APA 6th Ed. Instructional Sheet

Compiled by NWC Nursing Department, March 2011

- Double spaced with 1” margins on all sides
- Font: Times, Calibri, or Cambria; 12-point
- Page Header at top of every page with page numbers right and TITLE OF YOUR PAPER left
- Four major sections: Title page, Abstract, Main Body, and References
- Title Page (NO bolding, italics, quotations, etc.):
  - Header: “Running head: TITLE OF PAPER” on left with Page number on right
  - Title Centered in middle of page, with upper and lower case letters
  - Author with first name, middle initial, and last name underneath
  - Institution Affiliation underneath
- Abstract
  - Header: TITLE OF PAPER on left, p. number on right
  - The word Abstract centered on first line, NO bolding, italics, underline, etc.
  - Summary of research follows, one paragraph in length; do NOT indent; contains “topic, research questions, participants, methods, results, data analysis, and conclusions” (OWL website).
  - Summary should be 150-250 words.
- Main Body of Paper
  - Title of Paper centered using Upper and Lower Case Letters on the first page, NOT bolded, italicized, etc.
  - Paragraphs are indented
  - Two spaces after a period
  - In-text citations:
    - For one or two authors: Cite their last names every time the reference occurs in the text.
    - For three, four, and five authors: The first time a reference is used, list ALL authors with Last name and First initial. For all other times after this, just use the first author’s last name followed by et al.
    - For six or more authors: Cite only the first author’s last name followed by et al for ALL citations in the text.
    - After sentence of paraphrase: blah blah (First author et al., Year).
    - After direct quote: “blah blah” (Author et al., year, p. 68).
    - Within the sentence: Wilson et al. (2004) discovered...
- Headings:
  - Level 1: Centered and Bold, Uppercase and Lowercase lettering
  - Level 2: Left aligned, Bold, Uppercase and Lowercase lettering
  - Level 3: Indented, Bold, Lowercase heading with a period.
  - Level 4: Indented, Bold, Italicized, Only first letter Uppercase, then all lowercase heading with a period.
  - Level 5: Indented, Italicized, Only first letter Uppercase, then all lowercase heading with a period.
Example of headings:

**Methods** (Level 1)

**Site of Study** (Level 2)

**Teachers**. (Level 3)

**Teachers with experience**. (Level 4)

- References
  - Always starts on a new page
  - References is centered at top of page, NOT bolded, italicized, etc.
  - Entries are to be in alphabetical order, by the first author’s last name
  - Double-space all entries
  - Every source used/mentioned in the paper must be listed (except personal communication).
  - If entries take up more than one line, all lines after 1st line are indented.
  - Examples:
    - **Book:**
      

    - **Journal:**
      

    - **Electronic Journal:**

      **Library database with DOI**


**What is a DOI?**

Some library databases, such as EBSCO, ERIC, PsycARTICLES and PsycINFO, list a Digital Object Identifier (DOI) for individual articles. A DOI is a unique identifying number for an article. In the database record for an article, you will see an element that looks like this, which you should include at the end of your APA reference:

```
Digital Object Identifier: 10.1207/5365-7274-21.2.401
```

**Library database without DOI:**

**Website:**


- Other changes from 5th to 6th edition:
  - “Subjects” is fully accepted in place of “participants”
  - Gender—avoid using “opposite sex”
  - Avoid racial language, such as assuming minority is “non-White”
  - Requirement to use numerals for numbers below 10 has been dropped, EXCEPT use words when talking about approximation of days/months (ex: about six days).
  - p-values: report to two to three decimal places; values less than .001 should be written as p<.001

*For conversion from MLA to APA, please see the MLA to APA document placed on the portal.*

