

## Nursing Student's Guide for Citing Your Sources -- APA Citation Style – 5<sup>th</sup> ed.

This guide is a modification of the Publication Manual of the American Psychological Association, 5<sup>th</sup> edition in the printed form. A copy of the APA manual can be found at the reference desk in the Austin campus library.

### General Rules for Nursing Assignments

1. Format of the paper:
  - use size 12 font in either Times New Roman or Cambria
  - margins – use the default setting for word 1” for sides, top and bottom
  - introduction and body of the paper should be double spaced
  - one space after the period or punctuation at the end of a sentence
  - numbers nine and below should be written out (one, two, three)
  - indent each paragraph five spaces
  - second and succeeding lines of the reference needs to be indented five spaces
2. General rules for the title page (taken directly from APA manual)
  - "...title should summarize the main idea of the paper"
  - "...title should be fully explanatory when standing alone"
  - "...avoid words like methods, results, study, experimental, investigation"
  - "...avoid abbreviations"
  - "...recommended length, 10-12 words"
  - all information should appear in the upper ½ of the page and centered left to right
  - page header (short title) is upper right justified – use maximum of 2-3 words
  - page headers and page numbers begin with title page
  - include in this order
    - title of work
    - full author name(s)
    - institution affiliation
    - name and number of course
    - faculty name(s)
    - date
3. General rules for the introduction, body and conclusion of the paper (see sample)
  - short and long quotations are treated differently
  - parenthetical citation for direct quotes use (last name, date, p.)
  - parenthetical citations for summaries of ideas use (last name, date)
  - refer to the section in this document for book citations for the treatment of multiple authors
  - list authors as they are listed on the title page
4. General rules for the reference page
  - at the top of the page is the word References
  - all entries are in alphabetical order
  - all entries are double spaced
  - note, punctuation, capitalization and italics
  - do **not** use personal titles, i.e., Dr., Professor, etc. in citations or on reference page

The following information on the use of abbreviations was taken directly from Publication Manual of the American Psychological Association, 5<sup>th</sup>, page 117-118. Please note these apply to the reference list.

**Acceptable abbreviations** in the reference list for parts of books and other publications include:

|                     |                         |
|---------------------|-------------------------|
| chap.               | Chapter                 |
| ed.                 | Edition                 |
| Rev. ed.            | Revised edition         |
| 2 <sup>nd</sup> ed. | Second edition          |
| Ed. (Eds.)          | Editor (Editors)        |
| Trans.              | Translator(s)           |
| n.d.                | no date                 |
| p. (pp.)            | page (pages)            |
| Vol.                | Volume (as in Vol. 4)   |
| vols.               | Volumes (as in 4 vols.) |
| No.                 | Number                  |
| Pt.                 | Part                    |
| Tech. Rep.          | Technical Report        |
| Suppl.              | Supplement              |

**Using quotations.** Students using direct quotes and ideas from other sources need to identify the source of the information. These directions will help you understand how to include this information in your paper.

***If you are using someone else's idea or information (not direct quote) it should be written using the following format.***

Examples using a parenthetical cite for research done by a single author:

- Smith (1983) compared reaction times...
- In a recent study of reaction times (Smith, 1983)...
- In 1983 Smith compared reaction times...

Rule: If there are five or fewer authors, all last names are used in all citations.

Examples using a parenthetical cite for research done by five authors or less:

- Smith, Doe, Johnson, Evans and Jones (1983) compared reaction times...
- In a recent study of reaction times (Smith, Doe, Johnson, Evans and Jones, 1983)...
- In 1983 Smith, Doe, Johnson, Evans and Jones compared reaction times...

Rule: If there are six or more authors, all last names are used only in the first citation.

Examples using a parenthetical cite for research done by six authors or more:

- Smith, Doe, Johnson, Nelson, Evans and Jones (1983) compared reaction times...
- In an early 1983 Smith et al., compared reaction times...
- In a recent study of reaction times (Smith, Doe, Johnson, Nelson, Evans and Jones, 1983)...
- An earlier study of reaction time (Smith et al., 1983)...

***If you are using someone else's idea as a direct quote it should be written using the following format.***

Rule: Quote should be used in text if the quotation is 40 words or less. Use quotation marks. Page number(s) and date should be included in the citation.

Examples using a parenthetical cite for a direct quote by single author:

Miele (1993) found that "The placebo effect...disappeared when..." (p. 276)

She stated, "The placebo effect...disappeared when studied" (Miele, 1993, p. 276)

Miele (1993) found the following: "The placebo effect, which had been verified in previous studies, disappeared..." (p. 276)

Rule: If there are five or fewer authors, all last names are used in all citations. Use quotation marks. Page number(s) and date should be included in the citation.

Examples using a parenthetical cite for a direct quote by five or less authors:

Miele, Kay, Holst, McKay and Fife (1993) found that "The placebo effect...disappeared when..." (p. 276)

They stated, "The placebo effect...disappeared when studied" (Miele, Kay, Holst, McKay and Fife, 1993, p. 276)

Miele, Kay, Holst, McKay and Fife (1993) found the following: "The placebo effect, which had been verified in previous studies, disappeared..." (p. 276)

Rule: If there are six or more authors, all last names are used only in the first citation. Use et al in subsequent citations for the same authors. Use quotation marks. Page number(s) and date should be included in the citation.

Examples using a parenthetical cite for a direct quote by six or more authors:

Miele, Smith, Kay, Holst, McKay and Fife (1993) found that "The placebo effect...disappeared when..." (p. 276)

They stated, "The placebo effect...disappeared when studied" (Miele et al., 1993, p. 276)

Miele et al. (1993) found the following: "The placebo effect, which had been verified in previous studies, disappeared..." (p. 276)

In the fifth edition of the Publication Manual of the American Psychological Association (2001) are directions for long quotations of 40 or more words.

Display a quotation of 40 or more words in a freestanding block of typewritten

lines, and omit the quotation marks. Start such a block quotation on a new line, and indent the block about ½ in. (1.3 cm, or five spaces) from the left margin (in the same position as the new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional ½ in. the entire quotation should be double-spaced.

The following examples illustrate the application of APA style to direct quotation of a source. When quoting, always provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. (p. 117)

### **General information for citations on the reference page.**

Current students use many electronic resources but not all formats are covered in the print version of the Publications Manual. APA maintains a website with general information about electronic resources. <http://www.apastyle.org/elecmedia.html>

According to the *APA Publication Manual* (2001) if the manual "...does not provide a specific example...choose the example that is most like your source and follow that format." (p. 232). From information on the *APA Style Guide to Electronic References* (2008) website,

In general, include the same elements, in the same order, as you would for a reference to

a fixed-media source, and add as much electronic retrieval information as needed for

others to locate the sources you cited. For undated or otherwise changeable content

retrieved from the open Web... include the retrieval date. No retrieval date is necessary

for content that is not likely to be changed or updated, such as a journal article or book.

...geographical location and name are...generally not necessary in references to materials

retrieved electronically. ...Consistency in reference style is important...date an electronic

source was retrieved is important.... Additional help for citing electronic media can be

found at: <http://www.apastyle.org/eleceref.html>

Putting references on the reference page, examples:

#### **Book with single author -- Basic Format**

Author's Last Name, [space] Author's First and Middle Initial. (Date of Publication). *Title of book*

[capitalize only the first word of the title and subtitle and any proper noun, italicize all

words]. Place of Publication: Publisher.

#### **Sample Citation**

Bernstein, T. M. (1965). *The careful writer: A modern guide to English*

*usage*. New York: Atheneum.

### **Book with Two to Five Authors -- Basic Format**

Author's Last Name [space] Author's First and Middle Initial & Author's Last Name [space]

Author's First and Middle Initial. (Date of Publication). *Title of book* [capitalize only the first word of the title and subtitle and any proper noun, italicize all words]. Place of Publication: Publisher.

#### **Sample Citation**

Brunner, L. S., Suddarth, D. S., & Smeltzer, S. C. O. (2008). *Brunner & Suddarth's textbook of medical-surgical nursing* (11<sup>th</sup> ed.). Philadelphia: Lippincott Williams & Wilkins.

### **Book with Six or More Authors – Basic Format**

Author's Last Name [space] Author's First and Middle Initial., Author's Last Name [space] Author's First and Middle Initial, & Author's Last Name [space] Author's First and Middle Initial. (Date of Publication). *Title of book* [capitalize only the first word of the title and subtitle and any proper noun, italicize all words]. Place of Publication: Publisher.

#### **Sample Citation**

Abel, E., Christian, B., Smith, A., Jones, B., Nelson, M., & Moglen, H. (1997). *Female subjects in black and white*. Berkeley: University of California Press.

### **Electronic Book -- Basic Format\***

**Electronic books are treated identical to the print versions.**

### **Encyclopedia Article – Basic Format**

Last name [space] First and Middle Initial (Ed.). (Date of Publication). *Title of Encyclopedia* [capitalize only the first word of the title and subtitle and any proper noun, italicize all words] (edition, number of volumes in set). Place of Publication: Publisher.

#### **Sample Citation**

Longe, J. L. (Ed.) (2006). *The Gale encyclopedia of nursing & allied health* (2<sup>nd</sup> ed., Vols. 1-5). Detroit: Thomson Gale.

### Print Journal Article -- Basic Format

Author's Last Name, [space] Author's First and Middle Initial. (Date of Publication). Title of article

[capitalize only the first word of the title and subtitle and any proper noun]. *Title of Journal*

[italicize all words], *Volume* [italicize], (Issue number), Page Numbers.

#### **Sample Citation**

Wong, C., Holroyd-Leduc, J., & Straus, S. (2009, January 21). Does This Patient Have a Pleural Effusion?.

*JAMA: Journal of the American Medical Association, 301(3), 309-317.*

### Online Journal -- Basic Format

Author's Last Name, [space] Author's First and Middle Initial. (Date of Publication). Title of article

[capitalize only the first word of the title and subtitle and any proper noun]. *Title of*

*Magazine* [italicize all words], *Volume* [italicize], Page Numbers. Retrieved month day,

year, from source <document URL>.

#### **Sample Citation**

Braiteh, F., Malik, I. (2008). Pneumopericardium. *Canadian Medical Association.*

*Journal, 179(10), 1087.* Retrieved February 4, 2009, from ProQuest Nursing & Allied

Health Source database.

<<http://rvlproxy.mnpals.net/login?url=http://proquest.umi.com/pqdweb?did=1584150791&sid=1&Fmt=3&clientId=44151&RQT=309&VName=PQD>>

Boulet, L. (2008, December). Influence of obesity on the prevalence and clinical features of

asthma. *Clinical & Investigative Medicine, 31(6), E386-E390.* Retrieved February 4, 2009,

from Academic Search Premier database

<<http://rvlproxy.mnpals.net/login?url=http://search.ebscohost.com/login.aspx?direct=true&AuthType=cookie,ip,uid&db=aph&AN=35765187&site=ehost-live&scope=site>>.

### Online or Print Newspaper Article -- Basic Format

Author's Last Name, [space] Author's First and Middle Initial. (Date of Publication). Title of article [capitalize only the first word of the title and subtitle and any proper noun]. *Title of Newspaper* [italicize all words], Page Numbers.

#### **Sample Citation -- Paper**

Lublin, J. S. (1980, December 5). On idle: The unemployed shun much mundane work, at least for a while. *The Wall Street Journal*, pp. 1, 25.

#### **Sample Citation -- Online**

Laflamme, M. (2009, February 1). Inside a sleep clinic. *Sun Journal*, B.1. Retrieved February 4, 2009, from ProQuest Newsstand database

<<http://rvlproxy.mnpals.net/login?url=http://proquest.umi.com/pqdweb?did=1636470631&sid=2&Fmt=3&clientId=44151&RQT=309&VName=PQD>>.

### Web Page -- Basic Format

Author/Editor. (Date of Publication (use n.d. if no date available)). *Title of work or web page* [capitalize only the first word of the title and subtitle and any proper noun, italicize all words]. Retrieved month day, year, from source.

#### **Sample Citation**

Lehman, M. A. & Brown, R. H. (n.d.). *Intellectual property and the national information infrastructure*. Retrieved January 22, 2002, from <http://www.uspto.gov/nii/ipwg.html>

American Psychological Association. (2008). *Electronic references, electronic media and URLs*. Retrieved February 4, 2009 from <http://www.apastyle.org/electmedia.html>

Center for Disease Control. (2001). *Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis*. Retrieved February 4, 2009 from <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>

### **Film/Video/DVD -- Basic Format**

Author's Last Name, [space] Author's First and Middle Initial. (Producer). (Date). *Title of work*[capitalize only the first word of the title and subtitle and any proper noun, italicize all words] [identify the work]. Place of Publication: Publisher.

#### **Sample Citation**

Denver Developmental Materials. (1990). Denver Developmental Materials, Inc. presents *Introduction to the Denver II*. Denver, CO: Denver Developmental Materials.

### **Personal Communication**

#### **Instructions for using an interview and other personal communications in your paper.**

According to the *APA Publication Manual* (2001) "personal communications may be letters, memos, ... lectures, personal interviews, telephone conversation and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in the text only." (p. 214) Following are samples as they should appear in text of your paper:

#### **Sample:**

J.A. Doe (personal communication, February 11, 2002) recommended the Google search engine. An experienced librarian recommended Google as a search engine for the internet. (J.A. Doe, personal communication, February 11, 2002)

### **Electronic Sources – Podcast -- Basic Format\***

Producer or writer. (Date produced or posted). *Title of podcast*. Retrieval date, retrieved from.

#### **Sample Citation**

Institute for Women's Policy Research and Women's Foundation of Minnesota. (2008) *Status of*

*Girls Report*. Retrieved November 3, 2008. Podcast retrieved from

[http://download.publicradio.org/podcast/minnesota/podcasts/hows\\_the\\_family/2008/03/05062008\\_64.mp3](http://download.publicradio.org/podcast/minnesota/podcasts/hows_the_family/2008/03/05062008_64.mp3)

Document created by Kathleen Nelson assisted by Danyel Helgeson, Shirley Nelson and Judy Hanscom. Information from APA Publication Manual, 5<sup>th</sup> ed. Copyright 2001.

A short sample document follows:

4/14/2009

Review of Directive Communication Video

Jane Doe

Riverland Community College

Nursing N2020

Faculty: Goslee and Nelson

February 3, 2009

Review of Directive Communication Video

Start your first page out after centering the title of the paper, again (see above). This and every page after this page should also have a header with a page number (this page starts with page 2 not 1 ). Don't forget to also have a header and page number on the reference page.

Indent each paragraph 5 spaces and double space body of paper. Be careful not to write such long paragraphs and group alike thoughts. Review your APA formats when you are quoting a long piece of information.

Please continue to work on spelling, grammar, and sentence structure, because sometimes sentences are very long —they look like a paragraph! A paper is made up of 5 parts: cover sheet, introduction paragraph, body of paper, summary paragraph, and references. Submitted papers should follow this guideline.

Be careful to cite information in the paper. Ideas whether rephrased or quoted need parenthetical citations. Good writers vary the form of in text citations. Examine the samples in earlier pages of this document. Short and lengthy quotations are treated differently, samples are supplied in the first few pages of this document.

Start your reference page as the paper is being developed, this is helpful in tracking references.

## References

- Abel, E., Christian, B., Smith, A., Jones, B., Nelson, M., & Moglen, H. (1997). *Female subjects in black and white*. Berkeley: University of California Press.
- American Psychological Association. (2008). *Electronic references, electronic media and URLs*. Retrieved February 4, 2009 from <http://www.apastyle.org/electmedia.html>
- Boulet, L. (2008, December). Influence of obesity on the prevalence and clinical features of asthma. *Clinical & Investigative Medicine*, 31(6), E386-E390. Retrieved February 4, 2009, from Academic Search Premier database  
<<http://rvlproxy.mnpals.net/login?url=http://search.ebscohost.com/login.aspx?direct=true&AuthType=cookie,ip,uid&db=aph&AN=35765187&site=ehost-live&scope=site>>.
- Braiteh, F., & Malik, I. (2008). Pneumopericardium. *Canadian Medical Association Journal*, 179(10), 1087. Retrieved February 4, 2009, from ProQuest Nursing & Allied Health Source database  
<<http://rvlproxy.mnpals.net/login?url=http://proquest.umi.com/pqdweb?did=1584150791&sid=1&Fmt=3&clientId=44151&RQT=309&VName=PQD>>
- Brunner, L. S., Suddarth, D. S., & Smeltzer, S. C. O. (2008). *Brunner & Suddarth's textbook of medical-surgical nursing* (11<sup>th</sup> ed.). Philadelphia: Lippincott Williams & Wilkins.
- Center for Disease Control. (2001). *Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis*. Retrieved February 4, 2009 from  
<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>
- Denver Developmental Materials. (1990). Denver Developmental Materials, Inc. presents *Introduction to the Denver II*. Denver, CO: Denver Developmental Materials.

Institute for Women's Policy Research and Women's Foundation of Minnesota. (2008) *Status of Girls Report*. Retrieved November 3, 2008. Podcast retrieved from [http://download.publicradio.org/podcast/minnesota/podcasts/hows\\_the\\_family/2008/03/05062008\\_64.mp3](http://download.publicradio.org/podcast/minnesota/podcasts/hows_the_family/2008/03/05062008_64.mp3)

Directive Communication 4

Laflamme, M. (2009, February 1). Inside a sleep clinic. *Sun Journal*, B.1. Retrieved February 4, 2009, from ProQuest Newsstand database

<<http://rvlproxy.mnpals.net/login?url=http://proquest.umi.com/pqdweb?did=1636470631&sid=2&Fmt=3&clientId=44151&RQT=309&VName=PQD>>

Lehman, M. A. & Brown, R. H. (1994). *Intellectual property and the national information infrastructure*. Retrieved January 22, 2002, from <http://www.uspto.gov/nii/ipwg.html>

Longe, J. L. (Ed.) (2006). *The Gale encyclopedia of nursing & allied health* (2<sup>nd</sup> ed., Vols. 1-5). Detroit: Thomson Gale.

Lublin, J. S. (1980, December 5). On idle: The unemployed shun much work, at least for a while. *The Wall Street Journal*, pp. 1, 25.

Wong, C., Holroyd-Leduc, J., & Straus, S. (2009, January 21). Does This Patient Have a Pleural Effusion?. *JAMA: Journal of the American Medical Association*, 301(3), 309-317.