

Yale SCHOOL OF NURSING

**ORGANIZING AND TYPING
SCHOLARLY MANUSCRIPTS**

**Requirements for Format, Appearance and Bibliographic Style
2009-2010**

*(based on the *Publication Manual of the American Psychological Association*, 6th ed.)
Most recent rev. 7/09 by Janene Batten*

FOREWORD

This guide was developed based on the questions most frequently asked by students when working on their scholarly inquiry praxis, or dissertation. It is by no means all-inclusive. Any questions that remain should be looked up in the *Publication Manual of the American Psychological Association* (6th ed.), hereafter referred to as APA Manual. Reference copies are available in the YSN Library Reference Office and the Cushing/Whitney Medical Library.

This guide for the layout of papers and research reports is a composite of our own YSN format and that proposed by the APA manual. The format for literature citations is completely based on the APA style. It is strongly recommended that students obtain their own copies of the APA Manual, since this is the basis for articles in most nursing journals. The Yale Bookstore usually carries copies.

Do remember that the APA Manual is primarily intended for book or article manuscripts prepared for publication.

Should the need for corrections or changes arise, or should users have suggestions for the improvement of this Guide, please bring them to the attention of the Associate Dean for Clinical Affairs. It is hoped that you will find it helpful.

*The general guideline here is: double-space throughout, unless readability is improved by single-spacing (see APA, p. 229).

PLAGIARISM

(See also APA Manual “Ethical and Legal Standards in Publishing”, pp. 11-20)

What is plagiarism?

- It’s the use of another person's work without acknowledgment with the intent to pass it off as your own
- Buying, stealing, borrowing, or otherwise obtaining all or part of a paper; hiring someone to write a paper

- Submitting the same paper for more than one class
- It is a serious offence, and it's easier to track than you might think

When cases of plagiarism are brought to the attention of the YSN Dean, each case undergoes intense review. Disciplinary action for plagiarism can be anything from reprimand, to probation, suspension and expulsion.

No excuses:

Policy #32 *Personal Conduct Policy* discusses integrity expectations of students. It should be read and understood and then signed by all students at YSN.

Policy #33 *Disciplinary Procedures of the School of Nursing* gives further details regarding the course of action for violation.

Types of plagiarism

Complete Plagiarism

- submitting someone else's work as your own
- unacceptable – even correct attribution will not cover this as the work belongs to someone else and as such must be enclosed within quotation marks with the page number noted along with the in-text citation.

Near-complete Plagiarism

- lifting the bulk of someone else's work and interspersing own comments
- unacceptable – the work is mostly someone else so attribution will not cover. If verbatim words are used, they must be in quotes and cited properly with source and page number.

Patchwork Plagiarism

- taking bits and pieces from several places and piecing them together as a single work

- unacceptable – the ideas cannot be passed off as your own - all authors of the original works must be cited.

Lazy Plagiarism

- using other's language or words without attribution
- using material from other sources as if it was your own research
- leaving out footnotes or citations, deliberately or otherwise
- Unacceptable – other's ideas **MUST** be acknowledged

Self Plagiarism

- using an assignment from one course to satisfy another
- not getting approval from instructor to use previously completed, or partially completed work as the starting point for new work
- unacceptable – instructors should be aware of the origination of all research and papers

How to avoid plagiarism

Research

- when keeping notes write other's ideas in your own words unless you are going to directly quote
- keep accurate information about sources including details such as page numbers, and use it to attribute other's work. **NEVER** copy and paste text from another source into the text of your paper unless you are planning to quote directly and appropriately cite with source and page number.
- acknowledge other's ideas keeping them separate from your own
- if your conclusions are the same as someone else's acknowledge consensus ensuring attribution to the other person

Writing

- organize your piece in an original way, unless it is a research report that has a required format

- give exact attribution for all ideas that are not your own
- use quotation marks when necessary and provide page numbers for exact quotes and web addresses for online sources
- all citations should allow the reader to find the material quoted

Editing

- is the language you own, even the paraphrasing
- is the idea your own?
- if no to either of these acknowledge the source or rewrite to reflect your thoughts and wording

Remember: Instructors reading your work have a very sound knowledge of the field of interest you are writing about and can recognize the use of other's work. Also, it is easier than ever to find the source of plagiarized material.

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GUIDE FOR ORGANIZING AND TYPING SCHOLARLY MANUSCRIPTS

General Observations

This guide is intended to help YSN students in the preparation of their papers, research reports and dissertations. It deals only with the physical format and organization of such manuscripts for YSN. You should use this format guide during the preparation of your manuscript. Since this guide has been revised and modified during the course of several years, you should not use documents from previous classes as patterns for your manuscript.

Important rules for the preparation of any manuscript are:

1. Be consistent in whatever you do.
2. Check your own work, but also check the work of all others involved in the production of your report.
3. The contents of a manuscript, mistakes and all, are the responsibility of the author - YOU - not the typist or the advisor.

All drafts of your manuscript should be submitted to your advisor in a typed proper format with references carefully checked and cited. Do not expect your advisor to recognize and correct errors in references or citations.

Be sure to proofread the completed manuscript before copying. Pay particular attention to the tables, figures, and the bibliography where most mistakes occur.

Remember: All of this takes place during a high pressure time of year when mistakes happen more frequently than at other times.

The contents of the manuscript should appear in the following order:

1. Title page (see sample on page 14)
2. Acceptance page (see sample on page 15)
3. Permission to reproduce (see sample on page 16)
4. Acknowledgments (see page 17)
5. Abstract (see page 17)
6. Table of contents – ONLY Required for THESIS (see sample on page 18)
7. List of tables – ONLY Required for THESIS (see page 18)
8. List of figures, if applicable – ONLY Required for THESIS (see page 18)
9. Text (body of manuscript)
10. References (see pages 22-26 as well as consulting the *Publication Manual of the American Psychological Association* (2010, 6th ed.)
11. Appendix

Paper

Use a good grade (20 lbs. +) bond paper.

Binding

If you are doing the praxis you are required to have the manuscript “soft-bound” with spiral, coil, or wire binding. Please include a clear plastic sheet as a protective front cover, and cover stock as the back cover. Typically the bindery will include cover stock as a back cover at no extra-charge. If you are doing a thesis for your Praxis or a doctoral dissertation it will need to be hard-bound in “Yale Blue”. There are several binders in the area that are familiar with these types of binding. You are required to hand in one soft bound copy of the praxis and two hard bound copies of thesis, as well an electronic version of your manuscript.

Margins

If you are doing a praxis which will be soft-bound, you may accept the default margins in your word processing program. If you are preparing a praxis or dissertation that will be hard-bound, the left-hand margin should be 2" wider than the others to allow for binding. The following margins are recommended for a bound praxis or dissertation: 1 ½" on the left and 1" on the other three sides, resulting in a standard typed line of 6". Remember that the binder cuts off approximately 1/8" on the cut edges to recess the paper into the cover. It is therefore important that the margins not be narrower. (Please note that this Guide was not typed with those margins).

Fonts and Justification

Use an easily readable serif font, such as Times Roman; the size should be no smaller than 12 pt. Left justification is suggested.

Page Numbering

Number your pages starting with the Acceptance Page (ii) up to the start of the text with small Roman numerals (ii, iii, iv, v,...) placing them in the center at the bottom of the pages.

Start numbering the text pages with the first page of Chapter 1 and use Arabic numerals. Continue pagination throughout the manuscript, including Tables, Figures, the List of References and the Appendixes. Place these numbers in the upper right hand corner of the page. Again, remember that a small portion of the margin will be cut off in the binding process (if you bind the praxis), so that the page number should not be placed too near the edge. In most word processing programs you can control the placement of the page number.

Setting up different page numbering in the same document.

While this is possible in Word, but it very tricky. Our advice is to create two documents, one that contains the front matter with the small Roman numerals (e.g. ii, iii, iv, v,...) and one with the Arabic numerals. Then collate the two sections at the time of printing.

Numbers in Text

(APA page 111-115)

In general, use words to express numbers below 10 (e.g. “seven patients”) and numerals for numbers above 10 (e.g. “21 men”). Never start a sentence with a numeral. Instead say:

“Almost half (48.7%)” . . .

“Nearly all (97.3%)” . . .

“Three-quarters (76.7%)” . . .

“Fully one-third (34.1%)” . . .

Some exceptions to these rules:

1. Use numerals when comparing lower to higher numbers
(3 out of 15 patients...)
2. Use numerals when grouping similar statements
(25 Caucasian, 8 African-American, 12 Hispanic...)
3. Use numerals when they immediately precede a unit of measurement
(5-mg, 12 cm)
4. Use numerals when they represent statistical or mathematical functions
(5%, 0.33 of the..., the 1st quartile, a ratio of 16:1, 4 times, etc.)
5. Use numerals that represent time, dates, ages, size, etc.
(3 hr 34 min, at 12:30 p.m., 2-year-olds, scored 4 on 7-point scale, etc.)
6. Use numerals that denote a specific place in numbered series
(grade 8 but if it should be reversed use “eighth grade” - Table 3, page 71, etc.)

Headings

(APA, pp. 62-63)

You can use from one to five levels of headings, each having its own format. Regardless of how many levels you have in your paper, follow the same top-down progression.

Level 1	Centered, Boldface, Uppercase and Lowercase Heading
Level 2	Flush Left, Boldface, Centered Uppercase and Lowercase Heading
Level 3	Indented, boldface, lowercase paragraph heading ending with a period.
Level 4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
Level 5	<i>Indented,, italicized, lowercase paragraph heading ending with a period.</i>

Each section starts with the highest level of heading even if one section has fewer levels of subheading than another section. i.e. if only one level of heading is needed use Level 1, if two are needed use Level 1 and 2, if three are needed us Level 1 and 2 and 3, and so on. Examples of these are on p.63 of the *APA Manual*.

Note: The entry “Chapter 1” is not considered a heading in this hierarchy and is placed, centered, above the first level heading. Always double-space between headings on all levels. On the next page is an example of how to use the various levels in your manuscript.

Chapter 1**Statement of the Problem** (Level 1)

Text begins [indented] here and goes on and on, and on, and on, on and on, and on, and on, on and on, and on, and on, ...

Method (Level 1)

Text begins here [indented] and goes on and on, and on, and on, on and on, and on, and on, on and on, and on, and on, ...

Sample and Participant Selection (Level 2)**Setting** (Level 3)

Text continues here [indented] and goes on and on, and on, and on, on and on, and on, and on, on and on, and on, and on, ...

Inpatient facility (Level 4)

Text continues here and goes on and on, and on, and on, on and on, and on, and on, on and on, and on, and on, ...

Tables and Figures/Graphs

(APA, Tables pp.125-150; Figures pp. 151-167)

Tables and figures are numbered consecutively, but separately, i.e., Table 1, Table 2, etc., and Figure 1, Figure 2, etc. Use Arabic numerals throughout. A table or figure should appear in the text as closely following the reference to it as possible. If it does not fit on the page where it is first mentioned, put it on the next page and number the page before continuing with the text. The format for headings differs in that table titles are underlined and appears at the top of the table, whereas figure captions appear at the bottom of the figure (see examples below). In tables, only horizontal lines are used to subdivide column headings. Vertical columns must be created by generous spacing. If lots of columns result in a crowded, hard-to-read table, set it up horizontally with the heading toward the spine. (Note: The page number must still appear in the upper right corner, as shown on this page.)

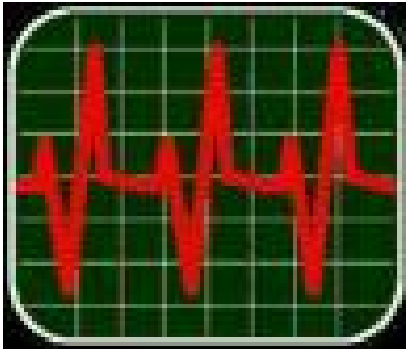
The sample below shows the correct heading format for a table as well as how to set up the headings and columns:

Table 15
Mean Number of Correct Responses by Children With and Without Pretraining

Group	n	Grade		
		3	4	5
Verbal Tests				
Girls				
With	18	280	297	301
Without	19	240	251	260
Boys				
With	19	291	290	306

Note: (give explanatory footnote here, or source, if applicable.)

Figure 1. Heartbeat



Italics

(see APA, pp. 104-106)

Do **NOT** use italics for foreign words and abbreviations in common English use, such as: et al., ad lib, per se, a priori, vis-à-vis, etc.

Do **NOT** italicize Greek letters such as χ .

The following words and symbols *should be set in italics*:

- a. Titles of journals and books, as well as journal volume numbers.

Journal of Nursing Administration, 34, 35-47

- b. Letters used as statistical symbols or algebraic variables as in the following examples:

t test, Control Group ($n = 12$), *M*, *SD*, *df*, *p* 0.01

Footnotes

(see APA, p. 37-38)

Footnotes are numbered consecutively in Arabic numerals. They should be included only if they strengthen the discussion and should convey only one idea. Copyright permissions belong in footnotes.

In text Citations

(see APA, p. 174-183)

References are cited in the text using an author-date style, i.e. with the author's last name and the year of publication only. Personal communication is cited in the text only, not in the reference list.

Examples

Primary Sources

One author: In a study on dreams, Ferro (2009) states....

Dreams provide the necessary means for stress reduction (Ferro, 2009) ...

Two authors: The study by Stuart and Conduit (2009) contained two elements

Similar results were reported in a study on REM sleep (Smith & Doe, 2009)

(Note: The word "and" is used in the text, but an ampersand is used when citation appears in parentheses)

Same author several times in same year:

Ferro (2009a, 2009b, 2009c), etc.

(Labels a-c should be assigned in alphabetical order by title of article.)

Multiple authors (three to five):

List **all** authors the first time the reference occurs. In subsequent citations, list first author, followed by et al. (not italicized and with a period after "al"), and the year if it is the first citation of the reference within a paragraph.

Shore, Orton, and Manson (2009) found that...

Nightmares are a common sequelae to trauma (Shore, et al., 2009) and can

Multiple authors (six or more):

List only the first author's name and followed by et al. and the year for the first and subsequent citations.

Wasserstein et al. (2009) found that...

Post traumatic stress syndrome (PTSD) is often relieved by dreaming (Wasserstein et al.,2009)

Exception: If such abbreviation results in the same citation for two different references with the same primary, but different co-authors, then as many names must be cited as necessary to distinguish the two citations. All multiple author citations in *footnotes, tables, and figures* should include the surnames of *all* authors *every* time the citation occurs.

To cite a *specific* part of a source, give the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Note that the words "page" and "chapter" are abbreviated.

(Smith, Mullen, & Wright, 2009, p. 10)

Hint:

It is much more graceful to write:

“Jones (2003) studied _____ and found . . . “

than

“In a study of _____ Jones (2003) found” . . .

or

“In their work on _____ in 2003, Smith and Jones found . . . “

Never write: “In their 1993 study, Smith and Jones found . . .”

References vs. Bibliographies

References list only those citations actually referred to in the text of your study. Within the scope of your studies, a list of references, rather than a bibliography, is most appropriate. If you and your advisor consider it important, you may use a list of references and bibliography. (For the proper format for references see APA, Chapter 7, p.193) A bibliography is a listing of all literature reviewed for the work, also including related readings on the subject.

Quotes

(see APA, p. 170-174)

Quotes of 40 words or less should be enclosed in double quotation marks and inserted in your text, with the source immediately following the quotation, including page numbers.

If a short quote (less than 40 words) appears in the text, this is the way to do it.

Example:

"It should be typed continuously with the text, double-spaced, and enclosed in double quotations, as this example shows" (Miller, 2009, p. 10).

If the quote is longer than 40 words, it should appear in the form of a block quote as follows (you may use either double- or single-spaced; APA prefers double-spaced) set off by double spaces between and after:

A block quote should *not* be enclosed in quotation marks. You have the option of double or single-spacing it. The APA prefers double-spacing, but in a lengthy quote, appearance might be enhanced by single-spacing a block quote. It should be indented by five spaces *without* the customary first line indentation. You may also indent the right margin, if you wish.

However, if a quote consists of more than one paragraph, the first line of *subsequent* paragraphs should be indented by five spaces to seven spaces from the new margin. The source of the quote should follow immediately, as shown in this example, (Miller, 2009, p. 10).

Format For Front Matter

The following three pages provide the required format for the title page, the acceptance page and the permission for photocopying page. Pay attention to font, wording and spacing on all these pages.

On the acceptance page, only include a second set of lines if there were two advisors for your praxis. Otherwise, only include one set of lines for the praxis advisor's signature and date.

Example for title page *
 (please note spacing)

(no page number on this page)

(type first line of title approximately 18 spaces from top edge)

TITLE OF THE STUDY:
 A LONG TITLE SHOULD APPEAR IN SEVERAL LINES
 ALL CENTERED AND DIVIDED, SO THAT IT MAKES SENSE

(approx. 12 spaces here)

Name of Praxis Type here
 Submitted to the Faculty
 Yale University School of Nursing

(approx. 4 spaces here)

In Partial Fulfillment
 of the Requirements for the Degree
 Master of Science in Nursing

(approx. 12 spaces here)

(double space here)

Your Full Name
 May XX, 20XX
 (Enter the year of graduation here.)*

* **Note to part-time students:** If you complete your thesis in a year prior to your graduation year, give the year of completion on this page, not the year you expect to graduate.

Example of Acceptance Page

If you have two advisors, both must sign so be sure to add a second set of lines. The second line in each set of lines is for the date.

The [TYPE OF PAPER] is accepted in partial fulfillment of the requirements for the degree Master of Science in Nursing.

[Type name of advisor here]

Date here _____

[Name of other Advisor] (optional and include only if there are two praxis advisors)

Date here _____

Note to joint degree students: Add appropriate signature space/s for your other (non-YSN) faculty advisor/s on this page.

Example of Permission for Photocopying text.

This page serves to facilitate use of your study by borrowers and other researchers, but also to protect your ownership of the manuscript under copyright law. (Note that the title of your scholarly inquiry praxis gets inserted into this text (in quotes) and that **you will have to sign and date this page** after completion and acceptance of the praxis.)

Permission for photocopying or microfilming of [state here the title of your study . . .] for the purpose of individual scholarly consultation or reference is hereby granted by the author. This permission is not to be interpreted as affecting publication of this work or otherwise placing it in the public domain, and the author reserves all rights of ownership guaranteed under common law protection of unpublished manuscripts.

Acknowledgments and Dedications

Personal acknowledgments are, of course, included at the discretion of the student. We suggest that you take care to avoid excessively sentimental or overly dramatic statements of appreciation, even though you may be feeling very thankful that you have finally reached this point. However, there are other, more appropriate channels to express your gratitude to personal friends and family. The scholarly inquiry praxis is first and foremost a scientific report. The emotions with which it is finished do pass, and you may later regret overdoing it. A dedication is not thought to be appropriate in an academic paper. But, if you want to acknowledge individuals, do them also the courtesy of spelling their names correctly, as well as giving their correct professional titles and academic degrees.

An acknowledgment of financial support received from outside sources is very appropriate and should appear on the bottom of your acknowledgment page. Some financial support agencies, such as the U.S. Government, require acknowledgment of the source of funds. Get the necessary information (numbers) from the Financial Aid Office and state the acknowledgment on the bottom of your acknowledgment page. (Example: This student was partially supported by NIH Grant # ____ during the conduct of this study.)

Abstract

The abstract is part of your manuscript and **must be approved** by your advisor prior to the final typing. It may not exceed one double-spaced page. The title of your study, **IN CAPS**, should appear centered below the word "Abstract", also centered. The type of praxis (e.g. state of science clinical paper, research utilization project, etc.) should be mentioned in the first line of the abstract. For more information on how to write an abstract, see *Appendix E* of the Scholarly Inquiry Praxis Manual.

Table of Contents – ONLY Required for THESIS

The Table of Contents should accurately reflect the contents of the manuscript, following the headings used in the text. Therefore, do this last and follow the final typed document, so that you have all the correct page numbers at hand. An example of a Table of Contents appears below:

TABLE OF CONTENTS

<u>Chapter</u>	<u>Page</u>
I. INTRODUCTION	1
Literature Search.....	3
Research Questions	7
II. METHODS	9
The Sample.....	15
The Setting.....	18
Questionnaire.....	etc.
Demographic Data
Medical Histories (Do not go beyond third order headings in this table)
III. DATA ANALYSIS.....	etc.
REFERENCES	51
<u>APPENDIX</u>	
A. Demographic Data Sheet	56
B. etc.....	

List of Tables/ List of Figures – ONLY Required for THESIS

Use same format as above, only a straight listing of numbers, titles and page numbers, as shown in example:

<u>Table</u>	<u>Page</u>
1. The Title of the Table Here	31
2. Title of the Next Table, etc.....	34

(the same format applies to the listing of Figures)

Numbering of Chapters, Tables, Figures, etc. – ONLY Required for THESIS

Again, be consistent in your method. An example follows:

CHAPTER I, II, III, IV
Table 1, 2, 3, 4
Figure 1, 2, 3, 4
Appendix A, B, C, D

For format see specific headings in this pamphlet or consult APA Manual.

Word Processing

Although spell-check is a standard feature of most word processing software, even it cannot distinguish between there and their, affect and effect and to, too, and two. It is therefore essential that **you proofread** (or if you are doing your own typing, have someone else proofread as well) your final manuscript before having it duplicated and submitted. **YOU** are responsible for the contents.

RefWorks and Endnote are types of citation management software. Both will format citations in APA style. RefWorks is available via a link from the Library website. Endnote is loaded on all computers in the YSN computer lab. RefWorks and Endnote help is available on the Web at <http://www.med.yale.edu/library/reference/training/endnote/welcome.html>.

Printers

Laser printers produce the sharpest print, but near letter quality is generally acceptable. Just be sure to use a high-quality printer, and that the toner or ink cartridge is not low.

Copying

Photocopying is the accepted method of reproduction now, and offset printing is not necessary. Most copying services have a selection of paper to choose from. Use a good grade (20 lbs.+) bond paper. After picking up your copies from the printer, make sure to check all pages. High speed copying and

collating machines occasionally leave black marks on the pages, insert or omit a page, or slip it in upside-down.

Throughout all of this, bear in mind that your report or dissertation will be read far beyond YSN. If it is bound, it will be available on loan here and in the Medical Library, from where it may circulate throughout the country, and possibly abroad via Interlibrary Loan.

Binderies

There are several binders in the area. To have your Praxis soft bound try copy centers such as Kinkos or Staples. To have your Thesis hard bound Tyco has a great deal of experience in binding for Yale students.

Submission Requirements

PRAXIS: YSN requires one printed soft-bound copy of your praxis, and one electronic copy. The electronic copy must be submitted in a Windows readable format. The praxis is due by noon on the Wednesday before graduation. It is required that the praxis be soft-bound as mentioned on page 3 of this manual.

THESIS (either the Praxis Thesis or the Doctoral Thesis): If you submit a thesis format for either your Praxis or Doctoral Dissertation, you must submit two hard-bound copies in "Yale Blue", in addition to one electronic copy. Most binders in the area are familiar with the color and have several textures to offer in that tone. It is a dark navy blue with gold imprint on the cover and on the spine. The full title, author's name, and the year** should appear on the front cover. The title (if it is long, in abbreviated form), your last name and the year should appear on the spine. If you need to abbreviate the title for the spine, do so yourself and hand the binder the exact wording you want. The bindery cannot be

expected to pick out the most important elements in your title. Soft cover binding is less expensive and can be recommended for any copies you would like for yourself or your family.

When your praxis, thesis or dissertation is printed and bound, have all copies signed and dated by your advisor (acceptance page). Then sign and date them yourself on the permission for photocopying page. They are now ready for acceptance by YSN. Hand the printed copy and the electronic copy to the Student Affairs Office.

* Note for joint degree students with EPH: You need to have four copies bound in hardcover; two for YSN, and two for EPH.

** Note for part-time students: The date on your Praxis should be the year of completion of the Praxis and not your year of graduation.

APA Style - STANDARD FORM FOR REFERENCES USED AT YSN

NOTE: As of August 2007 APA has updated its citation style of electronic resources. Consult Chapter 7. Reference Examples in American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

A. Distinction between Bibliography and References

1. A bibliography is a listing of all literature pertinent to the work at hand that the author reviewed, but did not cite in the text.
2. References is the heading for a listing of literature, published and unpublished, actually cited in the work.

Therefore, a course reading list given to students would be a bibliography. A listing of references cited in the text of a thesis would be entitled References (centered at the top of the page).

B. Form for Typing a List of References - General Rules

1. Make sure that your citation is complete. Do not omit any part of it.
2. Pay close attention to uniform punctuation throughout the listing.
3. Type double (or single-spaced) with the second line of each entry indented 5-7 spaces. This is called a hanging indent.
4. All entries appear in one alphabetical listing, by authors' names. (See page 181-2 for alphabetizing rules).
5. In case of multiple authors, list up to six author names; last names, then initials only. When there are seven or more authors, the seventh and subsequent authors are replaced with "et al." (For details, see p. 175.)
 - a. In the case of several works by the same author, do not replace the author's name by a line. Write it out each time, arranging entries by date of publication, the earliest first. (see p. 182)
 - c. If the same author or group of authors has more than one publication in a given year, list with a) b) c) etc, in alphabetical sequence by title of article (excl. "a" or "the"). (See also p. 182)
6. Volume numbers are always stated in Arabic numerals, regardless of how they appear in the original citation.
7. APA does not require issue numbers for journals, but it does require volume numbers and inclusive page numbers for chapters in edited books.

The following pages show examples of the most commonly used entries for a list of references originating from an electronic version and a print version. For more detailed rules concerning less common citations for both PRINT and ELECTRONIC reference please consult:

Chapter 7 of the American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

C. Periodicals

General Rules - Periodicals include items published in journals, magazines, newspapers and newsletters. General reference form:

Author, A.A., Author, B.B., & Author, C.C. (year). Title of article. *Title of Periodical*,xx, pp-pp.
doi:10.xxxxxxxxxx

- Include the digital object identifier (doi) if there is one assigned. See the free doi look up: <http://www.crossref.org/guestquery/> to find article doi
- If no doi is assigned and it has been retrieved online include the home page URL for the journal, newsletter, or magazine in the reference.

Examples of journal articles (first example is from a paper source, consecutive ones are from electronic sources):

1. One author and paginated consecutively throughout volume:

Paper version

Schredl, M., Fricke-Oerkermann, L., Mitschke, A., Wiater, A., & Lehmkuhl, G. (2009). Factors affecting nightmares in children: Parents' vs. children's ratings. *European Child & Adolescent Psychiatry*, 18, 20-25.

Electronic version

Tornvall, E., Wahren, L. K., & Wilhelmsson, S. (2007). Impact of primary care management on nursing documentation. *Journal of Nursing Management*, 15, 634-642. Retrieved from <http://ovidsp.ovid.com/ovidweb.cgi?T=JS&NEWS=N&PAGE=fulltext&AN=17688569&D=medl>

Levin, P. F., Cary, A. H., Kulbok, P., Leffers, J., Molle, M., Polivka, B. J., & Association of Community Health Nursing, Educators. (2008). Graduate education for advanced practice public health nursing: At the crossroads. *Public Health Nursing*, 25, 176-193. doi:10.1111/j.1525-1446.2008.00694.x

2. Two authors and pagination starting with each issue which requires the issue number to be included (electronic version example):

Bianchi-Demicheli, F., & Ortigue, S. (2007). Insight of women's sexual function and intimate relationships after termination of pregnancy: A review on recent findings and future perspectives. *Current Women's Health Reviews*, 3(1), 31-41. doi:10.2174/157340407779941958

3. Multiple authors (more than seven): When a reference has up to seven authors, list them all. More than seven list the first six names with initials, then three periods followed by the last author's name. (electronic version examples)

Hughes, A. R., Stewart, L., Chapple, J., McColl, J. H., Donaldson, M. D., Kelnar, C. J., ... Reilly J.J. (2008). Randomized, controlled trial of a best-practice individualized behavioral program for treatment of

childhood overweight: Scottish childhood overweight treatment trial (SCOTT). *Pediatrics*, 121, e539-46.
doi:10.1542/peds.2007-1786

Levin, P. F., Cary, A. H., Kulbok, P., Leffers, J., Molle, M., & Polivka, B. J. (2008). Graduate education for advanced practice public health nursing: At the crossroads. *Public Health Nursing*, 25, 176.
doi:10.1111/j.1525-1446.2008.00694.x

D. Books

General Rules – Includes books and reference books such as encyclopedias, dictionaries, and discipline specific reference books. General reference form:

Book

Author, A.A (year). *Title of work*. Location: Publisher

Author, A.A. (year). *Title of work*. Retrieved from <http://www.xxxxxxx>

Editor, A.A. (year). *Title of work* Location: Publisher

Chapter

Author, A.A. Title of chapter or entry. In A. Editor, & B. Editor (Eds.), *Title of book*. (pp. xxx-yyy). Location: Publisher

Title of chapter or entry. (year) In A. Editor, & B. Editor (Eds.), *Title of book*. (pp. xxx-yyy).

Location: Publisher

Paper version

1. Single author:

Taylor, B. (2005). *Reflective practice : A guide for nurses and midwives* (2nd ed.). Berkshire, England: McGrawHill Education. Retrieved from ebrary

2. Two authors:

Nightingale, F., & Nash, R. N. (1914). *Florence nightingale to her nurses; a selection from Miss Nightingale's addresses to probationers and nurses of the Nightingale School at St. Thomas's Hospital*. London: Macmillan & Co.

3. Multiple authors:

Harrison, J. H., Smith, M. L., Jr., & Rogers, P. (1973). *The art of interviewing*. New York: Buxton.

4. Editor as author:

Ratner, T. (Ed.). (2008). *Reflections on doctors: Nurse's stories about physicians and surgeons*. New York: Kaplan.

5. Specific chapter in edited book:

Stener, A. D. (1971). The reinforcement of anxiety. In A. H. Rodner & G. Myer (Eds.), *Theories of psychopathology* (pp. 21-43). Boston: Little, Brown.

Note: Editors names have first initials first; includes pages, inclusive.

6. U.S. Government publications:

a. if authored or edited by cited individual:

Smith, A. (1965). *Effects of environment on intelligence* (USPHS Report No. 175). Washington, DC: U.S. Government Printing Office.

b. if U.S. Government Agency as author:

USPHS, Dept. of Health and Human Services. (1975). *Acute conditions - Incidence and associated disability. United States, July 1973-June 1974* (Vital and Health Statistics, Series 10, No. 102). Washington, DC: U.S. Government Printing Office.

*Electronic version*7. Single author:

Schostak, J. F. (2006). *Interviewing and representation in qualitative research*. Maidenhead, England ; New York: Open University Press. Retrieved from <http://site.ebrary.com/lib/yale/Doc?id=10175203>

8. Editors as authors:

McMillan, J. A., Ovid Technologies, I., & Oski, F. A. (2006). *Oski's pediatrics* (4th ed.). Philadelphia: Lippincott Williams & Wilkins. Retrieved from <http://ovidsp.ovid.com/ovidweb.cgi?T=JS&MODE=ovid&NEWS=n&PAGE=booktext&D=books&AN=00140040>

9. Specific chapter in edited book:

Rorie, J. L. (2004). Cultural competence in midwifery practice. In H. Varney, J. M. Kriebs & C. L. Geger (Eds.), *Varney's midwifery* (4th ed.,). Sudbury, Mass.: Jones and Bartlett Pub. Retrieved from http://www.R2Library.com/marc_frame.aspx?ResourceID=114

D. Unpublished Manuscripts

Miller, H. S. (1983). *How to manage an honor system and come out ahead: A study of behavioral patterns in library patrons*. Unpublished manuscript, Yale School of Nursing, New Haven, CT.

E. Media1. Video/DVD

Moyers, B. D., Mannes, E., O'Neill, J. D., & Moyers, J. D. (2000). *On our own terms: Moyers on dying*. Princeton, NJ: Films for the Humanities & Sciences.

2. Audio Podcast

AHRQ (2008, July 30) *Healthcare 411: Thousands of Americans hospitalized for heat stroke annually*. [Audio podcast]. Retrieved from <http://healthcare411.ahrq.gov/featureAudio.aspx?id=821>

F. Online Newspaper

Simon, S. (2008, July 31). Currents: Treating the Pill as Abortion, Draft Regulation Stirs Debate. *Wall Street Journal (Eastern Edition)*, p. A.11. Retrieved August 4, 2008, from Wall Street Journal database. (Document ID: 1522193151).

H. Papers Presented at Meetings and Conferences:

Chaddock, T. E. (1974). Gastric emptying of a nutritionally balanced liquid diet in the rhesus monkey. In E. E. Daniel (Ed.), *Proceedings of the Fourth International Symposium on Gastrointestinal Motility* (pp. 83-92). Vancouver, British Columbia, Canada: Mitchell Press.

Pollack, C. D. (1995). *Uses of data in decision-making*. Paper presented at the Eastern Nursing Research Conference, Portland, ME, April 22.

I. Electronic Material

Some electronic material has no print equivalent. This material must be cited differently. Extra information that must be recorded for this type of material include the date the material was accessed or retrieved from the Internet and the Internet address or URL. If there is no date list for a document use (n.d.) For no date.

1. Web site (with date)

Centers for Disease Control and Prevention. (2008). *Gonorrhea - STD information from CDC*. Retrieved May 7, 2009, from <http://www.cdc.gov/std/Gonorrhea/default.htm>

2. Web site (no date)

American Heart Association (n.d.). *Diet and nutrition*. Retrieved August 3, 2009, from <http://www.americanheart.org/presenter.jhtml?identifier=1200010>