

Troy University School of Nursing

Graduate Guide for Scholarly Writing (APA 6<sup>th</sup> ed.)

This guide is to assist the graduate student in utilizing the American Psychological Association (APA) format and writing in a professional style. It is not meant to replace the APA publication manual. The focus of this guide is to help the graduate student in areas students have historically had difficulty. For additional assistance in writing the student is directed to the Writing Center at <http://troy.troy.edu/writingcenter/index.html> and for the Troy University APA documentation guide the student is directed to the Writing Center handouts section at <http://troy.troy.edu/writingcenter/research.html>. **Students are expected to use the sixth edition APA publication manual**, published 2010.

Solutions for problem areas:

1. **Paraphrase** information, and **avoid long quotes**. This will require time and effort. Do not plagiarize or self-plagiarize. [see pp. 15-16, 170-173.]
2. **Paragraphs that are paraphrased from one reference** require only one citation at the end of the paragraph.
3. As a general rule, **direct quotes comprise 10% or less** of a professional paper.
4. For an example of a **title page**, see pp. 41. For a description see page 229.
5. For correct use of **headings**: see pages 62-63. The major sections of a paper usually serve as Level 1 headings.
6. Use a **running head** with page numbers [page 229]. To insert a running head, use the “header” function in Microsoft Word.
7. Students are responsible for **proofreading the final draft** of the paper. Students must use the software required by the Troy University School of Nursing. Other software frequently changes the format resulting in incorrect formatting.

Software: Word processing software compatible with Microsoft Office 97 or Office 2000 and Acrobat Reader (downloadable free from internet). Students with Microsoft Vista often have Microsoft Office 2007. Documents created in Office 2007 must be “down-saved” to Word 97-2003 file type (click on down arrow on *Save As File Type* line, select Word 97-2003) prior to submission to faculty.

8. **The formal papers, required in graduate courses, must be written using professional resources for references**, such as professional journals, professional books and professional or government web sites such as American Nurses Association, National Institute of Health, and Healthy People 2010. Usually personal or public web sites, special interest websites, newspapers, or magazines are not considered professional

publications and may not be used without special permission from the instructor. Wikipedia is NOT an acceptable resource.

9. **Every citation in the body of the paper must have a corresponding reference listed on the reference list**, except personal communication from an expert. See pages 174-179.
10. **Every reference in the reference list must be cited in the body of the paper.** See pages 180-205+.
11. For correct use of **et al.** see pages 108 and 175.
12. For correct use of **abbreviations.** see pages 106-111.
13. APA recommends **not using third person**, see page 69.
14. For correct use of **numbers** see pages 111-112.
15. **Electronic references.** Students are reminded to refer to the APA textbook for other types of electronic references. [see pages 187-192]. Use the “doi” (digital object image) if available. If no doi has been assigned, provide the home page URL of the journal or of the book or report publisher. Always check URLs to make sure the links are correct prior to submitting the paper.

### Examples of References

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Bedinghaus, J., Leshan, L., & Diehr, S. (2001). Coronary artery disease prevention: What's different for women? *American Family Physician, 63*(7), 1393-1400.

Eaton, S., Brent, S., Shah, N. & Masters, G. (2008). Expenditure on diabetes treatments and achievement of glycoemic control: Retrospective analysis. *Diabetic Medicine, 25*, 738-742. doi: 10.1111/j.1464-5491.2008.02429.x

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U.S. Department of Health and Human Services. (2000). *Healthy People 2010: Understanding and improving health* (2<sup>nd</sup> ed.). Washington, DC: U.S. Government Printing Office.

U.S. Department of Health and Human Services. (2005). *Healthy People 2010: The cornerstone for prevention*. Retrieved from <http://www.healthypeople.gov/Publications/>

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The student is referred to the 6<sup>th</sup> edition of the APA Manual: Do not use the first printing, there were many errors. Check the copyright page for 2<sup>nd</sup> or later printing.

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association.