APA Formatting for Nursing Student Papers

Your Name

University of Calgary in Qatar

Course Code

Your Instructor’s Name

Due Date

The full title of your paper should be no more than 12 words (APA, 2010, p. 23).

The course code, instructor’s name, and date are sometimes requested for student papers. Always ask your instructor.

Date format
Month Day, Year e.g., September 6, 2016

The “running head” is a shorter version of your full title and is no more than 50 characters long (this includes spaces and punctuation). Use all upper-case letters (APA, 2010, p. 229).

The words “Running head” are used on the first page only. The word, “Running” is capitalized but “head” is not (Hume-Pratuch [APA], 2012).
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The first line of each paragraph is indented by one tab, about 5-7 spaces or 1.27 cm. The default setting in Microsoft Word is acceptable.
References


The "hanging indent" format is used to separate each entry; do not add extra spaces between reference entries (APA, 2010, p. 37).

The references list is double-spaced (APA, 2010, p. 37).

The word *References* is centred at the top of the page (APA, 2010, p. 37). Use plain text (no bold, no italics).
Appendix

Using Microsoft Word to Format APA Documents

Thank you for attending the APA Formatting workshop in the Learning Commons. In addition to workshops, you can always drop by or make an appointment with a Writing Specialist. For appointments, go to https://ucalgary.mywconline.com.

Formatting an APA Document Using Word Functions

Begin with your title page (first page). Save your document in MyDocuments. Use the Font dialogue box to set your font for the entire document.

**Instructions**

1. Click the Font toggle-button
2. Select “Times New Roman,” “regular style” and size 12 from the pull-down boxes
3. Click “Set as Default”
4. Click “All documents”

This method will set up all your documents from now on with an APA standard font.

**APA says...**

Times New Roman 12-point font is preferred for document text because it’s easier to read.

Your tables and figures in a document, as well as posters and power-point presentations, can use a sans-serif font like Arial or Calibri (APA, 2010, p. 229).

(Note: text-heavy tables look less “busy” with a sans-serif font).
STEP 2

**Paragraph (text) Settings**

Instructions

1. Click the paragraph toggle icon to select the paragraph default settings

2. Select the following options:
   - Line spacing = double
   - Check the box for “Don’t add space ...”
   - Set As Default
   - All documents based ....
   - OK

APA says...

All spacing (except for tables and figures) should be set to “Double.”

Do not add extra space between paragraphs or reference entries.

Indent the first line of each paragraph.

STEP 3

**Running Heads**

The “running head” is a shorter version of your full title and is no more than 50 characters long (this includes spaces and punctuation). Use all upper-case letters (APA, 2010, p. 229). The words “Running head” are used on the first page only. The word, “Running” is capitalized but “head” is not (Hume-Pratuch [APA], 2012).

3.1

Select the “Insert” tab on the Word menu bar; Select the “Header” tab and “Blank.”
APA says...

Number all of your pages beginning with the title page as page 1.

Use automatic functions in word processor program; do not manually type running heads and page numbers (APA, 2010, p. 230).

Instructions - header

1. Click the “Different First Page” box. **Note:** When you click on “Different First Page,” your header and the “Type here” box will disappear. Don’t worry – you can retype your header.

2. Repeat Step 3.1: Select the “Header” tab and “Blank.”

3. Place your cursor in the “Type here” box – type your running head as shown on page 1 of this handout (include the words “Running head”).

Instructions

1. Place your cursor right after the header without a space between.

2. Select “Page Number” and from the pull-down menu, select “Current Position” and “Plain Number”

3. Tab once or twice until your page number is at the margin on the right (do not tab too much or your page will move to a separate line).

4. You will repeat Steps 3.2 and 3.3 for the second page after you have created your title page (next).

5. Exit the header area by clicking on “Close Header,” pressing the Esc key, or by clicking in the main part of your page.
**APA FORMATTING**

**STEP 4** Title Page

Instructions

1. Make sure your cursor is not in the header area (select “Close header”).

2. Press the Enter key about 3 times for a title in the top half of the page or press more if you want your title in the centre of the page.

3. Type your title and other information as shown on page 1 of this handout.

4. Select all the text of the title and then select the “center” justified icon on the Word menu.

**STEP 5** Page 2

Instructions

1. Place your cursor below the title area and select “Insert” and then “Page Break.”

2. Repeat Step 3 for the heading procedure for the second page. Do not use the words “Running head.”

3. Copy and paste your title from your title page and place it on the first line of page 2.

4. Select “Enter” to move your cursor down the page a little and then select “Insert” and “Page Break.” This will take you to page 3 for your references list.
Instructions

1. Make sure you have inserted a page break before the references list page (see Step 5.4).
2. Type the word, References, on the first line of the page.
3. Center this heading (do not use bold letters).
4. Press the Enter key to move to the next line.
5. Select the left-justify option in the Paragraph area.
6. Open the Paragraph dialogue box to create hanging indents.
7. At the “Special” option, select “Hanging”
8. At the “By” options, make sure it is set at 0.5.

Visit the Writing Centre in the Learning Commons if you need further assistance with this or with other APA and writing concerns: http://www.ucalgary.edu.qa/learning-commons/writing-centre.

You can also reserve an appointment directly in our schedule at https://ucalgary.mywconline.com

Falina Norred, University of Calgary in Qatar, December 2017