How to Use This Guide

Welcome to the APA (American Psychological Association) 7th edition guide for healthcare programs at TCC. This guide contains information on how to cite some of the most common sources you will have to use in your research papers and projects as a healthcare student. While there are many other source types—such as podcasts, television shows, and Instagram posts—you are unlikely to encounter them as required sources for the assignments in your program, so they are not included in this guide.

Skim through the table of contents and the guide itself to get an idea of how an APA paper is supposed to look, and how to write proper APA citations for different sources. For instance, by looking at the In-Text Citations section, you can see that your in-text citations will look different based on how many authors your source has, when it was published, and whether the information is a direct quote or a paraphrase (in your own words). By looking at the References Page section, you can see that the citations on your references page will differ based on the number of authors it has and whether the source is a book, journal article, website, or video. This will help you when you want to cite a specific source for a class assignment. If you’re not sure how an APA essay or your References page is supposed to look, turn to the APA Annotated Sample Essay, APA Annotated Sample References Page, or the Long Sample References Page.

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Ghazvini Library gchellc@tcc.fl.edu (850) 558-4537
Main TCC Library Reference library@tcc.fl.edu (850) 201-8383
Website tcc.fl.edu/library
The text on your title page must be centered, double-spaced. This is an example based on the content of this APA guide. Your title page should include:

**Title of Paper**

Your Name

Division of Healthcare Professions, Tallahassee Community College

Course Code: Course Title

Your Instructor’s Name

Date in “Month day, year” format

APA permits any accessible serif or sans-serif font, including Calibri 11 and Times New Roman 12. Check with your instructor to see if they have a font preference.

Always double-space.

Always use 1-inch margins.
APA 7th Edition Style Guide for Healthcare Programs

The next two pages contain an example of the body of an APA style paper. The first line of each paragraph is indented to five spaces, which is accomplished by pressing the ‘tab’ key. As on the first page, the body of the paper is in double-spaced Calibri 11-point font. This sample essay will be used to show two examples of in-text citations. The full citations will appear on the references page.

The journal article “The Three-Minute Appraisal of a Randomized Trial” has three authors. Because it has more than three authors, this article is cited using the format (Author et al., year). This can be a direct quote, such as “Randomization of subjects into control group and experimental groups is crucial for a study’s validity” (Godin et al., 2011, p. 194). Because this is a direct quote, the page number is mandatory.

If a concept from the article is paraphrased, as in the following sentence, the page number is optional.

When possible, participants in a study should not know if they are in the experimental or control group, so as to avoid the placebo effect (Godin et al., 2011).

The book Essentials of Psychiatric Mental Health Nursing: Concepts of Care in Evidence-Based Practice has two authors. Because there are between one and two authors, their names are used every time the book is referred to in the paper. When using in-text citations, it is also appropriate to write the authors’ names outside of parentheses, as long as the year is in parentheses immediately following the authors’ names. To cite a direct quote in this format, the page numbers must also appear in parentheses following the quote itself. This is an example. According to Townsend and Morgan (2017), “Studies have correlated a decrease in lymphocyte functioning with periods of grief, bereavement, and depression, associating the degree of altered immunity with severity of the depression” (pp. 33-34). The preceding citation is also an example of how to cite a direct quote that spans two pages. The next sentence is an example of a paraphrase from this book. Hormones released during stress can suppress the body’s
immune system, contributing to physical illness (Townsend & Morgan, 2017). Again, because there are only two authors, both names are used every time this work is referred to in the text.

The format and examples of more types of in-text citations will be provided later in this guide. This sample essay demonstrates how the in-text citations of two common source types appear in an APA paper, and is intended to be helpful for healthcare students at Tallahassee Community College. The following page is a references list based off of the sources cited in this sample essay.
The word References is centered on the first line of the page. It is not bolded, italicized, or underlined.


For your references list, use a hanging indent; indent the second line to five spaces instead of the first. Do this by going to paragraph > indent > special > hanging.

Your references list must be in alphabetical order by the first word in the citation. This is usually the author, but if there is no author, the source is alphabetized by title.

The following page is an example of an APA References page with more sources.
References


https://chem.nlm.nih.gov/chemidplus/name/caffeine


https://www.cdc.gov/mmwr/volumes/68/wr/mm6817a2.htm?s_cid=mm6817a2_w


Style

PROFESSIONAL WRITING

APA permits use of both the active voice and the passive voice, depending on the focus of the sentence. Sentences in active voice are in **subject-object** format, e.g., “Jones planted a tree.” Sentences in passive voice are in **object-subject** format, e.g., “A tree was planted by Jones.” Which you use depends on the appropriate focus for that sentence. For instance, if you are discussing the efficacy of a particular medication, you may write: “Drug X is frequently taken by patients with the following condition.” This is in the passive voice, with the focus on the sentence on Drug X. If you are discussing a drug a patient you see in clinicals happens to be taking, you may write: “The patient takes 500mg of Drug X twice daily with meals.” This is in the active voice with the focus appropriately on the patient.

USING PRONOUNS

When you are describing your personal experiences, such as a patient you are treating in clinicals, APA accepts the use of the first-person “I”. If you are describing something you did as a part of a group, APA accepts the use of the first-person “we”. It does not accept the use of the general or editorial “we”, e.g., “In the United States, we . . .” What does this “we” mean? Everyone who lives in the United States? Nurses in the United States? All medical professionals in the United States? You must be more specific in your paper. Although APA accepts the use of these first-person pronouns, please check your instructor’s directions for each assignment and follow their directions on first-person pronoun use.

When referring to people in general or someone whose gender is not specified, use the singular they, not “he”, “she”, “he or she”, “(s)he”, “s/he”, etc. Refer to a specific person with he, she, they, or other gender-neutral pronouns, depending on their preference. This is professional and part of APA.

PLAGIARISM

You do not have to cite common knowledge. This includes information any reasonable adult could be expected to know. You do not need to provide a source for well-known facts like “the sky is blue” or “a broken leg is painful”. You do need to provide a source for everything else, including any information you get from books, articles, videos, websites, and so forth. If you do not provide both in-text citations and citations on your references page, this is considered plagiarism, and your instructor may give you a zero on your paper.

An in-text citation must appear every time you use information from a source, whether you are taking a direct quote from the source or paraphrasing. When paraphrasing, you do not have to cite after every single sentence, but you should cite every concept. So, if you are summarizing a concept in 3-4 sentences, it is appropriate to cite at the end of this summarization. When using a direct quote, you must provide an in-text citation every time. If you do not do so, it is considered plagiarism. If you do not put quotation marks around your direct quote, even if you use the correct in-text citation, it is considered plagiarism.

In-Text Citations: Format and Examples

In-text citations have three parts: author, publication year, and page number. Citations can follow a paraphrase, direct quote, or block quote. Each of these elements are explained in this section.
Part 1: Author(s)

1-2 Authors: If a source has one or two authors, use the last name or names every time you write an in-text citation. This will look like (Author, year) for paraphrases, and (Author, year, p. #) for direct quotes. The following journal article has two authors.


- This is how to paraphrase from the above article (Lang & Teich, 2014).
- Or: According to Lang and Teich (2014), here is a paraphrase from the article.
- "This is how to quote from the above article" (Lang & Teich, 2014, p. 485).
- Or: In this article, Lang and Teich (2014) argue, “Here is a direct quote” (p. 485).
- “This is how to cite a direct quote that spans two pages” (Lang & Teich, 2014, pp. 485-486).

3+ Authors: If a source has three or more authors, use only the first author’s last name followed by et al. every time you write an in-text citation. This will look like (Author et al., year), or (Author et al., year, p. #) for direct quotes. The following journal article has three authors.


- This is how to cite this article every time it is referenced in a paper. (Marcias et al., 2017).
- Or: According to Marcias et al. (2017), “Here is a quote” (p. 90).

Organization as Author: Some sources list an organization as an author. For well-known organizations, the full name of the organization must be written the first time you write an in-text citation, followed by the abbreviation in [brackets]. Every time after that, use only the abbreviation. This will look like (Name of Well-Known Organization [NWKO], year), or (Name of Well-Known Organization [NKWO], year, p. #) for direct quotes, the first time it appears in-text. Every time after that, use (NKWO, year) or (NKWO, year, p. #) for direct quotes. The following book has an organization as the author.


- This is how to cite this book the first time (American Nurses Association [ANA], 2015).
- This is how to cite this book every time after that (ANA, 2015).

When a web page does not have a personal author, the name of the website is used in place of the author’s name.


Part 2: Publication Date

The publication date is written after the author’s name. When citing books and journal articles, it is appropriate to only include the year of publication, even if a month is provided. If no publication date is
provided, replace the year with the letters n.d. This will look like (Author, n.d.). The following example does not have a personal author, so the name of the website is used instead.


https://chem.nlm.nih.gov/chemidplus/name/caffeine

- This is how to cite this web page in-text (ChemIDplus, n.d.).

**PART 3: PAGE NUMBERS**

In APA in-text citations, page numbers are only necessary if you are citing a direct quote. They are optional if you are paraphrasing. This will look like (Author, year, p. #) for quotes on a single page, and (Author, year, pp. #-#) for quotes spanning two pages. The following journal article has numbered pages. There is a dash between the first two initials because the author has a hyphenated name.


- “Here is how to quote from this article” (Meshikhes, 2015, p. 160).
- “Here is how to quote from this article if the quote spans two pages” (Meshikhes, 2015, pp. 160-161).
- Or: According to Meshikhes (2015), “Here is a direct quote that spans two pages” (pp. 160-161).

**Websites**: Some web sources will have paragraph or location numbers instead of page numbers, but most do not have any numbered pages, paragraphs, or locations. In this case, you can use the section name and count the number of paragraphs in the section to find your paragraph number. This will look like (Author, year, Section Name section, para. #). Longer section names can be shortened.


https://medlineplus.gov/ency/article/007209.htm

- “Here is how to quote from this web page” (MedlinePlus, 2019, Description section, para. #1).

**PART 4: PARAPHRASES, QUOTES, BLOCK QUOTES**

The following journal article will be used as an example for each of these.


**Paraphrases**: When you paraphrase information, you put it in your own words. Even if you paraphrase, you still must use in-text citations every time. Failing to do so is plagiarism. You do not have to include a
There is not clear evidence to support that a single device or technique is the best one for airway clearance. Since looking through the literature can take a long time, it is beneficial to locate resources that help synthesize and identify barriers to the needed information. (Volsko, 2013).

According to Volsko (2013), there is not clear evidence to support that a single device or technique is the best one for airway clearance. Since looking through the literature can take a long time, it is beneficial to locate resources that help synthesize and identify barriers to the needed information.

Direct Quotes: You must put “quotation marks” around all words you take directly from your source. Including page numbers for direct quotes is mandatory. Failing to use both quotation marks and the proper parenthetical citations is plagiarism. Here are two ways a direct quote from the example article can be written if the quote is on one page, followed by two ways to write a quote that goes from one page to the next.

- “Spinal cord pathology and/or diseases of the neurorespiratory system can impact the control of motor nerves, and, depending on the level of insult, interrupt or weaken respiratory muscle function” (Volsko, 2013, p. 1672).
- According to Volsko (2013), “Spinal cord pathology and/or diseases of the neurorespiratory system can impact the control of motor nerves, and, depending on the level of insult, interrupt or weaken respiratory muscle function” (p. 1672).
- “There are a variety of factors that can interfere with the body’s natural defense mechanism, making it difficult to mobilize and evacuate secretions from the airways” (Volsko, 2013, pp. 1669-1670).
- According to Volsko (2013), “There are a variety of factors that can interfere with the body’s natural defense mechanism, making it difficult to mobilize and evacuate secretions from the airways” (pp. 1669-1670).

Block Quotes: If you would like to use a quote with 40 or more words, you must begin it on a new line and indent the entire quote to five spaces. You can either use a narrative citation before the quote, as in the example below, or you can use a parenthetical citation after the quote, as in the first bullet above.

Volsko (2013) summarized the challenges of airway clearance therapy:

ACT has for decades been considered one of the cornerstones of therapy for the prevention and treatment of pulmonary disease and neurorespiratory dysfunction. Although there are methodological challenges that make it difficult to evaluate the clinical efficacy of ACTs clinically, literature does exist to guide our practice. An integral knowledge of ACTs (limitations of use derived from the literature, recommendations from narrative and systematic reviews, and evidence-based clinical practice guidelines), device performance, and patient characteristics
(disease state, lung and muscle function, cognitive ability, preferences) is needed to construct evidence-based approaches to guide care. (p. 1676)

References Page: Format and Examples

While all APA citations follow the same general rules, the content of the citations on your references page will vary depending on the type of source you are citing, such as a book, book chapter, journal article, video, etc.

Note on URLs: When a citation includes a URL, it is acceptable to format it either as a hyperlink (blue color + underline) or plain text (the same as the rest of your citation). Make sure all the URLs on your References page have the same format, either hyperlinked or not.

AUTHOR(S)

1 Author: Use the format Author, A. A. If no second initial is provided, only use the first.


2 Authors: Use the format Author, A. A., & Author, B. B.


3-20 Authors: Use the format Author, A. A., Author, B. B., Author, C. C., & Author, D. D.


21+ Authors: List the first 19 authors and then write an ellipsis . . . before the last author. Do not use the ampersand &.


https://doi.org/10.1159/000490551
**Organization as Author:** Write the full name of the organization. Use the format: Name of Organization. When the publisher is also the author, omit publisher name at the end of a book citation.


**Books**

Most of the information you need to cite a book can be found on its title and copyright pages.

**Basic Format:**


**Title and Subtitle:** Italicize the title. Only capitalize the first letter of the title and the first letter of the subtitle, if there is a subtitle. Other words in the heading should be in all lowercase, unless they’re proper nouns or abbreviations (CPR, EKG, etc.).


**Edition:** If a book, such as most of your textbooks, is published in different editions, the edition is included in the citation. In this case, the period goes after the closed parentheses of the edition rather than immediately after the title of the book.


**Editors:** Some books have an editor instead of an author.


When there are two or more editors, the (Ed.) above turns into (Eds.). *Be careful not to confuse this* (Ed.) *with the edition (ed.) that follows the title.*


**Book Chapter or Section:** Here is how to cite one chapter from the above book. Use this format when you have only read one chapter/section, or a small number of chapters/sections, rather than the whole book.

Author, A. A. (publication year). Title of chapter. In A. A. Editor (Ed.), *Title of book: Subtitle of book* (pp. #-#). Publisher.

**Book Chapter or Section with an Edition:** If you are citing a book chapter or section from an edition, the page numbers of the chapter and the edition number go together in parentheses after the book title.


**E-Books:** After Publisher, add the DOI or non-database URL. When citing an e-book from the TCC Libraries databases, include the DOI if available. Do not include the URL or permalink. Do not indicate which database the e-book came from.


*Example*: book from a TCC Libraries Databases, no DOI.


*Example*: book from the TCC Libraries Databases, with DOI.


*Example*: book from the web. Do not put a period after the URL.


[https://hdl.handle.net/2027/mdp.39015014465861](https://hdl.handle.net/2027/mdp.39015014465861)

**JOURNAL ARTICLES**

Most, if not all, of the APA papers you write at TCC will require you to cite a peer-reviewed journal article. While there are some print journals at the Ghazvini Library, the electronic versions of these and many other articles can be accessed online through the library databases.

**Basic Format:**

Author, A. A. (publication year). Title of article: Subtitle of article. *Title of Journal, volume#(issue#), page#-page#*.

**Optional Additions:** If you find your article online, it may have a DOI. See DOI section on next page.

**Article Title:** Follow the same capitalization rules as you would for book titles, but DO NOT italicize the article title. Capitalize only the first letter of the title and the first letter of the subtitle, if there is a subtitle. Proper nouns and abbreviations (CPR, EKG, etc.) should be capitalized.
**Journal Title:** DO italicize the title of the journal in which the article appears. It should follow normal grammatical capitalization rules.

**Volume and Issue:** The volume number is italicized. The issue number, which appears in parentheses, is NOT italicized. There is no space between the volume number and the parentheses around the issue number. Some journals do not have an issue number. In that case, the comma after the issue number immediately follows the volume number instead.

*Example:* Volume and issue.


*Example:* Volume, no issue.


**DOI:** This stands for “digital object identifier”. It corresponds to a specific journal article. A DOI begins with [http://doi.org/](http://doi.org/) and functions as a link back to a specific article. Not all articles have a DOI.


**WEBSITES**

Website citations end with the URL. DO NOT put a period after the URL. URLs may be either hyperlinked or not on your References page, but keep it consistent. Don’t hyperlink some and not others.

**Basic Format:**

Author, A. A. (publication year, Month day). *Title of web page*. Name of Website. URL

*Example:*


https://www.cdc.gov/mmwr/volumes/68/wr/mm6817a2.htm?s_cid=mm6817a2_w

No Personal Author + Web Page Subject to Updating: When there is no author, the website name goes in place of the author. In this case, omit it after the web page title.

Name of Website. (publication year, Month day). Title of web page. URL

Example:
Medline Plus. (2019, February 8). Fetal health and development.

https://medlineplus.gov/fetalhealthanddevelopment.html

No Date: Replace the date with n.d. In this case, always add the date you accessed the website to your citation.


https://chem.nlm.nih.gov/chemidplus/name/caffeine

File from Website: The file name has the same italicization and capitalization as a web page name. The file type follows it in [brackets].

Author, A. A. (publication year, Month day). Title of file [format]. Website Name. URL

Example: This example has an organization as the author, so the full name of the organization is used in place of an author. Only a month and year are given for the publication date, so the day is left out.


https://medlineplus.gov/webeval/EvaluatingInternetHealthInformationTutorial.pdf

STREAMING VIDEOS

For streaming videos, follow the same rules as for other online materials: e-books, journal articles, and web pages. Indicate the file type and finish the citation with a URL, where available.

YouTube: The person or organization who uploaded the video is credited as the author, regardless of whether or not they created the original video.

National Network of Libraries of Medicine. (2018, April 11). Narrow search results to nursing journals [Video]. https://www.youtube.com/watch?v=oHygrSli0bl
TCC Libraries Databases: A video from a TCC Libraries database should follow the same rules as journal articles or e-books retrieved from the databases. Indicate in parentheses following the author’s name whether this author is a (Writer), (Director), (Producer), or (Host).

Example: Database video with producer.


Example: Database video with host and producer.


APA Further Reading

This guide was created using the following sources:

   This book is available for in-library use at the Main TCC and Ghazvini Libraries.

2. APA Style Blog
   https://blog.apastyle.org/

For additional APA help, or to cite source types that aren’t covered in this guide, please contact a TCC Librarian:

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Main TCC Library Reference                library@tcc.fl.edu      (850) 201-8383
Website                                    tcc.fl.edu/library