

The running head should be on the same line as the page number. The words "Running head:" are only included on the title page. Use the "Insert Header" function and select "Different first page" to create this header. The shortened title within the header is in all capital letters.

Creating Success: APA Sample

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NR-351: Transitions in Professional Nursing

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Use the short title (no more than 50 letters) without the words "Running head" on the second and following pages.

Creating Success: APA Sample

The full title is repeated here, centered but not bold

Citation format author and year

The first paragraph is the introduction to the paper. "Because the introduction is clearly identified by its position in the manuscript, it does not carry a heading labeling it the introduction" (American Psychological Association, 2010, p. 27). The introduction should begin with something that will grab the reader's attention. Next, support that opening sentence with added discussion or explanation including information about why this topic is important (Hallas & Feldman, 2006). The end of the introduction should highlight the paper's purpose and topics to be covered in the paper. APA success requires knowledge of the format and skill for clear written communication.

If a quote is used, add the page number

Use the "&" for two authors when cited in parentheses.

Preparing to Write

A level 1 heading is centered and bold

A key to quality writing is developing an outline that includes all of the assignment criteria. These criteria are found in the Assignment Guidelines under DocSharing. An outline provides a framework which should make writing the paper easy. Once the outline is created, one can build support by locating resources that are applicable to the outline topics. The outline will also help suggest logical headings and subheadings. However, the outline is not typed into the paper. It is merely an organizational tool that results in a more focused paper.

The word "and" is used for two authors when cited in sentence form.

Successful Writing

When the authors are cited in the sentence, only the date is placed in parentheses after the authors' names.

According to McGuinness and McElroy (2010), procrastination and self-criticism can be roadblocks to the writing process. Allow adequate time to not only write, but also edit the assignment. The best writing requires multiple drafts, each one improving on its predecessor by increasing its clarity, improving organization, and making it more concise.

Supporting Ideas

A level 2 heading is at the left margin and bold

The writer systematically provides the discussion, pros and cons, comparisons, or other evidence about the topic in the body of the paper. The body should include citations to various sources to support ideas and thoughts. Without citations, the paper becomes an opinion piece and not a scholarly presentation. Each resource must be evaluated to ensure that it is valid and credible. Be sure to give credit where credit is due so that the sources influencing your writing is credited (Hallas & Feldman, 2006).

In text citations at the end of a sentence are in parentheses and include the author(s) and date separated by a comma. The period is placed *after* the end parenthesis.

Professional writing is not conversational writing. Posing questions, using improper word forms, and spelling errors should be avoided. Personal opinion is only appropriate in scholarly work when specifically requested in the guidelines for that assignment.

APA Basics

APA format basics include margins of one inch on all four sides, font in Times New Romans size 12, double-spaced throughout, use of headings, and references with a one-half inch hanging indent (APA, 2010). The body of the paper must have multiple paragraphs. Every paragraph needs at least three sentences, and every paragraph needs a transition sentence to the next section. Citations provide the reader with a link to the reference page and a way to obtain more detailed information about a point made by the writer. APA has standard format for citations and the reference page (APA, 2010). When in doubt, use the APA Manual. Be sure to use the sixth edition.

Run spell check and make sure grammar and punctuation are correct. If something is underlined in red or green, use the mouse and right click over the underlined area to see recommendations for either spelling or grammar changes. It helps to read the paper out loud during the final edit, as the spell check and grammar check will not catch every error.

Chamberlain also offers a free writing tutoring using “Smarthinking” (click on “Tutor Source”

link under Course Home) to assist with writing style and basic APA format. A self-directed student will access resources to assist in acquiring expertise in APA format and professional writing.

Conclusion

Papers should end with a conclusion or summary. It should be concise and summarize the main points in the paper. An interesting conclusion about the information should be provided. The reference page always starts on the next page (use the “insert page break” to help with this). Scholarly professional writing is a skill that requires knowledge and practice. A writer can begin to gain this skill by locating resources and understanding the basic APA format. Writing is a skill that improves with practice. The learner can improve by using the suggestions in this paper.

The *APA Manual* is only listed here because it was cited in this paper. Normally, this will NOT appear on your reference page.

References

The word "References" is centered but not bold.

American Psychological Association. (2010). *Publication manual of the American Psychological*

Association (6th ed.). Washington, DC: Author.

Example of a book. Note: the publisher's name is stated at the end if it is different from the author.

Hallas, D., & Feldman, H. R. (2006). A guide to scholarly writing in nursing. *NSNA Imprint*,

53(4), 80-83. Retrieved from www.nсна.org

Example of a journal obtained from the publisher's website. Use the home page URL.

McGuinness, T., & McElroy, E. (2010). 7 habits of highly effective psychiatric nurse authors.

Journal of Psychosocial Nursing and Mental Health Services, 48(1), 33-38.

doi:10.3928/02793695-20091204-05

Example of a journal with a DOI

Note: references are alphabetized by the last name of the first author. Do not change the order of the authors within a reference.