APA Manuscript Format (6th Edition *Publication Manual*, 3rd printing)

[page numbers below refer to the APA manual]

Page Setup [see pp. 42-44, 228-230]

- 1-inch margins
- double-spaced lines
- no extra space between paragraphs or sections (set 'Before' & 'After' to 0 in Paragraph Format)
- flush-left and ragged-right margins
- first line of each paragraph is indented ½-inch (except for Abstract—see below).
- Arabic page numbers (i.e. 1, 2, 3) begin on title page, top-right
- a running head top-left on every page (omitting the words "Running head" on 2nd and subsequent pages)
- Times New Roman 12-point font
- 2 spaces after the periods that end sentences (but not after periods used for other purposes)

Title Page [see pp. 23, 41-44, 229]

- includes full **title of manuscript** in upper- and lowercase
  - preferably, no more than 12 words in title
  - double-spaced if the title is longer than 1 line
  - centered, in the upper half of the page
- includes name(s) of **author**(s) one double-spaced line below title
- includes institutional affiliation: **course name and institution** (e.g., Nursing 1111, Mount Royal University) one double-spaced line below name of author
- includes a header with two parts:
  - **page number** [see pp. 229-230]
    - title page has page number 1 on the top-right
    - click Insert⇒Header⇒Blank⇒Page Number⇒Top of Page⇒Plain Number 3
    - with the cursor to the left of the page number 1, type in your **running head** (see below)
  - **running head for publication** [see p. 230]
    - includes the words "Running head" followed by a colon, a space, and an abbreviated title (less than 50 characters, counting letters and spaces) in all upper-case letters
    - after typing Running head: ABBREVIATED TITLE to the left of the page number, hit Tab once or twice to place your running head flush with the left margin while the page number remains flush with the right margin

Abstract (if required) [see pp. 25-27, 41, 229]

- begins on a new page that follows the title page and is numbered as page 2
- includes running head (but the phrase "Running head:" does not appear after the title page)
- includes Abstract heading (with no bold) centered at the top of page (format is double-spaced with 0 space before and after paragraph)
- begins the paragraph text on the line below the title and has no indentation
- is between 150 and 250 words (check requirements with instructor)

First Page of Text [see pp. 27, 42, 229]

- follows the Abstract or the title page (if there is no Abstract)
- includes header with title in caps (left justified) and page number (either 2 or 3)
- has full manuscript title at top of page, centered – with no bold
- does not have an Introduction heading

Levels of Heading [see pp. 42-47, 62-63]

- APA describes headings, subheadings, and sub-subheadings as levels 1, 2, 3, 4, or 5.
- Format each level of heading and the text that follows it according to the description below.
- See pp. 62-63 and sections 3.02-3.03 of the APA *Publication Manual*, 6th edition, 3rd printing for heading format information and examples.

APA Level of Heading	Format
1	**Centered, Bold, Uppercase and Lowercase** Your paragraph text begins a double-spaced line below the heading (also double-spaced with 0 spacing before and after), with ½-inch indentation at the start of each paragraph. Note: Headings for Title, Abstract, and References are not in bold but otherwise follow Level 1 format.
2	**Flush Left, Bold, Uppercase and Lowercase** Your paragraph text begins a double-spaced line below the heading, with ½-inch indentation at the start of each paragraph.
3	**Indented, bold, lowercase, and ending with a period.** Your paragraph text begins two spaces after the period at the end of the heading.
4	***Indented, bold, italicized, lowercase, and ending with a period.*** Your paragraph text begins two spaces after the period at the end of the heading.
5	*Indented, italicized, lowercase, and ending with a period.* Your paragraph text begins two spaces after the period at the end of the heading.

Organizing Your Paper with Headings

Depending on how complex your topic is, you may want to organize your paper with headings and subheadings, and even sub-subheadings (but check with your instructor if s/he wants headings at all). The most commonly used organizational format is two or three levels of headings, but this varies with a paper's length and complexity.

Sample Paper

See the brief sample paper that follows, which uses two levels of headings (i.e., main headings are Level 1, with Level 2 subheadings). Note that the title repeated at the top of page 2 has no bold.

Does Stereotyping of Patients by Nurses Affect Care in Hospital Settings?

Jane Doe

ID #123456789

Nursing 1111

Mount Royal University

Jack Person, Instructor

Abstract

For the abstract, write a 150-250 word summary of the paper on the second page. Note the format for the paragraph, which is not indented. The abstract should include the key points you discuss in the paper as well as any conclusions you have drawn. For example, you might write the following for this sample paper. Two types of stereotyping, racial stereotyping and illness stereotyping, are defined in this paper according to a health care perspective. Generally, nurses' perceptions are that stereotyping does not occur in hospital settings. However, patients' perceptions are that illness stereotyping is common while racial stereotyping is somewhat less common. Effects of stereotyping can be divided into physical, psychological, and social outcomes and may include, for example, inadequate care, lower self esteem, and social isolation. Nurses need to become more aware of their own biases and stereotyping tendencies and actively work to overcome these to ensure optimal patient care.

Does Stereotyping of Patients by Nurses Affect Care in Hospital Settings?

Write the introduction to the paper (without an Introduction heading because it is assumed). Be sure to clearly state the issue as you see it along with your thesis statement. Outline what you plan to discuss in the following pages.

The Nature of Stereotyping (a main Level 1 Heading)

Present your summary of the literature regarding stereotyping. Perhaps you will discuss the idea that stereotyping occurs on the basis of many different characteristics.

Racial Stereotyping (a sub Level 2 Heading)

Discuss how racial stereotyping is a very real concern given the increasing ethnic diversity of Canada.

Illness Stereotyping (a sub Level 2 Heading)

Discuss how stereotyping occurs on the basis of diagnosis.

Nurses' Perceptions of Stereotyping (a main Level 1 Heading)

Present your summary of the literature regarding nurses' attitudes and perceptions of the existence of stereotyping in the health care system. You might include Level 2 subheadings.

Patients' Perceptions of Stereotyping (a main Level 1 Heading)

Present your summary of the literature regarding patients' attitudes and perceptions of the existence of stereotyping in the health care system. You might include Level 2 subheadings.

Effects of Stereotyping on Health of Patients (a main Level 1 Heading)

Discuss possible outcomes of stereotyping for patients. Perhaps you will divide the discussion with subheadings in the following manner.

Physical Effects of Stereotyping (a sub Level 2 Heading)

Discuss positive and negative physical health outcomes.

Emotional Effects of Stereotyping (a sub Level 2 Heading)

Discuss positive and negative physical health outcomes.

Social Effects of Stereotyping (a sub Level 2 Heading)

Discuss positive and negative physical health outcomes.

Conclusion (a main Level 1 Heading)

Summarize the key points of the paper and draw a conclusion regarding your thesis in light of the literature reviewed.

References

Canadian Nurses Association. (2008). *Code of ethics for registered nurses*. Retrieved from

      http://www.cna-aiic.ca/CNA/documents/pdf/publications/Code_of_Ethics_2008_e.pdf

New Zealand scraps short-stay rewards in maternity wards. (2007, November 27). *Globe and

      Mail*. Retrieved from http://www.theglobeandmail.com/

Numminen, O. H., & Leino-Kilpi, H. (2007). Nursing students' ethical decision-making: A

      review of the literature. *Nurse Education Today, 27*, 796-807. doi:10.1016

      /j.nedt.2009.07.013

Seal, N., & Yurkovich, E. (2009). Physical activity within rural families of overweight preschool

      children: A pilot. *Online Journal of Rural Nursing and Health Care*, *9*(1), 56-68.

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