Georgia Highlands College  
Division of Health Sciences  
Associate Degree Nursing Program Paper Guidelines  
APA Format with Georgia Highlands College Modifications

The following general guidelines have been developed for the purpose of providing information that may be useful in preparing scholarly papers.

The format of the paper should conform to the specifications of the American Psychological Association (APA) style. All information regarding these instructions is based on the *Publication Manual of the American Psychological Association*, 6th ed. (2010). For citation formats and information not found in these guidelines, students may refer to the APA text located in the nursing laboratory.

Students are required to familiarize themselves with these guidelines and utilize them effectively. As professional nurses, effective written communication and use of current nursing research is an expectation and forms the basis of evidence-based practice changes. Students are expected to use high quality nursing research in the preparation of papers and projects. Articles should be peer-reviewed and may be accessed via professional internet sites, journal searches, or from database repositories.
Students are encouraged to read articles, place them aside, and then **paraphrase** the major themes. This will help to prevent even inadvertent plagiarism and reduce the chances of instances of academic dishonesty.

**I. General Guidelines**

1. Microsoft Word is to be used for all papers and papers should be printed on white paper only.
2. Follow criteria when writing papers and address all points required.
3. Include an introduction and summary.
4. Before submitting papers, they should be proofread for correct spelling, grammar, punctuation, and typographical errors.
5. Double-space the entire document including the reference list.
6. Entries in the reference list should have the first line at the left margin and subsequent lines should be placed at a hanging indent of 5 spaces. Entries should be in alphabetical order by the author’s last name.
7. Typeface must be 12 point (pt.). Use the Times New Roman font.
8. Indent the first line of each paragraph five spaces from the left margin.
9. For clarity, restrict the use of “we” to refer only to yourself and your coauthors (use “I” if you are the sole author of the paper). Use past or present perfect tense.
10. All quoted and paraphrased material must be referenced appropriately.
11. Margins should be one inch on all sides of every page.
12. Pages are to be numbered consecutively in the upper right-hand corner, beginning with the title page.
13. The running head should appear flush left in all uppercase letters on top of the title page and all subsequent pages.” The header should be the title of the paper up to 50 characters. The page number should appear flush on the right side on all pages of the paper including the title page, reference page, and any appendices included in the paper.
14. Title page, text/content, reference page, and appendices should all start on a separate page.
15. Title page is to be centered and double-spaced except for running head.
16. Do not include an abstract, endnotes, or footnotes.
17. The title of the paper should appear centered at the beginning of the text. Double-space between the title and the beginning of the first paragraph.
18. All papers must have at least three peer-reviewed professional nursing journals as references.
19. Do not use contractions.
20. Abbreviations should be avoided as much as possible. A term may be abbreviated but must be written out completely at the first use and may then be abbreviated in subsequent uses without explanation or parentheses. Example:

First use: Federal Emergency Management Agency (FEMA)
Later uses: FEMA

II. APA Guidelines

A. Headings:

Headings are used to organize the paper and will usually follow the outline of the project or paper. The introduction of the paper does not carry a heading that labels it as the introduction.

1. Levels of heading establish the order of sections to orient the reader.
2. All topics of equal importance have the same level of heading throughout a manuscript.
3. Headings should be used consistently throughout the paper.
4. There are five levels of headings according to APA, but the associate’s degree nursing program is only using the first two levels.

Level I- **Centered, Boldface, Uppercase, and Lowercase**

Level II- **Flush Left, Boldface, Uppercase and Lowercase Heading**

5. Short papers and articles, such as those required in GHC’s Nursing Program, should only require one or two levels of headings.

**Examples:**

Example of Level I Headings:

> Putting into words an understanding of caring is a prodigious task.

This sometimes ethereal concept is viewed by society and by the nursing discipline itself, as the very core of nursing practice....

**Definitions of Caring**

Caring is a symbiotic, reciprocal relationship between two human beings. Caring is a connection that transforms both the carer and the....
Example of Level II Headings:

Uniform educational preparation for the nursing discipline remains elusive as the focus on expedient rather than…

Significance to Nursing

Nursing educational mobility to a baccalaureate level is significant to nursing for four reasons: (a) to replace an aging and retiring population

B. Numbers
1. The broad rule of APA style on the use of numbers is:
   a. Use figures (numbers) to express numbers 10 and above.
   b. Use words to express numbers below 10.
   c. Use words to express any number that begins a sentence, title or text heading.
   d. Use words to express common fractions.

C. Quotations
Direct quotations are direct quotes from another author's/publisher's work.

1. When quoting, always provide the author, year, and specific page citation or paragraph number for nonpaginated material in the text and include a complete reference in the reference list.

2. Direct quotations of less than 40 words are incorporated into the text and enclosed in double quotation marks.

3. If the quotation appears in mid-sentence, end the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence.
Example:

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

4. If the quotation appears at the end of a sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation mark outside the final parenthesis.

Example:

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Clark & Crain, 2006, p. 112).

5. Display a quotation of 40 or more words in a freestanding block of text, and omit the quotation marks. Start such a block quotation on a new line, and indent it five spaces from the left margin (in the same position as a new paragraph). Double-space the entire quotation. At the end of a block quotation, cite the quoted source and the page or paragraph number in the parentheses after the final punctuation mark.

Example:

Others have contradicted this view:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds of thousands of people gather in a location to perform a ritual or celebrate an event. (Purcell, 1997, pp. 111-112)
6. Quoting Online Material without Pagination.

   a. Credit direct quotations of online material by giving the author, year, and page number in parentheses.
   b. If page numbers are not utilized and count the paragraphs and use them in place of page numbers.

   Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

7. Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks.

D. Citing References in Text

1. References are cited in the text with an author-date citation system and are listed alphabetically in the reference list. Citation of an author's work identifies the source for readers, and enables readers to locate the source of information in the alphabetical reference list at the end of the paper.

2. All references listed in the reference listing must be cited in the text.
3. APA journals use the author-date method of citation; that is the surname of the author (do not include suffices, such as Jr., Sr., etc.) and the year of the publication are inserted in the text at the appropriate point. Examples of works with one author:

Rogers (1996) compared nursing theorists...
In a recent study of theorist (Rogers, 1996)...
In 1996, Rogers compared nursing theorists...

4. **When a work has 2 authors**, always cite both names every time the reference occurs in text.

Example:

Jones and Rogers (1996) studied...

5. **When a work has three, four, or five authors**, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by "et al." (not italicized and with a period after "al.") and the year if it is the first citation of the reference within a paragraph.

Example:

(first citation) Jones, Rogers, and Orem (1996) studied...

(subsequent citations) Jones et al. (1996) studied...

6. **When a work has six or more authors**, cite only the surname of the first author followed by "et al." (not italicized and with a period after "al.") and the year for the first and subsequent citations. In the reference list, however, provide the initials and surnames of each author.
Citation:
Rogers, et al. (1996)

Reference:

7. Join the names in a multiple-author citation in text by the word “and.” In parenthetical material, in tables and captions, and in the reference list, join the names by ampersand (&).
Example:
as Rogers and Smith (1996) studied...
has been studied (Rogers & Smith, 1996)...

8. The names of groups that serve as authors (e.g., agencies, corporations, universities) are usually spelled out each time they appear in a text citation. The names of some group authors are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a group author, use the general rule that you need to give enough information for the reader to locate the entry in the reference list without difficulty.

Example of citing a group that is readily identifiable by its abbreviation:
Entry in reference list:
Center for Disease Control and Prevention. (1999)
First text citation:
(Center for Disease Control and Prevention [CDC], 1999)

Subsequent text citations:
(CDC, 1999)

Entry in reference list:
University of Georgia. (1992)

All text citations:
(University of Georgia, 1992)
**E. Reference List**

1. The reference list is at the end of a paper and provides the information necessary to identify and retrieve each source.

2. The reference list must be double-spaced, and entries should have a hanging indent.

3. Each entry usually contains the following elements: author, year of publication, title, and publishing or retrieval data.

4. The reference list is alphabetized by the author's last name. Arrange entries in alphabetical order by the surname of the first author.

5. Multiple references by a particular author are ordered by publication data (oldest to newest).

6. All references cited in text must appear in the reference list.

7. Use commas to separate authors.

8. Place parentheses the year the work was published.

9. Only the first word of a title and subtitle (first word after a colon) of an article is capitalized. Title of books and journals are capitalized as written and italicized.

10. Give the volume number after the periodical title; italicize it. Do not use Vol. before the number. Also use the journal issue number if available in parentheses.

11. Give inclusive page numbers from your source.

12. For books, give the location where the publisher is located. Use a colon after the location and before the publisher.
F. **Electronic Sources and Locator Information**

1. Electronic Sources should contain the same elements, in the same order as a fixed-media source. Add as much electronic retrieval information as needed for others to locate the sources you cited.

2. Give the Uniform Resource Locator (URL) for each online source. Include the home page URL for the journal in the reference. Use this format: Retrieved from http://www.xxxxxxxxx
   Note: There is no period after the URL

Example:


The APA manual contains many examples of different reference types. The following examples are the most commonly used format.

**Periodical:**

**Journal article**


**Books**


Journal article, three-six authors-


Website with no author


ORDER OF MANUSCRIPT/PAPER:

a. **Title page** with running head for publication, title, and byline and institutional affiliation (separate page, numbered page 1). See example to follow.

b. **Text** (start on a separate page, header in all capitals, numbered page 2). See example to follow.

c. **References** (start on a separate page, header in all capitals). See example to follow

Sample pages to follow: These page images are for example only.
Caring Within Nursing Education

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In partial fulfillment for NURS 6000

April 24, 2010
Caring Within Nursing Education

Putting into words an understanding of caring is a prodigious task. This sometimes ethereal concept is viewed by society and by the nursing discipline itself, as the very core of nursing practice. Each hour of each day nurses care for clients, families, students, peers, and the community. Nurses generally form caring connections naturally, without delving into the deeper meaning of the concept. As nurse educators encourage students to create a theoretically-based personal definition of caring, subsequent caring relationships will only be enhanced by the deeper awareness ingrained into the nurse’s holistic self. The purpose of this paper lies in exploring, refining, defining, and analyzing the abstraction known as caring. Exploration of caring and review of caring literature in nursing academia, faculty, curricula, and student peer groups is paramount to the writer’s efficacy in nurturing and transforming students into caring nurses.

Definitions of Caring

Personal Definition

Caring is a symbiotic, reciprocal relationship between two human beings. Caring is a connection that transforms both the caretaker and the cared-for (Cara, 2001). Caring is abstract yet concrete. The transaction of caring involves creating connections and building bridges through compassion and empathy (Wilson, Grams, & Kosowsky, 1997). According to Bauer (1990), “caring involves an ongoing transformation for both the client and the nurse” (p. 21). It is through this transformation that empathy and compassion are deepened and the nurse and the client bond, forming a team (Wilson, et al., 1997). Nurse educators must model this
CARING WITHIN NURSING EDUCATION

References


