



## Library Guide 19 APA STYLE RESEARCH PAPER FORMATS MODELS FOR NURSING AND SCIENCE

The following guide has been prepared for Hawaii Pacific University students enrolled in Psychology, Nursing, IS, Management and other disciplines that require the use of APA-style papers. Guidelines and models are based on the new uniform format presented in the *Publication Manual of the American Psychological Association* (2001, 5<sup>th</sup> ed.).

### RESEARCH PAPER FORMAT

#### ORGANIZATION

##### TITLE PAGE

- Title page separate and page-numbered “1”
  - Margins 1 inch all around
  - Running head in upper-left corner
  - Header in upper-right corner
  - Title and identifications: begin 5” down, centered, and double-spaced

##### TABLE OF CONTENTS

(NOTE: Table of Contents is not modeled in APA. Consult instructor for model.)

##### ABSTRACT (Optional)

- Summary of contents, not to exceed 120 words, on a separate page
- Page-numbered “2”
- Block format (No initial paragraph indentation)
- Standard margins and spacing

##### TEXT

- Double-spaced, including quotations. [*Block quote: If quotation is longer than 40 words, indent five spaces from left margin and continue with new margin, double-spacing. This block method does not use quotation marks.*]
- All pages numbered (including title page) in the upper right corner (1/2 inch from the top of the paper)
- Header on each page 5 spaces before page number
- Margins 1 inch on all sides; not right-justified; no hyphens at end of lines
- 12-point standard type (No font variations; no bold; no bullets)
- Endnotes used to add content *but not used for documentation*
- No single-line paragraphs or headings at ends of pages
- Italics instead of all underlining, including appropriate headings

##### CONTENT ENDNOTES (Optional)

##### REFERENCE CITATION PAGE(S) (See models)

##### APPENDIXES

- Used for charts, tables, graphs, illustrations, etc.
- Cover sheet-[Appendixes]-needed if more than one appendix
- Separate page for each appendix titled “Appendix A,” etc.

## NARRATIVE STYLE AND IN-TEXT CITATIONS

### STYLE

- **Verb tense:** Use past or present perfect tense when citing sources. APA 43 (2.06)  
**Past tense:** Schneider (1996) discovered that the Web tool Mosaic was . . .  
**Present perfect tense:** Schneider (1996) has discovered that the Web tool Mosaic was . . .
- **Dates:** (see In-Text Citations models below)
- **Paraphrasing:** Change wording and syntax. If quotes are permitted, follow this example: Carruthers (2004) recommended paraphrasing part of the sentence and quoting only “high quality phrasing and specific terms” (p. 4).

### IN-TEXT CITATIONS

- **Last names:** Use only last names in citations, not first initials. APA 207 (3.94)
- **Documentation of sources:** Integrate into text, **always followed immediately with the date, or cite in parentheses following a paraphrase or quotation.** [NOTE: for additional citations in the same paragraph, the date is not repeated.]  
**Examples:**  

<b>Integrated:</b>	Schneider (1996) has reported . . .
<b>Parenthetic:</b>	A recent study concluded that . . . (Schneider, 1996).
- **Page numbers:** Cite page numbers for all **quotations.** [Note: Some instructors require page numbers for paraphrases or summaries.]  
**Examples: Quotes (2 types):** APA 121 (3.39)
  1. Schneider (1996) reported, “I found this remarkable tool called Mosaic” (pp. 14-16).
  2. “I found this remarkable tool called Mosaic” (Schneider, 1996, pp. 14-16).
- **Dual or multiple authors:** Use an ampersand (&) within parenthesis, but not in narrative part of text. APA 209 (3.95)  
**Examples:** Taylor and Minami (1993) stated that . . .  
“Our study clearly shows . . .” (Taylor & Minami, 1993, pp. 333-334).
- **3-5 authors:** Cite all authors the first time; in subsequent citations, cite only surname of first author followed by “et al.” (not underlined and with a period after “al.”), followed by the year if it is the first citation of the reference in a paragraph. APA 208 (3.95)  
**Example:** Chang et al. (1998) agreed . . .  
. . .were proven (Chang et al., 1998).
- **6 or more authors:** Cite only surname of first author followed by “et al.” for first and subsequent citations. APA 209 (3.95)
- **Interviews and personal communications:** (in-person, phone interviews, and personal e-mail) **Use in-text citation only.** As “nonrecoverable data,” no mention is made in references. [NOTE: As an exception to last-name-only rule, do give first initials.] APA 214 (3.102)  
**Examples:** R. B. Henry, Chief Surgeon at St. Jonathan Hospital (personal communication, October 28, 1998), claimed that . . .  
. . . is the newest technology for heart transplants (R. B. Henry, personal communication, October 28, 1998).

## REFERENCE PAGE(S)

Consult the *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.) for reference examples not addressed here. Page numbers from the *Publication Manual* source are shown with the abbreviation APA.

### LAYOUT

- Continue header and pagination in upper right-hand margin.
- Label page **References** at top center.
- Alphabetize all entries by author's last (family) name or, **if no author**, the first significant word of the title.
- Entries should be double-spaced with the second and subsequent lines indented five (5) spaces. **ITALICS FOR TITLES ARE NOW STANDARD IN THE NEW UNIFORM FORMAT.**
- **Double-space throughout.** (NOTE: Some instructors may wish you to single-space within entries.)
- Leave one space after all punctuation marks.

### ENTRIES

- Use authors' last names and first initials only.
- Use ampersand (&) to separate multiple authors' names.
- Put date in parenthesis immediately after authors' names.
- Italicize book and periodical titles. (No quotation marks [" "] **for article titles**)
- Separate entry items with periods through title of periodical. Then use commas between items.
- Use title capitalization with periodical titles only. Book titles and article titles are written all in lower case except for first word of title and subtitle, and proper nouns.
- For sources with same author and year, use a, b, c after year.

### BOOKS AND BOOK PARTS

#### • **Books**

APA 248-55

##### Author:

**Format:** Author. (year). *Book title*. Place (City, ST) of publication: Publisher.

**Example:** Schneider, K. G. (1995). *The Internet access cookbook: A librarian's commonsense guide to low-cost connections*. New York: Neal-Schuman.

Fairbanks, J., & Candeleria, J. (1997). *Case studies in community health*. Frederick, MD: Aspen.

Thureen, P. J., Deacon, J., O'Neill, P., & Hernandez, J. (1995). *Assessment and care of the well newborn*. Orlando, FL: W.B. Saunders.

##### Editor:

APA 249 (25)

**Format:** Editor(s) (Eds.). (year). *Book title* (ed.). Place of publication: Publisher.

**Example:** Carter, J., & Uchida, M. (Eds.). (1996). *Critical thinking and research strategies* (3<sup>rd</sup> ed.). New York: McGraw-Hill.

##### Corporate author (e.g., brochures):

APA 251 (33)

**Format:** Author. (date). *Title* [Format]. Place of publication: Author.

**Example:** American Nurses Association. (n.d.). *Tuberculosis: A deadly disease makes a comeback* [Brochure]. Washington, DC: Author.

**NOTE:** n.d. = "no date" of publication is available

APA 225 (4.09)

• **Chapters or articles in edited books**

APA 252

**Format:** Article author. (year). Article or chapter title. In Initials and Last Name of editor(s) (Ed.), *Book title* (p. or pp. page numbers). Place of publication: Publisher.

**Example:** Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hilldale, NJ: Erlbaum.

• **Chapters or articles in annually published books**

APA 250

**Format:** Article author. (year). Article or chapter title. *Book title*, page numbers.  
[NOTE: Treat as a periodical unless the subtitle or topic changes; then treat as a chapter or article in an edited book (see example below)]

**Example:** Hawaii Department of Business, Economic Development and Tourism. (2001). Table 2.21-- Selected chronic conditions: 1998 and 1999. *State of Hawaii data book*, 89.

• **Multi-volume works** (format for encyclopedia articles)

APA 252-54

**Format:** Author. (year). Article or chapter title. In editor (Ed.), *Book title: Volume #* (edition, p. or pp. page numbers). Place of publication: Publisher.

**Example:** Davis, F. B. (1998). Throat cancer. In R.G. Smith (Ed.), *Studies of disease: Vol. 2* (4<sup>th</sup> ed., pp. 418-445). Boston: University Press.

**GOVERNMENT REPORTS**

APA 256 (41)

**Format:** Department, government office or organization. (year). *Title of publication*. (publication number). Place of publication: Printer.

**Example:** National Institute of Mental Health. (1990). *Clinical training in serious mental illness*. (DHHS Publication No. ADM 90-1679). Washington, DC: Government Printing Office.

**In-text example:** First citation: (National Institute of Mental Health [NIMH], 1999).  
Subsequent citations: (NIMH, 1999). APA 209 (3.96)

**PERIODICALS**

• **Journal articles** **[NOTE: *Italicize Periodical Title, comma, and volume number*]** APA 239-41

**Format:** Author. (year). Article title. *Journal Title*, *volume number* (issue number), page numbers.

**Example:** Berkerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

• **Magazine articles**

APA 241-42

**Format:** Author. (year, month day). Article title. *Magazine Title*, *volume number*, page numbers.

**Example:** Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

• **Newspaper articles**

APA 242-43

**Format:** Author or article title if no author. (year, month day). *Newspaper Name*, p. or pp. section and page number of the newspaper.

**Example:** New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, pp. A1, A4.

**In-text example:** ("New Drug," 1993).

[NOTE: Shorten titles within quotes; use standard capitalization and punctuation.]

**INTERNET RESOURCES**

APA 268-81

Include the access date for online references. Break URLs after a slash or before a period.

**If the full-text version of a print article is the same as the online version, use the same formatting used for Journal Articles (above), and after the article title include: [Electronic version].**

**Example:** 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.

• **Databases**

APA 278-79

**Format:** Author. (year). Article title. *Journal title*, volume, page(s). Retrieved [month day, year,] from [source] database [name of database], (Item no. is optional), complete URL if accessed via the World Wide Web

**Example [CINAHL]:**

Paramore, L. C. (2001). Impact of poorly controlled hypertension on healthcare resource utilization and cost. *American Journal of Managed Care*, 7(4), 389-98. Retrieved July 26, 2001, from CINAHL (AN 2001058096\*).

**Example [EBSCO]:**

Gill, S., Dasgupta, M., & Rochon, P. (2001). Hypodermoclysis in the treatment of dehydration. *American Family Physician*, 64(9), 1516, 1524-26. Retrieved July 7, 2002, from EBSCO Academic Premier database.

**Example [NEWSBANK]:**

Sodomka, D. (1998, March 29). Japanese factory to give assistance in Aiken. *Augusta Chronicle* (GA). Retrieved August 7, 2001, from NewsBank Newsfile database.

**Example [Government document]:**

U.S. General Accounting Office. (1997, February). *Telemedicine: Federal strategy is needed to guide investments* (Publication No. GAO/NSAID/HEHS-97-670). Retrieved September 15, 2000, from General Accounting Office Reports Online via GPO Access: [http://www.access.gpo.gov/su\\_docs/aces/aces160.shtml?gao/index.html](http://www.access.gpo.gov/su_docs/aces/aces160.shtml?gao/index.html)

**Example [Abstracts]:**

Fournier, M., de Ridder, D., & Bensing, J. (1999). Optimism and adaptation to multiple sclerosis: What does optimism mean? *Journal of Behavioral Medicine*, 22, 303-326. Abstract retrieved October 23, 2000, from PsycINFO database.

**[NOTE: APA style does not require accession numbers or item numbers; however, Hawai'i Pacific University suggests including them, for they are unique to the database.]**

• **Web sites**

APA 272-78

**Format:** Author, editor, site maintainer, or Web master. (year, month day). Title (edition or revision). *Publication*. Retrieved full access date, from complete URL (no period after URL)

**Example [Newspaper]:** APA 279 (89)  
Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>

**Example [Journal article on a publisher's Web site]:**  
Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience. *American Psychologist*, 50, 750-765. Retrieved September 10, 2002, from <http://apa.org/journals/Jacobson.html>

**Example [Article on government Web site]:**  
Koplan, J. P. (2001). *Skin cancer: Preventing America's most common cancer*. Retrieved July 27, 2001, from <http://www.cdc.gov/cancer/nscpep/skin.htm>

**Example [Web site announcement]:**  
American Psychological Association. (1995, September 15). *APA public policy action alert: Legislation would affect grant recipients*. Washington, DC: Author. Retrieved January 25, 1996, from <http://www.apa.org/ppo/lstook.html>

**Example [No author, no date]:** APA 274 (77)  
**Format:** *Title of document*. (no date). Retrieved full date, from complete URL

*GVU's 8<sup>th</sup> WWW user survey*. (n.d.). Retrieved August 8, 2000, from [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)

**OTHER COMPUTER & ONLINE RESOURCES**

• **Computer programs, software, and programming languages**

APA 280

**Example [Computer software]:**  
Miller, M. E. (1993). *The interactive tester (Version 4.0)* [Computer software]. Westminster, CA: Psytek Services.

**Example [Computer software and manual available on a university Web site]:**  
Schwarzer, R. (1989). *Statistics software for meta-analysis* [Computer software and manual]. Retrieved May 15, 2002, from [http://www.yorku.ca/faculty/academic/schwarze/meta\\_e.htm](http://www.yorku.ca/faculty/academic/schwarze/meta_e.htm)

**Example [Data file available from a government agency]:**  
*National Health Interview Survey: Current health topics: 1991 longitudinal study of aging (Version 4)* [Data file]. Hyattsville, MD: National Center for Health Statistics.

**(Listservs, discussion groups, online news reports, magazine articles, and newspapers follow same pattern as Web sites documents.)**