

This document details APA, 6th edition paper formatting using Microsoft Office 365. APA format often includes a specific style of title page, header, headings and paragraph spacing. However, always check with your professor, who may require course-specific formatting. For a free copy of MS Office 365, enter your e-mail on the webpage products.office.com/student.

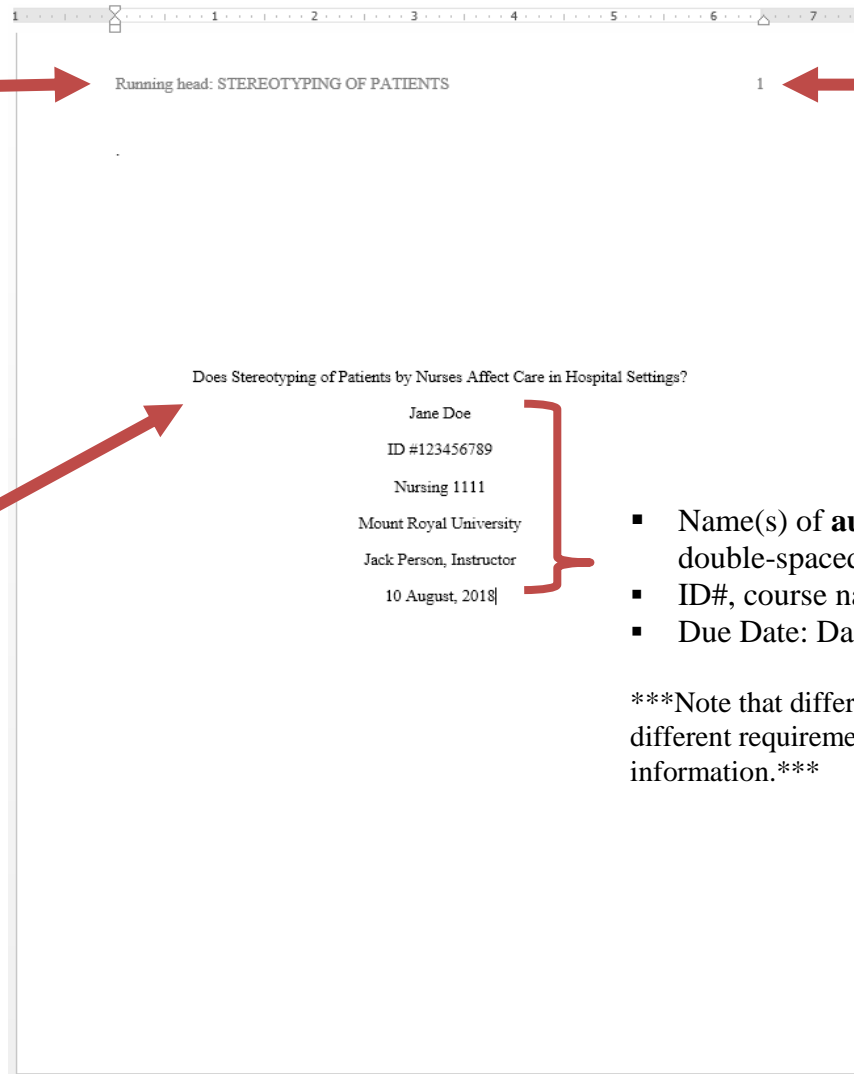
TITLE PAGE SETUP

See pp. 23, 41–44, 229*

Two-part header: The words **“Running head:”** precede YOUR ABBREVIATED TITLE (50 characters or fewer, counting letters and spaces, in all upper-case letters). **NOTE:** the words “Running head:” appear only on the title page.

Title of Manuscript in upper- and lowercase

- no more than 12 words
- double-spaced if title is longer than one line
- centered in the upper half of the page



The screenshot shows a Microsoft Word document with a title page. At the top, the running head reads "Running head: STEREOTYPING OF PATIENTS" followed by the page number "1". Below this, the title of the manuscript is "Does Stereotyping of Patients by Nurses Affect Care in Hospital Settings?". Underneath the title is the author's name "Jane Doe", followed by her ID number "ID #123456789", her course "Nursing 1111", her institution "Mount Royal University", her role "Jack Person, Instructor", and the date "10 August, 2018".

Page numbers start on title page.

- Name(s) of **author(s)** one double-spaced line below title
- ID#, course name and institution
- Due Date: Day Month, Year

Note that different instructors have different requirements for title page information.

To format “Running head:” in Microsoft Word 365

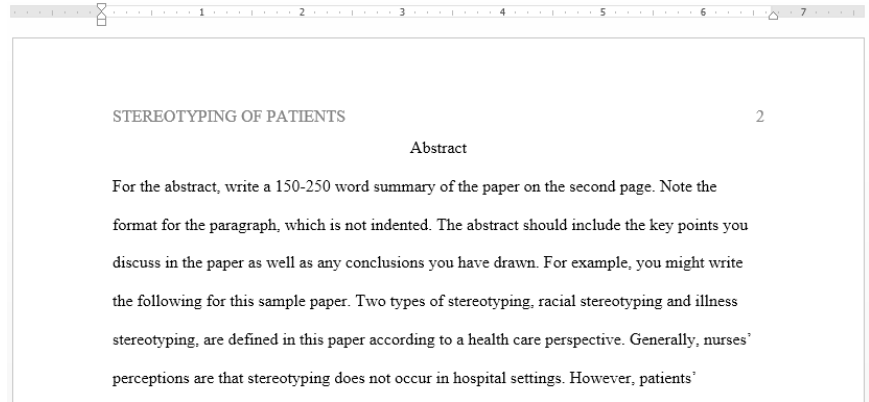
- Double click top of the page (header area) ⇒ Go to **Header & Design Tab** ⇒ In **Options** click **Different First Page**
- Click **Page numbers** ⇒ select **Top of Page** ⇒ **Top Right**
- Type in the words **Running head: YOUR ABBREVIATED TITLE.**
- Press Tab key to move the running head to the left margin.

* All page numbers refer to the *APA Publication Manual*, 6th edition.

ABSTRACT

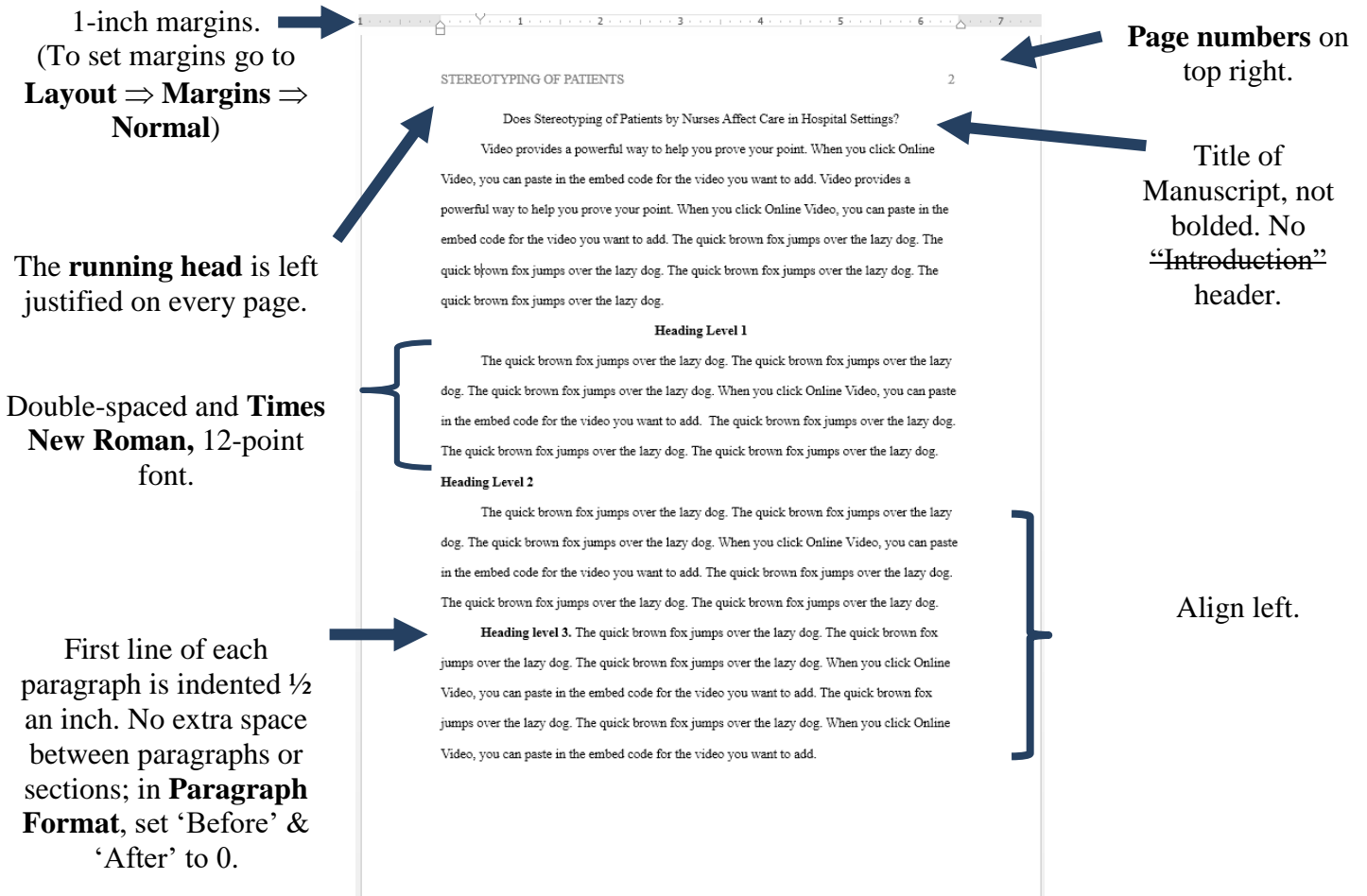
See pp. 25-27, 41, 229

- The Abstract is required **ONLY FOR SELECT ASSIGNMENTS**.
- Begins on a new page after the title page.
- Includes heading “Abstract” (not bold), centered at the top of page.
- The first line of the paragraph is **not** indented.
- Is between 150 and 250 words (check requirements with instructor).



PAGE SETUP

See pp. 42-44, 228-23



1-inch margins. (To set margins go to **Layout ⇒ Margins ⇒ Normal**)

The **running head** is left justified on every page.

Double-spaced and **Times New Roman, 12-point font**.

First line of each paragraph is indented ½ an inch. No extra space between paragraphs or sections; in **Paragraph Format**, set ‘Before’ & ‘After’ to 0.

Page numbers on top right.

Title of Manuscript, not bolded. No **“Introduction”** header.

Align left.

Levels of Heading

See pp. 42–47, 62–63

Organizing Your Paper with Headings

Depending on your topic's complexity, you may want to organize your paper with headings and subheadings, or even sub-subheadings. Check with your instructor if headings are appropriate for your assignment. The most common organizational format is two or three levels of headings.

- 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 according to the descriptions below.

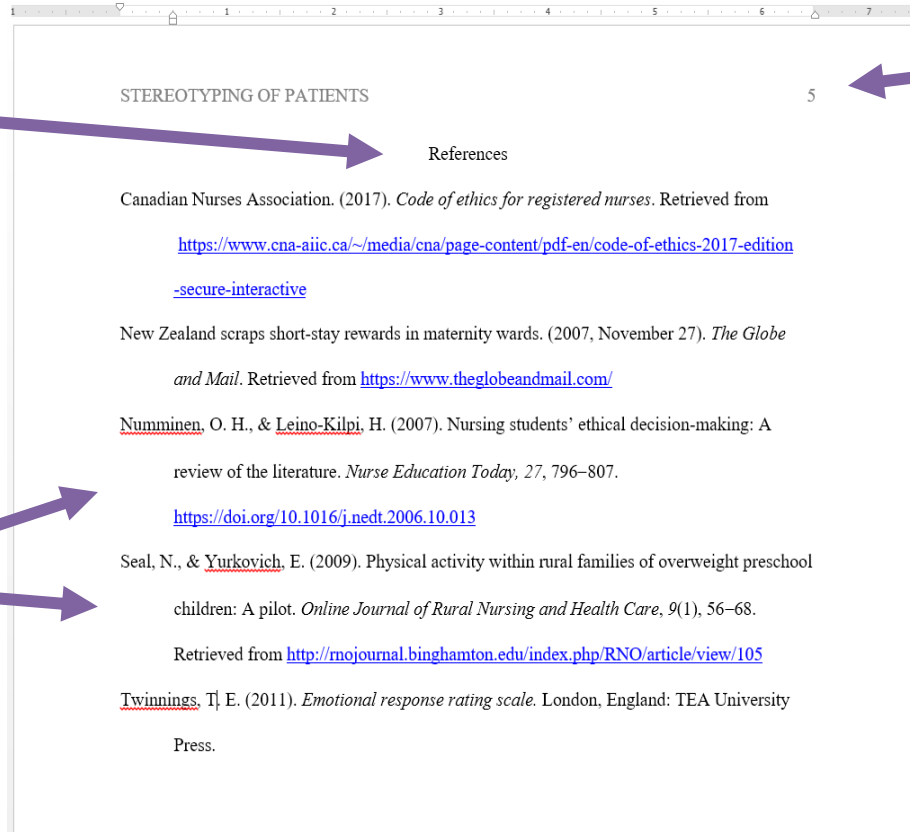
APA Level of Heading	Format
1	Centered, Bold, Uppercase, and Lowercase Paragraph text begins one line below the heading (with 0 spacing before and after), with ½-inch indentation at the start of each paragraph. Note: Headings for Title, Abstract, and References are not in bold but otherwise follow Level 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.

REFERENCE LIST

The reference list appears at the end of the paper on a new page (use Page Break) and includes all the sources used in the paper.

The title, **References** (or **Reference** if there is only one entry), is centered at the top of the page.

Hanging indent, (i.e., every line after the first is indented ½"). To format, press **ctrl + T**.



The **running head** and **page numbering** continue uninterrupted.

Other Notes

- The Reference list should keep the same formatting as the rest of the paper:
 - 1) Times New Roman font,
 - 2) 12-point, and
 - 3) double-spaced.
- For more information on formatting, visit *Owl Purdue* at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

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

Jane Doe

ID #123456789

Nursing 1111

Mount Royal University

Dr. Jack Person

28 August, 2018

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 emotional outcomes.

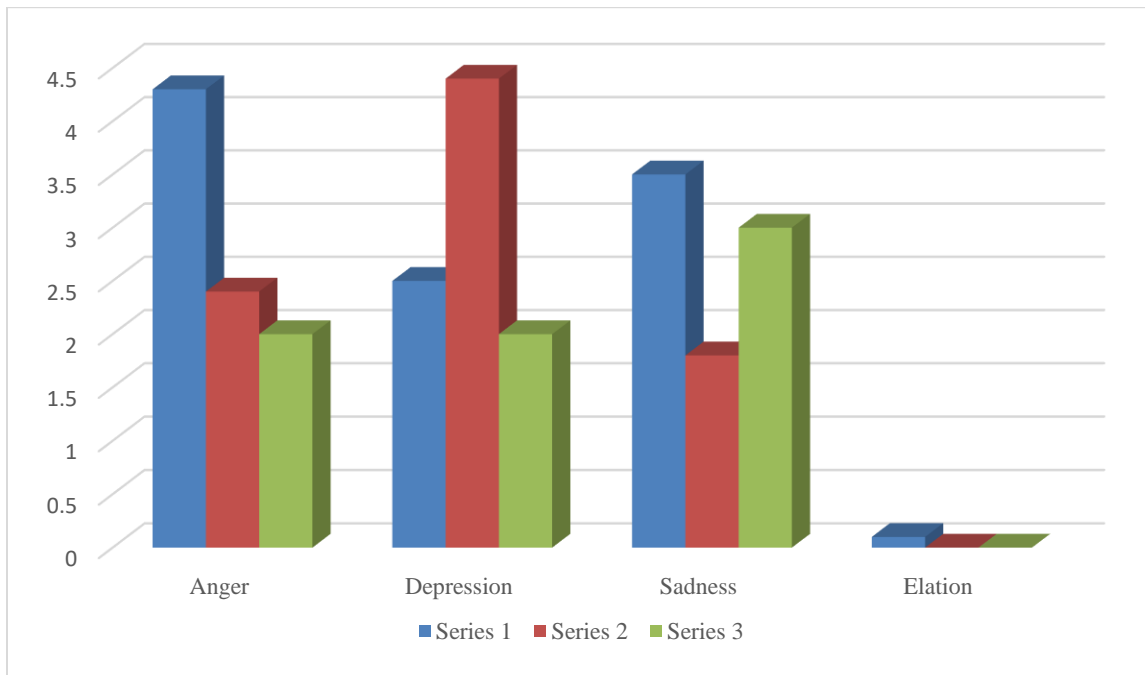


Figure 1. Emotional effects of exposure to stereotyping on study participants in three series of testing. The y-axis scale denotes the 0 (low) to 4.5 (high) emotional response rating as recorded by the Twinnings Emotional Rating Scale (Twinnings, 2011). The x-axis shows the four emotions recorded by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

Social Effects of Stereotyping (Level 2: subheading)

Discuss positive and negative social 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. (2017). *Code of ethics for registered nurses*. Retrieved from <https://www.cna-aiic.ca/~media/cna/page-content/pdf-en/code-of-ethics-2017-edition-secure-interactive>
- New Zealand scraps short-stay rewards in maternity wards. (2007, November 27). *The Globe and Mail*. Retrieved from <https://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://rnojournl.binghamton.edu/index.php/RNO/article/view/105>
- 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