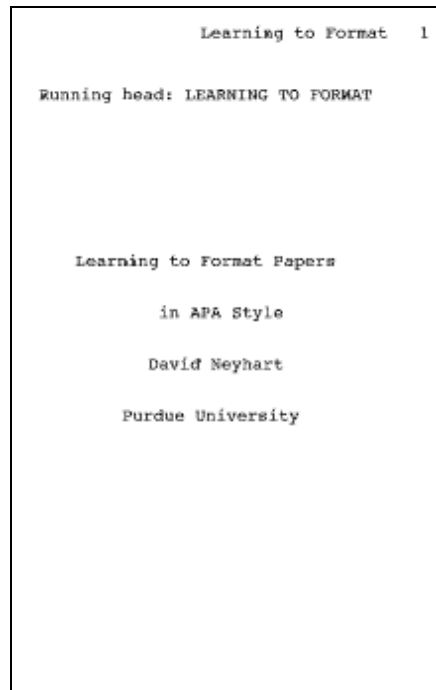


**OHSU School of Nursing – Ashland Campus
APA Paper Format Guidelines**

1. Papers should be double-spaced with a one-inch margin on all sides. A 12-point font should be used. **Directions for Word:** From File menu select page setup – set margins to one inch right, left, top and bottom. Under Format, select font. Select a font that is 12-point size. Under Format, select paragraph. Under “line spacing” select double
2. Page numbers should appear in the upper right hand corner of all pages, starting with the title page. **Directions for Word:** Under Insert, select page numbers. Position page numbers on top right and show page number on first page.
3. The title page should appear separately on the first page and include the title of the paper, author and affiliation (Class name, date) centered in the middle of the page. Think of a title for your paper. On the title page, centered in the middle of the page, write the title. Below that type your name, on the next line type the name of the class. On the next line type today’s date. When you hand in your paper, update that to the current date.
4. An abbreviated title should be inserted as a header to appear in the upper right corner on all pages. On the title page it should be listed, left-justified, at the top of the page. In this example, the title of this paper is “Learning to Format Papers in APA Style”. The running head “Learning to Format” should appear on all pages, right-justified, at the top of the page. On the title page only, at the top of the page, left-justified, the author had identified the running head as “Running Head: LEARNING TO FORMAT”. Do not include quotation marks. **Directions for Word:** Think of a shortened name for your title. On the top of the first page, left-justified, type Running Head: SHORTENED TITLE. Select View and then Header and Footer. In the Header, click Right Justified and then type in your Shortened Title.



5. The text of the paper should start on a separate page.
6. Major headings of the paper are italicized and left justified. Sub-headings are also italicized and indented, followed by a period.
7. References appear at the end of the paper and begin on a separate page, under the label “References”, which is centered with no quotation marks or italics.
8. APA Referencing From Electronic Sources

Internet articles that also exist in print form

Reference these exactly like you do regular print journal, but place in brackets [Electronic version] after the title of the article, such as:

Arévalo, M., Jennings V., & Sinai, I. (2002). Efficacy of a new method of family planning: the Standard Days Method [Electronic version]. *Contraception* 65 (5), 333-338.

Internet-only sources

Internet –only sources should include the following, when available:

- Author
- Date of article – if there is no date, indicate (n.d.)
- Title
- Date retrieved
- URL site

Examples:

Hawaii Census 2000. (2002). *Education and civilian labor characteristics for the state, counties, and islands*. Retrieved March 7, 2003, from <http://www.state.hi.us/dbed/census2k/>.

Alan Guttmacher Institute. (n.d.). *Issues in brief: U.S. policy can reduce cost barriers to contraception*. Retrieved March 12, 2003, from www.guttmacher.org/pubs/ib_0799.html

9. When interviewing an expert on a topic, a personal communication is cited in the text of the paper but not listed in the references. In parentheses, cite the name of the expert, the words Personal Communication, then the date of the interview. An example follows:

For Native Hawaiian women an additional aspect of communication had to do with the importance of disclosure by the provider regarding whom the provider knew or was related to in the community. This is consistent with cultural values and traditions in the Hawaiian community. “Hawaiian people want to know the personal background of people with whom they are dealing.” (Molly Summers, Personal communication, October 21, 2004)