Writing Workshop: A Brief Guide to Formatting Papers

in the Decker School of Nursing

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WHERE TO FIND HELP FOR VARIOUS TOPICS IN YOUR
AMERICAN PSYCHOLOGICAL ASSOCIATION MANUAL

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Order of Manuscript:

1. Title page (numbered page 1)
2. Abstract (numbered page 2)
3. Text (numbered page 3 or start on separate page)
4. References (start on separate page)
5. Tables (start each on separate page)
6. Figures (start each on separate page, include caption on page with figure)
7. Appendixes (start each on separate page)

Title Page:

- Title should be 10 - 12 words
- Byline = Author’s Name + Institutional Affiliation
  - Author → First Name + Middle Initial + Last Name
  - (Omit all titles and degrees)
  - Institutional Affiliation → "Binghamton University"
  - Title & Byline → title caps, double-space, center-aligned, center vertically
- Instructor's Name [NOT APA, but please include!]
- Header (title page): The words "Running head:" + ABBREVIATED TITLE
  - Abbreviated title → MAX 50 characters, all uppercase letters
  - Running head → top of page, left aligned
  - Page Number → Title Page = page 1, top of page, right aligned

Subsequent Page Formatting: First Page of Text

- Begin on new page [if no abstract, then first page of text will be page 2]
- Header (subsequent pages):
  - ABBREVIATED TITLE (left aligned) & Page Number (right aligned)
- Title → top of page, center-aligned, double-spaced
- Text → double-spaced, sections follow each other without a break
- Watch out for orphans!

Margins, Alignment, Lines, and Font:

- 1" margin at the top, bottom, right, and left of every page
- Text justification → left-aligned (right margin uneven)
- Indent the first line of every paragraph 5 - 7 spaces (use tab key--set to 1/2 ")
- Do NOT use hyphenation function to break words at the end of lines
- Do NOT put more than 27 lines of text on a page
- Use a serif font (e.g., Times, Times New Roman, Courier, Bookman)
- Do NOT use condensed fonts
- Font size should be 12 points
- Double-space between all lines (i.e., set the line spacing to 2)
- Do NOT use single-spacing or one-and-a-half spacing
Headings:

Level 1 → Centered, Boldface, Uppercase and Lowercase Heading

Level 2 → Flush Left, Boldface, Uppercase and Lowercase Heading

Level 3 → Indented, boldface, lowercase paragraph heading ending with a period.

Level 4 → Indented, boldface, italicized, lowercase paragraph heading ending with a period.

Level 5 → Indented, boldface, lowercase paragraph heading ending with a period.

NOTE: For DSON, headings labeled same as required sections are helpful!

Capitalization and Alignment:

- lower case → no letters are capitalized
- Title Case (Title Caps) → Only the Important Words are Capitalized
- Sentence case (Sentence caps) → Only the first word is capitalized
- UPPER CASE → ALL LETTERS ARE CAPITALIZED

Left Alignment

Center-Alignment

Right-Alignment

These lines are justified both left and right since the words on the page extend to both the left and right margins. For text within the body of your paper, use left alignment and NOT the left and right justification.
Seriation:

<table>
<thead>
<tr>
<th>TYPE OF SERIATION</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple series of three or more elements within a sentence</td>
<td>height, width, or depth Stacy, Newcomb, and Bentler</td>
</tr>
<tr>
<td>Complex series within a paragraph + elements do not contain a comma</td>
<td>The participant's three choices were (a) working with one other participant, (b) working with a team, and (c) working alone.</td>
</tr>
<tr>
<td>Complex series within a paragraph + at least one element contains a comma</td>
<td>We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored between 20 and 50 points; and (c) high scorers, who scored more than 50 points.</td>
</tr>
<tr>
<td>Paragraphs in a series</td>
<td>1. Individuals who ... [paragraph continues] 2. Nondepressed persons exposed to ... [paragraph continues] 3. Depressed persons exposed to ... [paragraph continues] 4. Depressed and nondepressed participants in the no-noise groups ... [paragraph continues]</td>
</tr>
</tbody>
</table>

NOTE: Must be syntactically and conceptually parallel

Spacing:

Space twice after:
- punctuation marks at the end of sentences

Space once after:
- commas, colons, and semicolons
- periods that separate elements of a reference citation
- periods after initials in personal names

Do NOT space after:
- internal periods in abbreviations (e.g., a.m.)
- around colons in ratios (1:4)

Spacing after other punctuation:

<table>
<thead>
<tr>
<th>PUNCTUATION</th>
<th>SPACING</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyphen</td>
<td>No space before or after</td>
<td>around-the-clock</td>
</tr>
<tr>
<td>Dash</td>
<td>Two hyphens with no space before or after</td>
<td>studies--published and unpublished--are</td>
</tr>
<tr>
<td>Minus</td>
<td>One hyphen with a space on both sides</td>
<td>a - b</td>
</tr>
<tr>
<td>Negative Number</td>
<td>One hyphen with a space before but not after</td>
<td>for example, if you used the number -5.25 in a sentence</td>
</tr>
</tbody>
</table>
Numbers:

Use figures to express:

- all numbers 10 and above
- all numbers below 10 that are grouped for comparison with numbers 10 and above
- numbers that immediately precede a unit of measurement
- numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles
- numbers that represent time; dates; ages; sample, sub-sample, or population size; specific numbers of subjects in an experiment; scores and points on a scale; exact sums of money; and numerals as numerals
- numbers that denote a specific place in a numbered series, parts of books and tables, and each number in a list of four or more numbers
- all numbers in the abstract of a paper

Use words to express:

- numbers below 10 that do not represent precise measurements and that are grouped for comparison with numbers below 10
- the numbers "zero" and "one" when the words would be easier to comprehend than the figures or when the words do not appear in context with numbers 10 and above
- any number that begins a sentence, title, or heading
- common fractions
- universally accepted usage

Combine figures and words to express numbers for:

- rounded large numbers (e.g., 3 million people)
- back-to-back modifiers (e.g., ten 7-point scales, the first 10 items)

Decimals, decimal points and zeroes:

- Use a zero before the decimal point when numbers are less than 1
- Do NOT use a zero before the decimal point when the number cannot be greater than 1 (e.g., probabilities)

Plurals of numbers:

- Add "s" or "es" -- no apostrophe (e.g., fours and sixes, 1950s, 10s and 20s)
Tables:

- Reserve for crucial data that are directly related to the content of the article
- Arrange the data so that the meaning is obvious at a glance
- Use to supplement, not duplicate, text
- Make self explanatory—tables should be intelligible without reference to the text
- Give every table a brief but explanatory title
- Number all tables with Arabic numerals in the order in which the tables are first mentioned in the text
- In text, refer to tables by their number (e.g., as shown in Table 8, the responses were ...)
- Refer to every table in text and tell the reader what to look for—summarize the key points—discuss only the highlights in the text

Abbreviations:

- Use sparingly—use only those that will clarify communication with the reader
- Use if the abbreviation is accepted convention or if considerable space can be saved and cumbersome repetition avoided
- All acronyms and abbreviations MUST be explained
- First time term used → write out term completely then enclose abbreviation in parentheses immediately after (e.g., a complete blood count (CBC) was drawn)
- Subsequently → Use abbreviation in text without further explanation
- Do NOT switch between the abbreviated and written-out forms of a term

Reference List:

- chap. = chapter
- ed. = edition
- Rev. ed. = revised edition
- 2nd ed. = second edition
- Ed. (Eds.) = Editor (Editors)
- n.d. = no date
- p. (pp.) = page (pages)
- Vol. = Volume
- Vols. = volumes
- No. = Number
- Pt. = Part
- Suppl. = Supplement

Latin Abbreviations:

- cf. = compare
- e.g., = for example
- etc. = and so forth
- i.e., = that is
- viz., = namely
- vs. = versus, against

Routes of Administration:

- im = intramuscular
- ip = intraperitoneal
- iv = intravenous
- sc = subcutaneous
Quotations:

- Direct quotes **MUST** be accurate
- **ALWAYS** provide author, year, and specific page citation in the text (see p. 95-96)
- For electronic media, paragraph numbers may be used in place of page numbers
- When paraphrasing, authors are not required to provide a page number, but are encouraged to do so especially when it would help an interested reader locate the text
- If original source is incorrect insert the word → “sic” underlined and in brackets immediately after the error (e.g., “if a word is spelled [sic] wrong within the quotes”)
- Use single quotation marks within double quotation marks to set off material that was enclosed by double quotation marks in the original source
- Use double quotation marks within block quotes to set off material that was enclosed by double quotation marks in the original source
- Place commas and periods within closing single or double quotation marks
- Place other punctuation marks inside quotation marks only when part of quoted material
- The first letter of the first word of a quote may be change to uppercase or lowercase
- The punctuation at the end of a sentence may be changed to fit the syntax
- Use three ellipsis points (…) within a sentence to indicate omitted material
- Use four ellipsis points (…..) to indicate any omission between sentences
- Use brackets, **NOT** parentheses, to enclose additions or explanations
- To add emphasis italicize words to be emphasized then immediately insert → [italics added]
- Do not omit citations within quoted material. Do not include on the reference page unless they are cited elsewhere in your paper.
- “Fair use” of copyrighted material generally permits up to 500 words of quoted text without explicit permission of the copyright owner

<table>
<thead>
<tr>
<th>LENGTH</th>
<th># WORDS</th>
<th>FORMAT</th>
</tr>
</thead>
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| Short  | < 40    | • Incorporate into text  
|        |         | • Enclose with double quotation marks |
| Long   | ≥ 40    | • Block quote--double-spaced block of typewritten lines  
|        |         | • Start on a new line  
|        |         | • Indent block 5-7 spaces from left margin  
|        |         | • Do NOT indent first paragraph, but indent subsequent paragraphs 5-7 spaces  
|        |         | • No quotation marks |
**Short Quotes – Citation in Mid-sentence:**
She stated, “The ‘placebo effect’ ... disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

**Short Quote – Citation at End of Sentence:**
Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group's] behaviors were studied in this manner” (p. 276).

**Block Quote – Citation After Final Punctuation:**
Miele (1993) found the following:

> The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276).

**Reference List:**
- All references cited in text **MUST** appear in the reference list
- Each entry in the reference list **MUST** be cited in the text
- Data must be complete and correct + **MUST** contain all information necessary for identification and library search
- Start the reference list on a new page
- Type the word "References" at the top of the page
  Format → uppercase and lowercase letters, center-align
- Double-space each entry
- Start each entry with a hanging indent
- Arrange entries in alphabetical order by the surname of the first author
- Do **NOT** include personal communications
Appendixes:

- Used to provide reader with detailed information that would be distracting if included in the main body
- If only one appendix then label it → Appendix (centered at the top of the page)
- If more than one appendix then label → Appendix A, Appendix B, etc. (centered at the top of the page)
- Each appendix must have a title: Double-space and type the title of the appendix (centered, in uppercase and lowercase letters) below the label
- If a table constitutes an entire appendix, the centered appendix label and title replaces the table number and title
- Double-space indent the first line 5 - 7 spaces, and begin text
- Sequence appendixes in the order in which they are mentioned in the text
- Begin each appendix on a separate page
- In text, refer to appendixes by their labels (e.g., Appendix A contains …)