2016

Colorado Technical University

APA Expectations for all College of Nursing Students

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Version 1.1

Introduction

This Colorado Technical University (CTU) Writing Style Guide was created as a tool to help all College of Nursing (CON) students (both undergraduate and graduate) understand the American Psychological Association (APA) requirements and writing expectations. CTU and the CON has adopted the APA citation style as the preferred citation style. APA establishes a style guide that includes a set of rules and guidelines for manuscript preparation and the citation of sources. It is essential that you learn how to cite sources properly using APA style and assure that all elements of APA formatting are accurate in all assignments. Citing sources properly allows you to give credit to the sources that you use in your writing and helps you avoid plagiarizing. This APA Expectations guideline document answers common questions that you may have about using APA style for formatting your paper and including in-text citations and references. If you have questions that are not answered in this guide, please consult either the CTU Library or *The Publication Manual of the American Psychological Association* (6th ed.).

Why do I need to understand and utilize APA style when completing my assignments?

- To credit the outside sources that you incorporate into your assignments, to avoid plagiarism, and to remain academically honest
- To establish credibility as an author by properly citing your sources using one consistent style
- To inform your audience (peers and faculty) about where you obtained the information included in your assignments
- To create a uniform paper or document that is acceptable for both academic and professional purposes and audiences

Assignment Style Checklists

The following checklist outlines the writing format requirements for all College of Nursing assignments unless the assignment specifies different formatting requirements.

Discussion Board Post

If references are used or required for an assignment, include the following:

❒ In-text citations

❒ Reference list (at the end of the Discussion Board post)

Essay, Paper, or Individual Project

If you are submitting an assignment in essay format using Word, include the following:

❒ Title page

❒ Running head and page numbers

❒ Double-spaced, 12-point Times New Roman font

❒ 1-inch margins

If references are used or required for an assignment, include the following:

❒ In-text citations

❐   Reference list as a separate page at the end of the document

❐   Appendices as needed

PowerPoint Presentation

If references are used or required for an assignment, include the following:

❐   In-text citations

❐   Reference slide at the end of the presentation

How do I include resources in my assignments to avoid plagiarizing?

- Review the requirements for your assignment. You must properly credit the sources that you use to support statements or content that is not your original work.

- Use in-text citations and references to acknowledge and cite your sources. Place in-text citations in the body of the paper, usually immediately following information included from outside sources.

- Include a references list on the last page of the paper that includes the complete bibliographical information for each source cited.

Citing Sources in the Text

When citing a resource in a piece of writing, the basic information is included in the body of the paper, and the full information is included in the reference list. The in-text citation is the author's last name, year of publication, and, if appropriate, the page number. Consult the APA Style for CTU Students guide for more examples on how to use in-text citations.

Outside sources can be included in the text in multiple ways. The two primary ways to include outside sources at this stage in your academic career are paraphrasing and using direct quotations.

Paraphrasing

Paraphrasing is using information from one source and restating the information in your own words. When you paraphrase, you credit your source because the ideas you are using are not your own. Paraphrasing allows you to include particular information from a piece of evidence without quoting it directly and while maintaining the original intent of the source. The following are examples of how to cite a source that you have paraphrased in your writing.

Example 1

According to Booth, Colomb, and Williams (2003), you should avoid plagiarism.

Example 2

You should avoid plagiarism (Booth, Colomb, & Williams, 2003).

In both examples, you include only the authors' last names and the year of publication. Do not include the authors' initials unless there are two or more authors with the same last name.

Using Direct Quotations

A *quotation* is a statement or a portion of a statement taken from an original text. Direct quotations should be recorded accurately and used rarely; primarily, they are used to emphasize your point. A good rule of thumb is to use a quotation when paraphrasing does not represent the information properly or if there is not a better way to state the information. The more experience you gain with writing and using sources, the better you become at determining which is better: a quotation or paraphrase of the information. The following are examples of how you could cite a direct quotation within the text of your assignment.

Note: Direct quotations that are 40 words or more should start on a new line and be indented without quotation marks to create a block quote.

Example 1

According to Booth, Colomb, and Williams (2003), "In all fields, you plagiarize when you use a source's words or ideas without citing that source" (p. 202).

Example 2

Many authorities have commented on the topic, but this is one of the most effective descriptions: "In all fields, you plagiarize when you use a source's words or ideas without citing that source" (Booth, Colomb, & Williams, 2003, p. 202).

Formatting Your Paper

CTU provides a [template in Word](#) that is already in APA format, and it is located on the library page of the Virtual Campus portal. It is recommended that you use that template when writing papers so that you do not need to spend time putting a document into this format unnecessarily. See section 8.03 of the APA Publication Manual for more information on formatting your paper.

An APA formatted paper has the following:

- 1-inch margins

- Double-spaced paragraphs

- 12-point Times New Roman font

- A running head at the top left, in the header

  o The running head is a shortened version of the title—around 50 characters, including spaces—in ALL CAPS.

- A page number at the top right, in the header

  o The title page is page 1, and pages are numbered consecutively from there.

Note: The first line of each paragraph is indented ½ inch, or 5–7 spaces. If appropriate, use headings as described in section 3.03 of the APA Publication Manual.

Title Page

The first page of your document is the title page. The title of your paper, your name, and the name of the university are centered in the upper half of the page. APA (2010) recommends that the title "should be fully explanatory when standing alone" and be a maximum of 12 words. See section 2.01 of the APA Publication Manual.

On the title page, the running head is preceded by the words *Running head*. All subsequent pages have only the running head. Use Word's "Different First Page" option to maintain this difference.

Example

Running head: COLLEGE WRITING STYLE GUIDE

Abstract

Only include an abstract if the assignment or instructor specifies that it should be included. The abstract is placed on page 2 with the label *Abstract* centered at the top of the page. The abstract is a short summary of the whole paper rather than a repeat of the introduction. See section 2.04 of the APA Publication Manual for directions on how to write a good abstract.

References

Start the reference list on a new page at the end of your paper. Title the page with the word *References* centered at the top. See section 2.11 of the APA Publication Manual.

All of the sources that you cite in your assignment, and only those sources, must be compiled to create a reference list. This is the second step that ensures that you documented your sources properly and did not plagiarize.

- The references list starts on a new page at the end of the paper and includes the complete reference or bibliographic information for each source cited in the paper or presentation.

- The references list is double spaced.

- All references are listed in alphabetical order by the author's last name or if no author is listed, by the title of the source. If you are using multiple works by the same author, place them in order of publication date.

- Each entry is formatted as a *hanging indent*, which means that the first line of each entry is justified to the left margin, and the second and following lines are indented 5–7 spaces (one tab). To format a hanging indent in Word, open the paragraph dialogue box, and in the Indentation section under Special, select Hanging from the drop-down menu, and change the By field to reflect 0.5".

The specific APA format for a reference depends on the type of source included in your assignment. For more information on specific formatting details, see the reference examples on pages 6–9 of this document, or consult the online APA Style Guide for CTU students.

Reference Examples

The following section contains example references (APA, 2010, pp. 193–224). Consult the APA Style Guide for CTU Students for more reference examples.

Electronic or Internet Sources

Nonperiodical Web Document, Web Page, or Report

Author's Last Name, First and Second Initial or Name of Corporate Author. (Date of
     Publication). *Title of document.* Retrieved from http://Web address

Capital Community College. (2007, February). *A guide for writing research papers based on
     the styles recommended by the American Psychological Association.* Retrieved from
     http://www.ccc.commnet.edu/apa/

Note: When creating references for Web documents and pages, writers frequently need to hunt around for the required information. It is important to include as much of the required information as possible in the reference.

If your source has no publication date, use *n.d.* in place of the date in both the references entry and the in-text citation: (Smith, n.d.).

Capital Community College. (n.d.). *A guide for writing research papers based on the styles
     recommended by the American Psychological Association.* Retrieved from
     http://www.ccc.commnet.edu/apa/

Article From an Online Newspaper

Author's Last Name, First and Second Initial., & Author's Last Name, First and Second initial.
     (Year, Month Day). Title of article. *Title of Newspaper.* Retrieved from http://Web
     address

Jackson, D., & Marx, G. (2009, October 12). State Senate hearing to examine nursing home
     safety. *Chicago Tribune.* Retrieved from http://www.chicagotribune.com

Note: If the article is available through a search of the source's Web site, give just the URL of the home page. If it is not available by the search box, give the full URL to the article.

Journal Article From an Online Source or Library Database

Author's Last Name, First and Second Initial. (Date of publication). Title of article. *Title of
     Newspaper, Magazine, or Journal, Volume*(Issue number, if known), page numbers.
     DOI number, or if no DOI is available, use the following: Retrieved from the URL for
     the journal's home page

With DOI Number

Brewer, P. D. & Brewer, K. L. (2010, July/August). Knowledge management, human
     resource management, and higher education: A theoretical model. *Journal of
     Education for Business, 84*(6), 330–336. doi: 10.1080/08832321003604938

Without DOI Number

Tomkiewicz, J., Bass, K., & Gribble, A. (2011, June). Potential pitfalls of ethnocentrism in a
     globalizing world. *College Student Journal, 45*(2), 369–375. Retrieved from

http://www.projectinnovation.biz/college_student_journal

Article From an Online Magazine

Author's Last Name, First and Second Initial. (Year, Month Day). Title of article. *Title of Magazine, Volume*(Issue number, if known). Retrieved from http://Web address

Crumley, B. (2009, October 12). Should students be paid to do well in school? *Time*. Retrieved from http://www.time.com/time/world/article/0,8599,1929454,00.html

Corporate Author, Government Report, or Document

Name of Government Department or Agency. (Date of publication). *Title of document* (Report or document number if given). Retrieved from http://Web address

United States Department of Education. (2008, January 16). *Secretary Spellings awards over $38 million to 20 states in school improvement grants.* Retrieved from http://www.ed.gov/news/pressreleases/2008/01/01162008a.html

Electronic Book

Author's Last Name, First and Second Initial. (Year of Publication). *Title of Book* [Electronic version; for example, DX Reader version]. DOI number or Retrieved from http://Web address.

Urquhart, V., & McIver, M. (2005). *Teaching writing in the content areas* [E-brary Reader version]. Retrieved from http://site.ebrary.com/lib/cecybrary/docDetailaction?docID=10083781&p00=urquhart

Entry in an Online Reference Work, no Author or Editor

Title of entry. (Year of Publication). In *Title of reference work* (edition number, if given). Retrieved from http://Web address

Paraphrase. (2009). In *Merriam-Webster's online dictionary*. Retrieved from http://www.merriam- webster.com/dictionary/paraphrase

Personal Communication

Use this to cite your instructor's lecture, either in the classroom or via Live Chats (watched live or archived). These include e-mails, interviews, letters, or any other communication.

Your in-text citation should include the communicator's name, the fact that it was personal communication, and the date of the communication.

"Those zombies, they would control the world, you know? If we allowed it, we would be out of control" (A. Smith, personal communication, January 1, 2000).

A. Smith said zombies would take over the world if we let them (personal communication, January 1, 2000).

Note: Do not include personal communication in the references list.

Live Chat Session

Instructor or Author's Last Name, First Initial. (Date). *Title* [type of posting (chat)]. Retrieved from online location, course number and section, course title: http://Web address

Danley, L. (2009, January 9). *APA chat 1: Introduction to APA style* [Chat]. Retrieved from Colorado Technical University, Virtual Campus, APA Style Lab: https://campus.ctuonline.edu

Course Materials

Author's Last Name, First Initial. (Date). *Name of presentation or document* [type of source (Multimedia presentation)]. Retrieved from the Colorado Technical University Virtual Campus, Course Code-Quarter session: http://Web Address

Colorado Technical University. (2009). *LTR215 Phase 1 activity: Getting accustomed to literature* [Multimedia presentation]. Retrieved from the Colorado Technical University Virtual Campus, LTR215-0802B-01: https://campus.ctuonline.edu

Blog Post

Author's Last Name, First Initial. (Date of blog post). *Title of blog post* [Web log message]. Retrieved from http://Web address

Catspaw. (2009, September 10). So what have you been up to at Google? [Web log message]. Retrieved from http://www.insanecats.com/

Note: Use the log-in or username if the author's name is not listed.

Message Posted to an Online Forum, Discussion Group, or Newsgroup

Author's Last Name, First Initial. (Date of message or post). Title of message or post [Type of post (Discussion Board post)]. Retrieved from http://Web address

Anderson, L. (2009, October 19). Re: Writing is an important skill [Discussion Board post]. Retrieved from Colorado Technical University, Virtual Campus, The Writing Center: https://campus. ctuonline.edu

Software

Title of software (Version and number) [Computer software]. (Date if given). City, State: Company.

VH Dissector Lite (Version 4.5.2) [Computer software]. (2008). Aurora, CO: Touch of Life Technologies.

Print Sources

Article From a Scholarly or Peer-Reviewed Journal

Author's Last Name, First and Second Initial. (Year of publication). Title of the article. *Title of the Journal, Volume*(Issue number, if known), page numbers. DOI number if one is assigned.

White, E. M. (2005). The scoring of writing portfolios: Phase 2. *College Composition and Communication, 56*(4), 581–600.

Article From a Newspaper (No Author)

Title of the article. (Year, month day of publication). *Title of the Newspaper*, page numbers.

Boss defends trooper who used Taser on driver. (2007, December 2). *Chicago Tribune,* p. A3.

Book With Two Authors

Author's Last Name, First and Second Initial, & Author's Last Name, First and Second Initial. (Year of publication). *Title of Book* (Volume or edition number). Place of Publication: Publisher.

Greenfield, S. B., & Calder, D. G. (1986). *A new critical history of Old English literature*. New York, NY: New York University Press.

Chapter From a Print Book

Author's Last Name, First and Second Initial. (Year of publication). *Title of book* (Volume or edition number, page numbers). Place of Publication: Publisher.

Hacker, D. (2008). *A pocket style manual* (5th ed., pp. 70–90). Boston, MA: Bedford/St. Martins.

Reference

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.