

Wegmans School of Nursing
American Psychological Association (APA) Formatting Expectations and Guidelines
(Revised 8/4/2020)

All papers written in WSON courses should follow the formatting requirements and standards found in the *Publication Manual of the American Psychological Association, 7th edition*. Listed below is a quick guide for finding common APA formatting requirements and examples in the APA manual. Refer to the specified sections of the manual for additional information and examples.

1. Title page with running head
 - a. Sections 2.3-2.8 pp. 30-38, Section 2.16-2.22 pp. 43-45
 - b. Example pp. 31 & 32
2. Page numbers/headers
 - a. Section 2.2-2.3 pp. 30, Section 2.16-2.18, pp. 43-44
 - b. Example p. 31 & 32
3. Spacing, margins, and paragraphs
 - a. Section 2.21-2.24 pp. 45-46
4. Font
 - a. Section 2.19, pp. 2.19
 - b. NOTE: The WSON expectation is the use of Times New Roman, 12 point font
5. Section headers and section labels
 - a. Section 2.27, pp. 47-48
 - i. See Table 2.3
 - ii. Examples pp. 48 & 49
 - b. Section 2.28, pp. 49
6. Lists
 - a. If the student chooses to bullet point or order by number/letter within a paper, it must be done by the APA formatting standards
 - b. Section 6.49-6.52, pp. 189-191
7. Abbreviations
 - a. Sections 6.24-6.31 pp. 172-178
8. Numbers
 - a. Sections 6.32-6.39, pp. 178-181
9. Statistics
 - a. Sections 6.40-6.48, pp.181-189
 - i. See Table 6.5
10. In-text citations
 - a. Appropriate Level of Citation: Section 8.1 pp. 254-354
 - b. Plagiarism/self-plagiarism: Section 8.2, pp. 254-256; Section 8.3, pp. 256-257.
 - c. Author-Date Citation System: Section 8.10, pp. 261-262
 - d. Parenthetical and Narrative Citations: Section 8.11, pp. 262-263
 - e. Citing Multiple Words: Section 8.12, pp. 263-264
 - f. Different types of citations (Sections 8.7-8.22, pp. 259-269). Most common:
 - i. Number of Authors to Include: Section 8.17, pp. 266
 1. See Table 8.1
 - ii. Works with Same Author/Same Date: Section 8.19, pp. 267
 - iii. Personal communications - Section 8.9 pp. 260-261
 - g. Examples pp. 50-67
11. Primary vs. Secondary Sources
 - a. Section 8.6, pp. 258
12. Paraphrasing & Quotations (**Quote properly, paraphrase preferentially**)
 - a. Paraphrasing: Section 8.23-8.24, pp. 269-270
 - b. Quoting: Sections 8.25-8.33, pp. 270-277

- i. Principles of Direct Quotation: section 8.25, pp. 270-271
- ii. Short Quotations: Section 8.26, pp. 271
- iii. Block Quotations: section 8.27, pp. 272-273
- iv. Examples (correct/incorrect): pp. 272

13. Reference list

- a. Reference Categories: Section 9.1, pp. 281
- b. Using the Webpages/Websites Category: Section 9.2, pp. 282
- c. Online and Print References: Section 9.3, pp. 282-283
- d. Principles of Reference List Entries: Sections 9.4-9.6, pp. 283-285
 - i. See Figure 9.1 & Table 9.1
- e. Reference Elements: Sections 9.7-9.37, pp. 285-301
- f. Reference List Format/Order: Section 9.43-9.50, pp. 303-306
- g. Reference Examples: Sections 10.1-10.16, pp. 316-352. Most common:
 - i. Periodicals: Section 10.1, pp. 316-321
 - ii. Books/Reference Works: Section 10.2, pp. 321-326
 - iii. Edited Book Chapters/Entries in Reference Works: Section 10.3, pp. 326-329
 - iv. Online Media: Section 10.15, pp. 348-352

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