

APA Formatting Guide

All papers must be formatted using APA format. Students need to e-mail their paper to sjohnson@stanbridge.edu, so that he can approve your formatting before you turn it in to your instructor. The paper does not have to be completed, just the APA formatting part. Here are the elements that are going to be required for this essay:

- Header with the title of the paper and the page number
- Title page
- In-text citations
- List of references at the end of the paper

In addition, the paper must be double-spaced in 12-point Times New Roman or Arial font. There will be no abstract required for this class. Each required element will be explained in turn.

HEADER, INCLUDING THE TITLE OF THE PAPER AND THE PAGE NUMBER

To create a header, go to the "Insert" tab and click on "Header". Then, you will want to tab or space over to the right side of the header and then click "Page Number" and "Current Position". After inserting the page number, the title of the paper will be in the header in all capital letters on the left side of the page. Your title can be shortened if necessary. There is an example on this page.

TITLE PAGE

On the title page, type your name in the center of the upper half of the page. Double-spaced beneath your name, type your course number and cohort. Beneath that, type your title, then your instructor, and then the date. That is all for the title page!

Example:

Scott Johnson
MED 2056, PTM
Diabetes Mellitus Research Paper
Instructor Michelle Earixson-Lamothe
8/4/2011

IN-TEXT CITATIONS

If you are quoting directly for a work, you will have to include the author's last name, the year of the publication, and the page number for each in-text reference. For example,

According to Jones (2008), "Diabetes can be controlled with insulin" (p. 32).

Or

This is because "Diabetes can be controlled with insulin" (Jones, 2008, p. 32).

If you are paraphrasing the content of an article but are not quoting it directly, you only need to provide the author's last name and the year of the publication. For example:

According to Jones (2008), insulin can help people with Diabetes.

Or

People with Diabetes use insulin to control their symptoms (Jones, 2008).



LIST OF REFERENCES

At the end of your paper, you will provide a list of references. Your title will be "Reference List", centered at the top of the page. The references will be arranged alphabetically by the last name of the author. There are different specific formats for databases and other internet resources. Here is a basic example:

Author, A. (2011). Title of reference. Title of Journal, 8(3). Retrieved from <http://www.reference.com/worldreligion>.

The author's last name goes first, then a comma, and then the first initial of the author's first name, and then a period. If there is no author or the author is unknown, list the name of the company or website that produced the content.

Next, list the year of publication in parentheses, followed by a period outside of the parentheses. If there is no apparent date of publication, list it as (n.d.) for "no date".

The title of the book, article, or web page is next. The first letter of the first word will be capitalized, but the other words will be lowercase unless they are proper nouns.

Next, if the content comes from a journal or database, type the name of the journal or database in italics. All words will be capitalized (besides "a", "the", "or", etc.), and if there is a volume and/or issue number, the volume number will be italicized and the issue number will be in parentheses right next to the volume number, without a space in between. This is followed by a period.

Finally, if the reference was found online, type "Retrieved from" and then the URL, followed by a period. This is in addition to the other required information (author, date, title).

If a reference is longer than one line, all of the lines after the first line need to be indented 5 spaces, or one tab. If, when you tab, all of the lines become indented, not just the line you want to indent, move all of the lines to the left and press "enter" at the beginning of the line you want to indent. The line should not move, but when you press "tab", only that line should be indented.

(Note: ProQuest does have the "Cite This" option at the top of their pdf documents, which is convenient, but the APA citation listed is not entirely correct. For example, some problems are that the title of the article is all capitalized, the volume/issue numbers are mixed up, and there is a date for when the website was retrieved. It is recommended that you double-check the citation to ensure that it is accurate.)



Here is an example of a reference list, including a ProQuest article, two web articles, and a book:

Reference List

Khardori, R. (2011). Type 1 Diabetes Mellitus. Retrieved from <http://emedicine.medscape.com/article/117739-overview>

MedlinePlus. (2011). Diabetes medicines. Retrieved from <http://www.nlm.nih.gov/medlineplus/diabetesmedicines.html>

Skelly, A., Leeman, J., Carlson, J., Soward, A., & Burns, D.. (2008). Conceptual Model of Symptom-Focused Diabetes Care for African Americans. *Journal of Nursing Scholarship*, 40(3), 261-7. Retrieved June 14, 2011, from Research Library.

Wilkinson, P. (2008). *Diabetes Mellitus*. New York: Metro Books.

That is how you will cite your sources in APA format for this class. Remember that the APA formatting guide at <http://owl.english.purdue.edu/owl/resource/560/1/> has all of the answers you need, as well as sample paper, if they are not answered here. Also, don't hesitate to e-mail me at sjohnson@stanbridge.edu.



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