

Formatting an APA Paper 2017-2018

[page numbers below refer to the *APA Publication Manual*, 6th ed.]

Page Setup [see pp. 42-44, 228-230]

- 1-inch margins
- double-spaced lines
- no extra space between paragraphs or sections (set ‘Before’ & ‘After’ to 0 in Paragraph Format)
- flush-left and ragged-right margins
- first line of each paragraph is indented ½-inch (except for Abstract—see below).
- Arabic page numbers (i.e. 1, 2, 3) begin on title page, top-right
- a running head left justified on every page (**omitting the words “Running head” on 2nd and subsequent pages**)
- Times New Roman 12-point font

Title Page [see pp. 23, 41–44, 229]

- includes full **title of manuscript** in upper- and lowercase
 - preferably, no more than 12 words in title
 - double-spaced if the title is longer than 1 line
 - centered, in the upper half of the page
- includes name(s) of **author(s)** one double-spaced line below title
- includes institutional affiliation: **course name and institution** (e.g., Nursing 1111, Mount Royal University) one double-spaced line below name of author
- includes a header with two parts: the **running head** of YOUR ABBREVIATED TITLE (50 characters or fewer, counting letters and spaces, in all upper-case letters) and the **page number**:
NOTE: the words Running head: appear only on page 1 (**Title Page**)
 - **running head for publication and page number** [see p. 229]
 - click Insert⇒Header⇒Blank then click Different First Page
 - click in First Page Header⇒Page Number⇒Top of Page⇒Plain Number 3
 - type Running head: YOUR ABBREVIATED TITLE directly left of page number; tab to left justify (move to be flush with the left-hand margin)
 - click in Header on next page; click Page Number⇒Top of Page⇒Plain Number 3
 - type YOUR ABBREVIATED TITLE directly left of page number; tab to left justify
 - click Close Header and Footer

Abstract (if required) [see pp. 25–27, 41, 229]

- begins on a new page that follows the title page and is numbered as page 2
- includes running head (but the phrase “Running head:” does not appear after the title page)
- includes Abstract heading (with no bold) centered at the top of page (format is double-spaced with 0 space before and after paragraph)
- begins the paragraph text on the line below the title and has no indentation
- is between 150 and 250 words (check requirements with instructor)

First Page of Text [see pp. 27, 42, 229]

- follows the Abstract or the title page (if there is no Abstract)
- includes header with title in caps (left justified) and page number (either 2 or 3)
- has full manuscript title at top of page, centered – with no bold
- does not have an Introduction heading

Levels of Heading [see pp. 42–47, 62–63]

- APA describes headings, subheadings, and sub-subheadings as levels 1, 2, 3, 4, or 5.
- Format each level of heading and the text that follows it according to the description below.
- See pp. 62–63 and sections 3.02–3.03 of the *APA Publication Manual*, 6th edition, 3rd printing for heading format information and examples.

APA Level of Heading	Format
1	Centered, Bold, Uppercase, and Lowercase Your paragraph text begins one double-spaced line below the heading (also double-spaced with 0 spacing before and after), with ½-inch indentation at the start of each paragraph. Note: Headings for Title, Abstract, and References are not in bold but otherwise follow Level 1 format.
2	Flush Left, Bold, Uppercase, and Lowercase Your paragraph text begins a double-spaced line below the heading, with a ½-inch indentation at the start of each paragraph.
3	Indented, bold, lowercase, and ending with a period. Your paragraph text begins two spaces after the period at the end of the heading.
4	<i>Indented, bold, italicized, lowercase, and ending with a period.</i> Your paragraph text begins two spaces after the period at the end of the heading.
5	<i>Indented, italicized, lowercase, and ending with a period.</i> Your paragraph text begins two spaces after the period at the end of the heading.

Organizing Your Paper with Headings

Depending on how complex your topic is, you may want to organize your paper with headings and subheadings, and even sub-subheadings (but check with your instructor if s/he wants headings at all). The most commonly used organizational format is two or three levels of headings, but this varies with a paper's length and complexity.

Sample Paper

See the brief sample paper that follows, which uses two levels of headings (i.e., main headings are Level 1, with Level 2 subheadings). Note that the title repeated at the top of page 2 is not in bold font.

Does Stereotyping of Patients by Nurses Affect Care in Hospital Settings?

Jane Doe

ID #123456789

Nursing 1111

Mount Royal University

Jack Person, Instructor

Abstract

For the abstract, write a 150-250 word summary of the paper on the second page. Note the format for the paragraph, which is not indented. The abstract should include the key points you discuss in the paper as well as any conclusions you have drawn. For example, you might write the following for this sample paper. Two types of stereotyping, racial stereotyping and illness stereotyping, are defined in this paper according to a health care perspective. Generally, nurses' perceptions are that stereotyping does not occur in hospital settings. However, patients' perceptions are that illness stereotyping is common while racial stereotyping is somewhat less common. Effects of stereotyping can be divided into physical, psychological, and social outcomes and may include, for example, inadequate care, lower self-esteem, and social isolation. Nurses need to become more aware of their own biases and stereotyping tendencies and actively work to overcome these to ensure optimal patient care.

Does Stereotyping of Patients by Nurses Affect Care in Hospital Settings?

After the paper's title, write the introduction to the paper (without an Introduction heading because it is assumed). Be sure to clearly state the issue as you see it along with your thesis statement. Outline what you plan to discuss in the following pages.

The Nature of Stereotyping (Level 1: main heading)

Present your summary of the literature regarding stereotyping. Perhaps you will discuss the idea that stereotyping occurs on the basis of many different characteristics.

Racial Stereotyping (Level 2: subheading)

Discuss how racial stereotyping is a very real concern given the increasing ethnic diversity of Canada.

Illness Stereotyping (Level 2: subheading)

Discuss how stereotyping occurs on the basis of diagnosis.

Nurses' Perceptions of Stereotyping (Level 1: main heading)

Present your summary of the literature regarding nurses' attitudes and perceptions of the existence of stereotyping in the health care system. You might include Level 2 subheadings.

Patients' Perceptions of Stereotyping (Level 1: main heading)

Present your summary of the literature regarding patients' attitudes and perceptions of the existence of stereotyping in the health care system. You might include Level 2 subheadings.

Effects of Stereotyping on Health of Patients (Level 1: main heading)

Discuss possible outcomes of stereotyping for patients. Perhaps you will divide the discussion with subheadings in the following manner.

Physical Effects of Stereotyping (Level 2: subheading)

Discuss positive and negative physical health outcomes.

Emotional Effects of Stereotyping (Level 2: subheading)

Discuss positive and negative physical health outcomes.

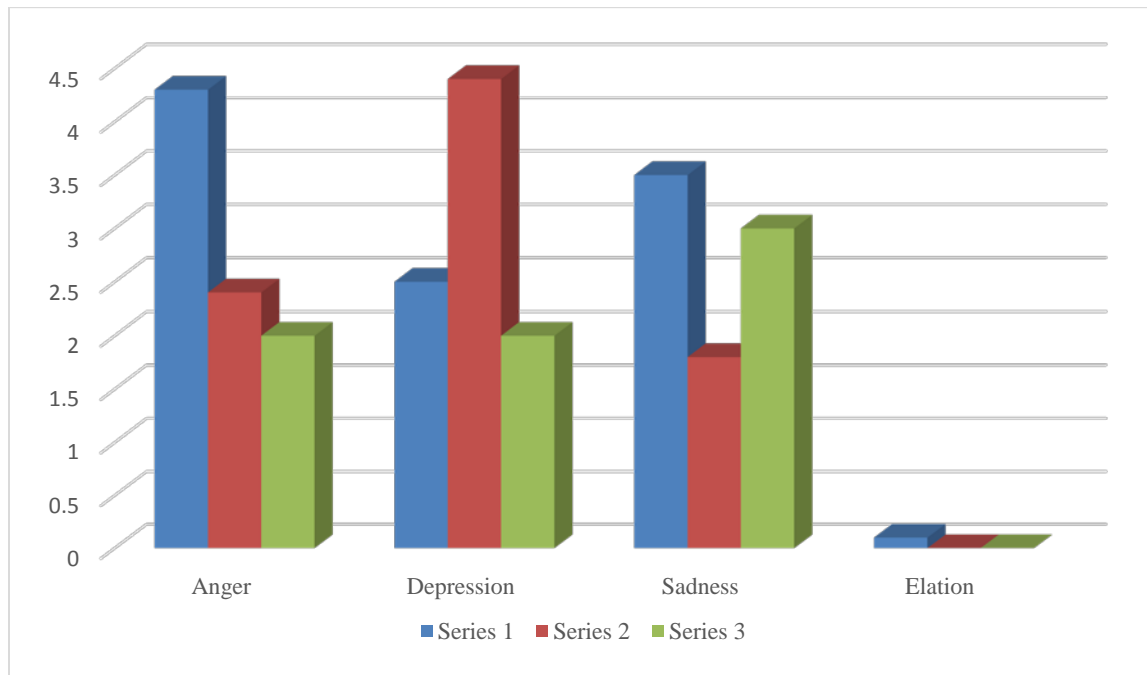


Figure 1. Emotional effects of exposure to stereotyping on study participants in three series of testing. The y-axis scale denotes the 0 (low) to 4.5 (high) emotional response rating as recorded by the Twinings Emotional Rating Scale (Twinings, 2011). The x-axis shows the four emotions recorded by the Scale.

Social Effects of Stereotyping (Level 2: subheading)

Discuss positive and negative physical health outcomes.

Conclusion (Level 1: main heading)

Summarize the key points of the paper and draw a conclusion regarding your thesis in light of the literature reviewed.

References

- Canadian Nurses Association. (2008). *Code of ethics for registered nurses*. Retrieved from http://www.cna-aiic.ca/CNA/documents/pdf/publications/Code_of_Ethics_2008_e.pdf
- New Zealand scraps short-stay rewards in maternity wards. (2007, November 27). *The Globe and Mail*. Retrieved from <http://www.theglobeandmail.com/>
- Numminen, O. H., & Leino-Kilpi, H. (2007). Nursing students' ethical decision-making: A review of the literature. *Nurse Education Today*, 27, 796–807. <https://doi.org/10.1016/j.nedt.2006.10.013>
- Seal, N., & Yurkovich, E. (2009). Physical activity within rural families of overweight preschool children: A pilot. *Online Journal of Rural Nursing and Health Care*, 9(1), 56–68. Retrieved from <http://www.rno.org/journal/index.php/online-journal/article/view/178/228>
- Twinnings, T. E. (2011). *Emotional response rating scale*. London, England: TEA University Press.

Appendix A

This Is the Appendix Title with Upper and Lowercase Letters

If you have **more than one appendix**, label each as Appendix followed by a capital letter (e.g., Appendix A, Appendix B, Appendix C, etc.) in the order you refer to them in your paper. For example, you might write, “These relationships are shown in Appendix B.” Begin each appendix on its own page with the appendix title centered and double-spaced below the Appendix label, as shown above. Then your text starts flush left and double-spaced. However, additional paragraphs should be indented. If you have **only one appendix**, label it as Appendix and centre it at the top of a new page following your References list.

In the text of your paper, refer to the appendix by its label (e.g., Appendix, or Appendix A, Appendix B, etc.), **not** by its title. For more information about formatting appendices, refer to p. 39 of the *Publication Manual of the American Psychological Association* (6th ed.) or the *APA Tutorial* on the MRU Library website. Your instructor may have preferences for the format and labeling of appendices.

If the appendix shows only one table or one figure with no text, then the title below the appendix label will serve as the table or figure title. Identify each appendix table or figure such as the example in Appendix B with its appendix letter, plus a number (e.g., Table B1). See “Chapter 5: Displaying Results” in the *Publication Manual* for guidance on tables and figures.

Appendix B

The Title of the Appendix Information or of the Table or Figure

Table B1

Explanatory Table Title

Main column head	Column title head	Column title head
Category Description	Data	12.2
Category Description	Data	10.5
Category Description	Data	16.3