APA 6th Edition Guide Revised

This guide is based on *Publication Manual of the American Psychological Association (6th ed.)*. For additional information, consult the APA style blog, in particular for citing newer formats such as streaming video or podcasts, and the Purdue Online Writing Lab (OWL) [https://owl.english.purdue.edu/owl/section/2/10/](https://owl.english.purdue.edu/owl/section/2/10/)


The purpose of the style is to ensure consistency in appearance and citations across disciplines and publications. While it originally was used by those writing in the field of psychology, it has become the preferred set of rules for most academic writing in the social sciences and Health Sciences. Over time, its use in assigned class work or in published research articles has become a way for readers of the work to easily find the cited works, and has become an important way for scholars in a discipline to “talk” to one another and track use of important research articles. In the Internet age, accurate citations enable your readers to easily consult the works you cite, which adds context to their understanding of you as a researcher and your work itself. Scholarship is a conversation, with the help of the web and accurate citations and references.
As formats and “delivery methods” for written and multimedia content evolve, there are legitimate differences of opinion about how to interpret a style rule or how to categorize a given work to find and use the correct reference format. Work with your instructor and whatever guide she prefers you use as your guide, whether it be this guide or another she may assign for class. Consult with your guide first, then with your instructor, then with the writing tutors in the Success Center. Refer to this guide as a tiebreaker!

**General Guidelines**

- **Margins:** One inch on all sides (top, bottom, right and left).
- **Font size:** 12-point.
- **Font type:** Times New Roman.
- **Spacing:** Double-space the entire document, including title page, abstract, body, and references.
- **Alignment:** Left justified, leaving the right margin uneven.
- **Paragraph:** Indent the first line of each paragraph one half inch (1/2”).
- **Running head:** On the **title page**, at the left margin, (one-half to one inch from the top) type Running head: followed by a short version of the title in all upper case letters. Use only the SHORT TITLE and page number on each other page. (Use the Mercy APA template!)
- **Page numbering:** Place the page number on the same line as the running head at the right margin.
- **Hyphens:** No hyphenation is needed at the end of a line, because of the left justified format.
- **Italics:** Italicize titles of books, periodicals, and Website titles.
- **Capitalization:** In the References list, capitalize only the first word of a title, any proper nouns, and the first word of the subtitle in book and article titles.
Punctuation spacing: Two spaces following punctuation at the end of a sentence. One space after all other punctuation, except for abbreviations (e.g., n.d., U.S.).

In-Text Citations

Each reference should be cited within the body of your paper at least once, whether it’s paraphrased or quoted, giving the author’s last name and the year of publication. APA requires that you provide a page or paragraph number in the in-text citations of direct quotations. All direct quotations (those in quotation marks) must be introduced with a signal phrase in past or present perfect tense. (Jones stated or Jones has stated)

Examples:

In a recent study (McKee, 2009, p. 27) . . .

Rodgers and Knight (2008) reported . . . (pp. 678-679).

In 2009, Kelly examined . . . (para. 6).

These results were . . . (Little & Jones, 2008, p. 95).

Citing a work found in a secondary source: In your references list, provide a reference for the source you read. If you are citing information that the source you read is citing from another source, that is called a secondary source or secondary citation, because it is one step removed from the original source of the idea or quotation. In your paper, identify the original work and provide the intext citation to the secondary source that you read.

Parse’s nursing theory (as cited in Smith, 2009) states . . . (p.348).

You found the information in Smith’s book, and Smith cited Parse’s work. Include Smith’s work on the reference page.

In citing a work with no author, use a short version of the title in quotation marks as the in-text citation, the year, and the page number if you have given a direct quote:

PTCA is a recommended treatment (“Cardiac Alert,” 2008, p. 87).

Cite an interview or personal e-mail as below. Do not include these in your references list, but do
use an in-text citation.

(E. C. Hansen, personal communication, October 31, 2009)

**In citing a work with no date listed**, use the author’s last name and n.d., which stands for no date.

(Smith, n.d., p. 46).

**To cite the Bible**, note the book, chapter and verse and include the version used in the first citation you give in the paper. Do not include the Bible in your references list. Jn. 3:17

(The Jerusalem Bible)

**Print Reference Examples Book-**

**One author**


**Book-Two authors**


**Book-Editor**


**Book Chapter**


**Print Journal Article-One Author (Volume paged continuously)**

Print Journal Article - With issues paged separately (Each issue begins with page one)


Electronic Reference Examples

Many of the library databases and Google Scholar provide APA formatted citations. They are often about 80 percent correct, and often need to be tweaked, but they are good starting points.

Double-check with an APA style guide or Purdue OWL.

Articles, Books, or Book sections from Library Databases

Article with a digital object identifier—doi: Not all articles or ebooks have doi numbers: magazine and newspaper articles do not have dois. Look for a doi in the citation in the database, or in the bottom margin of the article itself.


doi:10.1111/j.1745-7599.2009.00438.x

Article without a digital object identifier—doi: No matter where you actually find the article, cite the journal’s homepage, which is usually easiest found search the web, though some of the databases will provide the URL if you click the hyperlinked journal title in a citation.


Online Dictionary or reference work

Hypnotism. (2010). In The American heritage dictionary of the English language (13th ed.).

E-Book from a Library Database

The reference should have the same foundation as a print book reference. Then, for the electronic retrieval details, the official recommendation is that you include the website of the book publisher (which requires searching for it). So, in practice, many writers just treat these works the same as for a print book, without any electronic retrieval information, feeling that information doesn’t help the reader locate the book.


Report (no personal author, no date) published on a government website


Document from a college, university, or association website


Video from a Library Database


In-text citations of quotations

Short quotations (Fewer than 40 words)

Enclose in quotation marks “ “ Cite author(s) and year of publication. Use (n.d.) if there is no date.

Example: Cunningham (2010) found that “the extent to which fathers participate in household tasks when their sons are very young influences the sons’ participation in those tasks 30 years later” (p. 192).

Long quotations (More than 40 words)
Block format indented one half inch (1/2”) from left margin. Normal (unjustified) right margin.

Example:

Cunningham (2010) stated the following:

Parental influences may also be important later in the life course. Specifically, adolescence may constitute a period in which children’s lives are directly affected by parents’ behaviors and attitudes regarding housework. Adolescents are commonly responsible for more household tasks than young children. (p. 191)

Quotations from a website with no page numbers: If there are headings in the document, cite the heading and/or the paragraph number.

“Confusion in identifying patients and miscommunication among caregivers will be the focus of the National Patient Safety Goals for 2009” (Joint Commission on Accreditation of Healthcare Organizations [JCAHO], 2008, News Release section, para. 1).

Multiple authors

2 authors: Cite both names each time. Ex.: Masters and Johnson (1966).

3-5 authors: List all authors the first time, each other time use first author and “et al.”


6 or more in an in-text citation, cite first author and “et al.” for each citation.

Example: Thomas et al. (2007) reported on Acute Renal Failure.

8 or more authors: In the References list, list first 6 authors, insert ellipsis (…) and the last author’s name.


Headings

The first level of heading is centered. Use bold type style and upper case at the beginning of each important word.
The **next level** of heading, if needed, is at the left margin, **bold** and upper case for the beginning of each important word.

If an **additional level** is needed, indent one half inch (1/2”) from the left margin. Use **bold** and upper case at the beginning of the first word. Punctuate with a period and begin your text after one space.

**Series or list in the text**

Elements: Identify items in a series within a sentence or paragraph by using lower case letters in parentheses, rather than numerals.

**Example:**

The three areas of change are (a) perception, (b) cognitive interference, and (c) motivation.

OR use bulleted lists for three or more elements. Capitalize and punctuate as needed if it were a sentence.

**Example:**

The three areas of change are

- perception,
- cognitive interference, and
- motivation (Smith & Jones, 2009, p. 27).

**Elements in a series with separate paragraphs:** Indent ½ inch. Use a numbered or bulleted list.

**Example:**

1. Plan your travel. Get all directions and room information ahead of time, so you know exactly where you need to go.

2. Dress conservatively. Traditional dress is best. You want the interviewer to focus on what you are saying, not what you are wearing.

**Numbers in the text**

Use numerals for all numbers 10 and above, except when giving ages: 3-year-olds and dates: 2 weeks.
Use words for date approximations (*about ten days*).

Use words for numbers that begin a sentence or title.

Use words for common fractions.

**Examples:**

One half of the group was administered the traditional therapy.

Nearly three-fourths agreed with the statement.

**Paper Checklist**

□ Is the entire paper double-spaced?

□ Are margins one inch?

□ Are the title page and references on separate pages and in the correct sequence?

□ Are all pages numbered consecutively beginning with the title page?

□ Is the title no more than 12 words?

□ Is the title page in the correct format?

□ Does each paragraph contain at least three sentences?

□ Are all references in the references list also cited in the text?

□ Do in-text citations and references agree (spelling and date)?

□ Are journal titles spelled out, in italics, and is each important word capitalized?

□ Are the references arranged alphabetically by author surname or first important word of the title if no author is listed?
☐ Are page numbers included for all articles and book chapters, if available?

☐ Does the paper have an introduction, body, and conclusion?

☐ Is the title repeated and centered on the first page of the text (top of page 2)?
Nursing Ethics in America

Student Name

Mercy College of Health Sciences
References


[“Author” here means that the group serving as the author is also the publisher.]


*Nursing Administration Quarterly*, 30, 9-17. doi: 10.1191/0969733006nej896oa


