

OHIO UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SERVICES
SCHOOL OF NURSING

**GUIDELINES FOR PREPARING TERM PAPERS
USING THE 5TH EDITION OF THE APA MANUAL**

Students generally have some excellent ideas for topics. However, they often have difficulty expressing their ideas and beliefs in writing. The first step toward preparing a good technical report is the choice and use of a specified editorial style. The *Publication Manual of the American Psychological Association, 5th Ed. (APA or APA Manual)* is an excellent guide and is the guide used in the OU School of Nursing. The *APA Manual* can be overwhelming at first glance; consequently, the faculty has summarized some of the main points in the following pages.

Please note that an asterisk (*) indicates an example of specific formatting. Specific chapter and page numbers refer to the *APA Manual*.

The second step in writing a good paper is to remember that every faculty has a formatting preference. Most reports are written in third person, past tense. Formal reports written in this manner are easy to read, but hard to write. The reason for using the past tense is that you (the writer) are usually reporting events that have already taken place. Regardless of the tense used, please remember to be consistent throughout the paper.

Write clearly and concisely. Do not use jargon or technical words in the report without first defining them for the reader. For instance, you may want to write about *kinesics* as it relates to exercise. Do not assume that the reader knows that kinesics involves the study of movement.

Abbreviations

If you wish to use abbreviations in your paper, explain or write out the proper term completely when it first appears in the paper. This complete term is followed by the abbreviation in parentheses. Thereafter, you may use only the abbreviation in your document. See *APA* page 103-111.

Example

The Health Belief Model (HBM) illustrates the relationship among health values, health beliefs, and health behaviors. According to Smith (1987), the HBM is a useful tool for nursing assessment.

Numbers

As a general rule when using numbers in the body of a paper, numbers less than 10 which are not used for comparison or which are used at the beginning of a sentence should be spelled out.

Example

Twenty-five subjects were asked to complete three questionnaires. The XYZ Stress Scale consists of 40 items.

There are some exceptions to this rule. For further clarification, see pp. 122-130 in *APA*.

Contractions

Contractions are unacceptable. Write the word or words which make up the contraction. For example, *cannot* rather than *can't* or *does not* rather than *doesn't*.

Quoting Others/referencing

When quoting others, cite the author, year and specific page citation in the body of your paper. Direct quotes which are short (fewer than 40 words) should be incorporated into the text and enclosed with double quotation marks. Direct quotes of more than 40 words should be displayed in a single-spaced block of typewritten lines with no quotation marks. Start a block quotation on a new line and indent five spaces from the left margin. Each line in the quote is also indented five spaces. If there is an additional quotation within that quotation, indent it five spaces from the first indentation or a total of 10 spaces from the left margin. (See pp. 117-121 & 292 for further explanations)

When paraphrasing others or citing references, be sure to document properly. Otherwise, you will be guilty of plagiarism. For example, you may wish to quote what Maggie Jones said about stress. If you interviewed Maggie Jones, you would cite this type of personal communication in the text of the paper. Telephone conversations, interviews, letters, memos and E mail quotations are only cited in the body of the paper. Such communications are not listed in the reference list. In other words, it may appear as illustrated by the next example:

Example

Stress often contributes to poor work performance according to M. L. Jones (personal communication, May 1, 1995).

OR

Stress often contributes to poor work performance (M. L. Jones, personal communication, May 1, 1995).

If Maggie Jones had been the author of a book on stress, you might cite what she said in one of one of the following ways in the body of your paper:

Example

According to Jones (1995) stress frequently forces us to perform better than we expected (p. 22).

OR

Stress frequently forces us to perform better than we expected (Jones, 1995, p. 22).

OR

Jones (1995) stated that stress frequently forces us to perform better than we expected (p. 22).

Books, journal articles, and papers presented at meetings which are cited in the body of your paper are to be listed in the reference section. Personal communications are only cited in the paper. They are not listed in the reference section.

The third step in writing a term paper or technical report involves a three-part process: (a) critical analysis of all pertinent literature, (b) synthesis of all relevant data for the reader, and (c) organization of relevant data in a logical manner. Some basic rules of good writing include: (a) an introduction to the topic and/or the writer's intentions at the beginning of each section or division, (b) the presentation of the information in a clear and concise manner, and (c) a summarization for the reader at the end of each section or division. Paragraphs should make a

statement and be able to stand alone. They should be long enough to describe or discuss the subject at hand, but not so long that they are redundant or rambling. Rarely is a paragraph only one sentence in length. A paragraph has a beginning, a middle, and an end.

Students should carefully proofread their papers for grammatical and spelling errors. Such errors can be very disconcerting to the reader and may cause you to receive a lower grade on your paper. Refer to *APA* chapter 2 for assistance with writing style and grammar. Refer to your dictionary when in doubt about the spelling of a word.

The next few pages contain specific guidelines preferred by the OU School of Nursing faculty for: (a) typing the cover page, (b) preparing the table of contents, reference list, and appendices, and (c) writing and then typing your paper. Please refer to the *APA Manual* as you prepare your papers. If you are still having problems, consult with a faculty member. Typing (see pp. 284-289, 5.01, 5.02, 5.03, 5.04, 5.07, 5.08 & 5.09).

The Arabic numbering at the top right of each page of this document is only to assist you with keeping this document in correct order. You will see these numbers in the upper right hand corner of the example Table of Contents and the Title Page. Roman numerals at the bottom of the page will be used in your actual paper to enumerate the Table of Contents page.

Table of Contents

Students should check with the faculty in each class to determine if a Table of Contents will be necessary for a particular paper. Remember that the various levels of headings used throughout the paper will determine the format of the Table of Contents. There are no specific pages in the *APA Manual* describing the format of a Table of Contents because journal articles do not require a Table of Contents. Examples of three different formats for a Table of Contents can be found on pages 7 through 9 of this document.

Headings

The *APA Manual* presents five different levels of headings that **may** be used in a paper or article. Usually only very complex doctoral dissertations will use five levels of headings. The majority of the papers written for the School of Nursing will use only one or two levels of headings. Occasionally three

heading levels will be necessary. Please read the *APA Manual*, pages 111-114 & 289 for a more complete description of the use of headings. Examples can be found below.

Use of one level. As noted in the *APA Manual* this level is used for short articles. In such cases only Level 1 is used. All Level 1 headings are centered and use a combination of upper and lower case letters. The words “The Philosophy of Nursing” written below illustrate the use of a Level 1 heading:

Example

The Philosophy of Nursing

Use of two levels. Many papers written in the School of Nursing will require the use of two levels of headings. When two heading levels are being used, use Level 1 and Level 3 as described in the *APA Manual* (p. 113-115):

Example

The Philosophy of Nursing

The Fundamental Components of a Philosophy

Use of three levels. Occasionally you may need to use three levels of headings in a paper. In these situations, use Levels 1, 3, and 4 as described in the *APA Manual* (p. 114-115 & 289-290):

***Example ***

The Philosophy of Nursing

The Fundamental Components of a Philosophy

Concepts from social sciences.

STRESS MANAGEMENT FOR EXECUTIVES

A Paper
Presented to the Faculty
of the
School of Nursing
Ohio University

In Partial Fulfillment
of the Requirements for the Course
NRSE XXX

by
Your Name
Winter 2002

Table of Contents

	Page
Introduction.....	1
Philosophy of Nursing.....	1
Client.....	2
Environment.....	3
Health.....	4
Nursing.....	4

(This example represents a paper in which only Level 1 headings were used.)

Table of Contents

	Page
Introduction.....	1
Needs Assessment.....	1
Target Population.....	2
Constraints to Change.....	2
Barriers.....	3
Resistance.....	3
Support for Change.....	4
References.....	5
Appendix.....	6

(This example represents a paper in which Level 1 and Level 3 headings were used.)

Table of Contents

	Page
Introduction.....	1
Input.....	1
Needs Assessment.....	1
Target Population.....	2
Constraints to Change.....	2
Barriers.....	3
Resistance.....	3
Support for Change.....	4
References.....	5
Appendices.....	6
A. Staff Orientation.....	7
B. Staff Evaluation.....	10

(This example represents a paper in which Levels 1, 3, and 4 headings were used.)

Spacing (pp. 290-291 & 326)

Indent the first line of every paragraph five (5) to seven (7) spaces. The first line of each reference listed is flush with the margin. The second line of each reference listed is indented five (5) spaces. Leave margins of 1 inch at the top, bottom, right, and left sides of each page. Type no more than 27 lines of text per page, not counting titles and page numbers.

Double space between all lines of text and after every line of the title. You should also double space after the page numbers, between the headings, and between each of the references listed. Single space between each line of a specific reference.

Do not divide or hyphenate words at the end of typed line. Do not right justify words at the end of line. Use a standard type size for the body of your paper. For tables or figures you may wish to use an enlarged typeface. See page 285 for examples of acceptable typeface.

Seriation (pp. 115-117 & 292)

When listing several related items within a paragraph or a sentence of the report, use lower case letters enclosed in parentheses.

***Example:**

Lifestyle activities may include: (a) nutrition, (b) exercise and activity, (c) stress management, and (d) safety.

Steps in a procedure which are listings in complete sentences or paragraph form should be identified by Arabic numerals followed by a period. They are not enclosed in parentheses.

Example

The major sources of stress for nurse managers include, but are not limited to:

1. The lack of preparation for the position of a manager. When an individual lacks the requisite knowledge and skill to perform efficiently . . . (paragraph continues)
 2. The lack of support from superiors and subordinates . . .
 3. The lack of . . .
-

Pagination (pp. 288 & 326)

Page numbers are placed at the upper right margin of each page of text, 1 inch from the top of the page. Pages in the text are numbered consecutively throughout the paper. The faculty requires only a page number; a running head is not required for papers submitted to School of Nursing (SON) faculty. There is no page number on the title page. The Table of Contents page is numbered at the center of the bottom margin with a lower case Roman numeral such as “ii.” The List of Tables and The List of Figures pages are numbered like the Table of Contents page. The reference list is numbered like the pages of the text, as are the pages in the appendices. Typing a number on the first page of the paper is optional; the faculty does not require you to do this.

Miscellaneous

The faculty requires a table of contents for any paper which is ten (10) or more pages in length. If your paper is less than five (5) pages in length you do not need to include a table of contents.

The faculty recommends using appendices, tables, and/or figures for supplemental material so as not to disrupt the flow of the text. Refer the reader to these materials.

Example

The XYZ Stress/Burnout Scale (Appendix A) was used to determine. . . (paragraph continues) . . . significant results detailed in Figure 2.1.

The reader will know appendices are in the back of the report with specific page numbers listed in the Table of Contents at the front of the report. Each appendix should start on a separate page following the list of references. Appendices are lettered consecutively, i.e. Appendix A, Appendix B. An example is included for your clarification (see pages 14 through 16 of these guidelines that illustrate how to set up an appendix).

The reference list should start on a separate page immediately following the text. Only references which were cited in the body of the paper should be listed here. If other materials were used to gather information, but not cited you can either omit them or list them on a separate bibliography page.

Please refer to chapters 3 and 5 in the *APA Manual* for further details on formatting and typing your document. The difference between typing student papers versus papers for publication is discussed in section A.03, pp. 321-329 of the *APA Manual*. If you have any additional questions regarding format or content, please do not hesitate to contact any faculty member.

References

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- Smith, J. M. (1995). *Stress and the working woman*. Paper presented at the meeting of the International Women's Conference, Athens, OH.

** **Note: when referring to a publishing company, omit the terms Publishers, Co., or Inc., but include the words Books or Press.**

APPENDICES

Appendix A

XYZ Stress/Burnout Scales

XYZ STRESS/BURNOUT SCALES

Directions: Please mark (X) beside the response that most closely corresponds to your behavior.

KEY: 1 - never, 2 - rarely, 3 - sometimes, 4 - often or 5 - always.

- | | 1 | 2 | 3 | 4 | 5 |
|---------------------------|---|---|---|---|---|
| 1. When I get upset I.... | | | | | |
| 2. When someone... | | | | | |