page numbered page 1)
 2. Abstract (separate page, numbered page 2)
 3. Text (Start on a separate page, numbered page 3.)
 4. References(Start on a separate page.)
 5. Appendixes (Start each on a separate page.)
 6. Author note (Start on separate page.)
 7. Footnotes (List together, starting on a separate page.)
 8. Tables (Start each on a separate page.)
 9. Figure captions (List together, starting on a separate page.)
 10. Figures (Place each on a separate page).

Are all pages numbered (except for figures) in sequence - starting with the title page?

Is your title 10-12 words?
Is your abstract no longer than 120 words?

Are abbreviations explained and in APA format?

Are references cited in text and in the reference list?
Are the references ordered alphabetically by authors' surnames?

Title Page

Use of Technology 1

5 spaces

Running head: USE OF TECHNOLOGY BY
INSTRUCTORS

ALL CAPS

Use of Technology by College Instructors Involved in

Distance Education

John Smith Jr.

Clarkson University

Title should be 10 to 12 words.

Top, bottom and side margins are 1 inch.

Sample References

Journal Article	Johnson, W. L., Jones, H. N., & Smith, D. L. (1989). Naproxin-induced pseudoporphyria. <i>New England Journal of Medicine</i> , 133, 233-240.
Journal article from an online database	Bruck, L. (1999). Bringing life to the facility. <i>Nursing Homes</i> , 48(10), 57-58. Retrieved June 29, 2005, from ProQuest Nursing Journals database.
Magazine article	Hobson, K. (2005, June 13). Beating the odds: Finely tuned diagnoses and targeted drugs are creating optimism about surviving breast cancer. <i>U. S. News & World Report</i> , 138(22), 63-70.
Entire book	Cutler, B., & Pierce, E. (1934). <i>Pediatric nursing</i> . New York: Macmillan.
Entire book, second edition	Bailey., D. M. (1997). <i>Research for the health professional: A practical guide</i> (2nd ed.). Philadelphia: F. A. Davis.
Edited book	Smith, M. J., & Liehr, P. R. (Eds.) (2003). <i>Middle range theory for nursing</i> . New York: Springer Publishing Company.
Chapter in an edited book	Lenz, E. R., & Pugh, L. C. (2003). The theory of unpleasant symptoms. In M. J. Smith & P. R. Liehr (Eds.), <i>Middle range theory for nursing</i> (pp. 69- 90). New York: Springer Publishing Company.
Book, group author (government agency) as publisher	Australian Bureau of Statistics. (1991). <i>Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990</i> (No. 3201.1). Canberra, Australian Capital Territory: Author.
Daily newspaper article	Brunkow, A. (2005, June 29). Omaha clergy differ on need for public religious symbols. <i>The Omaha World Herald</i> , p. 3B.
Newspaper article, no author given	Training as a central component of diversity in Omaha colleges. (2005, June 27). <i>The Omaha World Herald</i> , p. 3A.

Continued next page.

Sample References continued.

Website	Medical Library Association. (2005, February 4). <i>Consumer and Patient Health Information Section (CAPHIS)</i> . Retrieved February 21, 2005 from http://caphis.mlanet.org/
Brochure	Research and Training Center on Independent Living. (2001). Guidelines for reporting and writing about people with disabilities (4th ed.) [Brochure]. Lawrence, KS: Author.
Encyclopedia or dictionary	Sadie, S. (Ed.). (1980). <i>The new Grove dictionary of music and musicians</i> (6th ed., Vols. 1-20). London: Macmillan.
Article in an internet-only newsletter	Helvie, M. (n.d.). Full field digital mammography. <i>Cancer News on the Net</i> . Retrieved June 16, 2005, from http://www.cancernews.com/data/Article/210.asp
Motion picture	Riedel, G. (Producer), & Judge, M. (Writer/Director). (1999). <i>Office space</i> [Motion picture]. United States: 20th Century Fox.

Sample In-text Citations (pp. 215-281)

1. Meyers and Jones (1993) assume that by its nature, learning is active.
2. In 1996 Silberman found a different solution.
3. Students construct meaning through class involvement (Johnson, & Smith, 1998).
4. According to Modell (1996), students gain higher cognitive thinking skills when engaged in active learning approaches.
5. Brewer (1999) observed that educators find it difficult to find the time to incorporate creative active learning methodologies.

Sample In-text Citations continued.

6. Fischer, Kratz, Watson, Spence, and Goertz (2000) demonstrated that water's physical properties therapeutically increases occupational performance. Individuals who are able to increase their occupational performance have found to have a higher self-esteem (Fisher et al.).
7. The author speculated that "negative exemplars within the self concept are more confidently known than affirmative exemplars" (Brinthaup, 1983, p. 52).

Sample Quotations (40 Words or More)

40 Words or More:

Meleis (1997) argues that the discipline of nursing consists of a domain or body of knowledge which possesses definable boundaries and grows by a specific process:

Theory and research are the processes by which the domain concepts and problems are developed, validated, and communicated. Practice, education, and administration are the means by which the domain goals are implemented. Domains are redefined through theoretical and research processes, and there is a dialectic relationship between domains, definitions, and theory and research traditions (p. 118).

For More Examples and Tips See:

APA in-text (Parenthetical) documentation. (2004, March 6). Retrieved June 29, 2005 from <http://leo.stcloudstate.edu/research/apaintext.html>.

Cuddy, C. M. (2002). Demystifying APA style. *Orthopaedic Nursing, 21*(5), 35-42.

Degelman, D., & Harris, M. L. (2005, August 12). *APA style essentials*. Retrieved August 15, 2005 from <http://www.vanguard.edu/>

Helpful Publication Manual Sections

1. Manuscript preparation (pp. 283-305)
2. Material other than journal articles (pp. 321-330)
3. Use of quotations (pp.117-118, 292)
4. Reference citations in text (pp. 207-214)
5. Examples of references (pp. 231-281)
6. Electronic resources (pp. 231-281)
7. Headings (pp. 113-115, 289-290)
8. Sample paper (pp. 305-320)

McGuire, S. L., Gerber, D. E., & Currin, M. D. (2001). Helping students use APA format. *Journal of Nursing Education, 40*(9), 414-416.