



Formatting the header:

The first page of your paper will have a running head. This consists of the words “Running head” followed by a colon and a shortened version of the paper title (not to exceed 50 characters) in CAPITAL LETTERS. The following pages will repeat the title, but not the running head.

To work with the header, select the **Insert** tab and insert a **Header**. This will allow you the option to elect to have a **Different First Page**, allowing you to properly format for APA. Page number should also appear in the header.

Formatting the page number:

To insert the page number, space over in your header to the right side of the page and **Insert a Page Number**. Select **Current Position** and pick the **Plain Number** setting.

Summary of American Psychological Association Sixth Edition Changes

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Formatting the Title Page:

The title should be centered and double spaced. This should include a title that describes what is discussed in the paper (capitalizing important words). The author’s first and last name and the author’s institution also appear on this page.

General Formatting:

The standard for APA is 12-point Times New Roman font. The paper should be double spaced.

How to double space:

Before beginning, right click and select **Paragraph**. Pick the **Double** option under **Line Spacing** and check the box saying “Don’t add space.”

Summary American Psychological Association Sixth Edition Changes

The introduction does not have a heading for identification and should summarize the topic to be covered in the paper. There are five levels of headings that can be used in an American Psychological Associations (APA) paper. Level one heading is as follows:

Centered, Boldface, Uppercase and Lowercase Heading

The level two heading is as follows:

Flush Left, Boldface, Uppercase and Lowercase Heading

A level three heading is as follows:

Indented, boldface, lowercase paragraph heading ending with a period.

The level four heading is as follows:

Indented, boldface, italicized, lowercase paragraph heading ending with a period.

Finally, if using a level five heading it would be as follows:

Indented, italicized, lowercase paragraph heading ending with a period.

Headings are used starting at level one and working to level five as needed. Headings are never labeled using numbers or letters (APA, 2010, p. 62).

Commas should be used when a three or more items appears in a series (e.g. The nurse routinely measures weight, height, and blood pressure.). For seriation in APA, if the series is within the sentence, use (a)..., (b)..., and (c)... If the series will stand alone, then the following method is used:

1. Capitalize the first word in the series.
2. End the statement with a period.

Verb tense should be consistent in APA. Use past tense (Rennegarbe demonstrated) or present perfect tense (Rennegarbe has demonstrated) especially for literature review or for events

that have already occurred. Subjects and verbs should agree. Professional tone should be used in an APA paper and students should not be judgmental or combative in their presentation of the paper. Pronouns must agree in gender. Who is used for human beings, and that or which for nonhuman animals or things. Paragraphs should be greater than one sentence in length, and a paragraph should never be more than one page in length. The following should be avoided in APA: jargon, pronouns such as this, that, these, and those unless used with a noun, and approximations.

The following are acceptable terms for sexual orientation: lesbians, gay men, bisexual men and bisexual women. The following terms are acceptable for race and ethnicity: Black or African American; White; Hispanic, Latino, Chicano, or use of the nation or region of origin (e.g. Cuban, Guatemalan); American Indian, Native American and Native North Americans; and Asian or Asian American or use the specific name of the Asian or Middle Eastern subgroup (e.g. Vietnamese, Iraqi, Korean). Do not use hyphens in multiword names. For describing individuals with disabilities, avoid the focus on the disability or chronic condition; use a child with autism or a woman with AIDS. The following terms should be used to describe age: girl or boy for under the age of 12; young man, young woman, female adolescent, or male adolescent for those individuals 13 to 17-years-old; women or men for those 18 years or older; older adults for those over the age of 65.

The new rule in APA is that you space one time after every punctuation mark, with the exception that you space **twice** at the **end of a sentence**. Periods are not used for state abbreviations (e.g., KY); capital letter abbreviations and acronyms (e.g., APA); web addresses; and metric/non-metric measurement abbreviations (e.g., ml). Double quotation marks must be used for direct quotations in the text, as well as for an article title or chapter in a book when it is

used within the text. Direct quotes must be transcribed verbatim from the source. A block quotation is to be used for any quote 40 words or more in length, and is created by tabbing in the entire quote. If abbreviations are to be used, the entire abbreviation must be written out with the letters for the abbreviation placed in parentheses, [e.g., Centers for Disease Control and Prevention (CDC)]. The author, year, and page number must be included for a direct quotation. If the direct quote is from an electronic document without page numbers, then use para. with the paragraph number for the citation. For citations within the paper, a copy of the APA guidelines is included for the faculty member's review. These guidelines are based on the type of citation being used within the paper. Personal communications are cited within the text; however, they are not included on the reference page (R. Renegarbe, personal communication, August 8, 2009).

The following should be capitalized within the text of the paper: the first word of a sentence, the first word after a colon or dash, and major words in titles of books and articles within the paper. Theories are not capitalized (e.g. social learning theory). In APA, italics are used in the text and references for the following: book titles, periodic titles, films, videos, TV shows, and microfilm, as well as the volume number in reference lists.

Numbers less than 10 should be placed in written form (e.g., one, three), and numbers 10 or greater may be expressed in the numerical form (e.g., 16, 25). Numbers cannot be used to start a sentence unless they are in written form (e.g., Twenty-two percent of all Americans...). Fractions should be in written form (e.g., one-third).

This is a brief summary of the new APA manual. While the highlights are provided, the manual provides the best source for the guidelines. This review did not cover the proper APA format for displaying results such as tables and figures. This information is available in the

manual. In addition, a web-based tutorial is available at http://isites.harvard.edu/icb/icb.do?keyword=apa_exposed, or you can obtain more information regarding the APA changes at <http://books.apa.org/books.cfm?id=4200066>. Further assistance is available at the McKendree University Writing Center and Holman Library. Both have webpages in the McKendree University website.

References

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Formatting the Reference Page:

Start the References on a new page. The title “References” should be centered. Entries should be listed in alphabetical order and should be double spaced. A “hanging indent” should be used. This indent pushes in the second line and each following it. The command **Ctrl + t** will also result in a hanging indent. Highlight all entries and hold down the **Control** button, then select **t**.

Refer to the APA manual for directions on how to reference the specific material used.