How to Use This Guide

Welcome to the abbreviated APA (American Psychological Association) 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 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.

Table of Contents

| APA Annotated Sample Essay                       | pgs. 1-3 |
| Short Annotated Sample References Page          | pg. 4    |
| Long Sample References Page                     | pg. 5    |
| Style                                           | pg. 6    |
| Professional Writing                            |          |
| Plagiarism                                      |          |
| In-Text Citations: Format & Examples            | pgs. 6-10|
| Part 1: Author(s)                               | pgs. 6-8 |
| Part 2: Publication Year                        | pg. 8    |
| Part 3: Page Numbers                            | pg. 9    |
| Part 4: Paraphrases, Quotes, Block Quotes       | pgs. 9-10|
| References Page: Format and Examples            | pgs. 11-17|
| Author(s)                                       | pgs. 11-12|
| Books                                           | pgs. 12-13|
| Journal Articles                                | pgs. 14-15|
| Websites                                        | pgs. 15-16|
| Videos                                          | pg. 17   |
| APA Further Reading                             | pg. 18   |

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Health Sciences Librarian (Jules Bailey)  baileyju@tcc.fl.edu  (850) 558-4560
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
APA Style Guide for Healthcare Programs

Jules Bailey

Health Sciences Librarian

Fall, 2019

Tallahassee Community College

The text on your title page must be centered, double-spaced, and appear about halfway down the page. This is an example based on the content of this APA guide. On your title page, you should include:

Title of Paper
Your Name
Your Instructor’s Name
Name of Your Course
Date
Name of College

APA accepts all standard fonts, but recommends Times New Roman 12 point font. Make sure all of your text is in this font unless your instructor says otherwise. This includes your headers and page numbers.

Always double-space.
Always use 1-inch margins.
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 Times New Roman 12-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. As this is an example of an APA paper, the words ‘I, me, we, you, us, etc.’ are avoided, and passive voice is used.

The journal article “The Three-Minute Appraisal of a Randomized Trial” has three authors. Because it has between three and five authors, all of their names are listed the first time this article is referred to in a paper. 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, Dhillon, & Bhandari, 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). Since this is the second time this article is referred to, and because it has three to five authors, only the first name is used in the in-text citation. The other names are replaced with ‘et al.’ It does not matter if this article is referred to first with a direct quote or a paraphrase. The first time, all of the authors’ names are necessary. The second time, ‘et al.’ must be used instead.

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.
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 word References is centered on the first line of the page. It is not bolded, italicized, or underlined.

Do not alphabetize authors within a source. The authors are listed in the order in which they contributed to the source.
References


Style

PROFESSIONAL WRITING

Never use the words “I, me, we, you, etc.” in your APA papers, including when describing clinical experiences. Always use the passive voice. Do not say, for instance, “my class went to TMH to do our clinicals”, or “my patient was tired”, or “I gave my patient a fresh band-aid”. Instead, say, “the nursing process I class went to TMH for clinicals”, or “the patient was tired”, or “the patient was treated with a fresh band-aid”. You will get points off your paper for failing to use the passive voice.

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 that are used in your paper. 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).
APA STYLE GUIDE

• “This is how to cite a direct quote that spans two pages” (Lang & Teich, 2014, pp. 485-486).

3-5 Authors: If a source has three, four, or five authors, the last names of every author are used only the first time you write an in-text citation. Every time after that, use only the first author’s last name, and replace the other names with et al. It does not matter if you use a direct quote or a paraphrase first. Only the first citation, whether it is a direct quote or a paraphrase, has all the authors’ names. Every citation after that, regardless of whether they’re direct quotes or paraphrases, have only the first authors’ name. This will look like (Author, Author, & Author, year) or (Author, Author, & Author, year, p. #) for a direct quote the first time it appears in text. Every time after that, use (Author et al., year) or (Author et al. year, p. #) for direct quotes. The following journal article has four authors.


• This is how to cite this article in-text the first time it is referenced in a paper (Marcias, Loveless, Jackson, & Suresh, 2017).
• Or: According to Marcias, Loveless, Jackson, and Suresh (2017), “Here is a direct quote from the article” (p. 90).
• This is how to cite the article every time after that (Marcias et al., 2017).
• Or: According to Marcias et al. (2017), “Here is a quote” (p. 90).

6+ Authors: If a source has six 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 six authors.


• This is how to cite this article every time it is referenced in a paper (Agapova et al., 2017).
• Or: According to Agapova et al. (2017), “Here is a quote” (pp. 129-130).

No Author: Some sources do not have an author. In that case, the title, or a shortened version of the title, is used for your in-text citation. This will look like (“Title,” year) or (“Short Title,” year). For a direct quote, include the page number by writing (“Title,” year, p. #) if available. The following web page has no author.

- This is how to cite this web page ("Hydrocodone Bitartrate," 2015).
  - Note that only the first letter of the title in the full citation above is capitalized, whereas the in-text citation follows grammatical rules for capitalization of titles.
  - As the full title is very long, this title is shortened.
- “This is how to cite a direct quote from this web page” ("Hydrocodone Bitartrate," 2015, Description section, para. 1).
  - Since there are no page numbers, the section name and paragraph number are used in its place.

2 Sources with Same Author, Title, and Date: In this case, add the letters “a” and “b” after the publication dates to distinguish the sources from each other. The following example contains two websites with no author, the same title, and the same publication date.


- This is how to cite this web page ("Albuterol," 2019a).


- This is how to cite this web page ("Albuterol," 2019b).

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 books 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).

**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 an author, so the format is (“Title,” n.d.)

Caffeine. (n.d.). Retrieved February 11, 2019 from ChedIDplus a ToxNet Database:

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

- This is how to cite this web page in-text (“Caffeine,” 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/druginfo/meds/a695033.html

- “Here is how to quote from this website” (“Bupropion,” 2018, Other Uses section, para. 2).

**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 page number in your citation when you are paraphrasing, but you may do so if your source has page numbers. Here are two ways to cite a paraphrase from the example article.

- 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.

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)

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**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.

**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.


3-7 **Authors:** Use the format Author, A. A., Author, B. B., Author, C. C., & Author, D. D.

**8+ Authors:** List the first six authors and then write an ellipsis . . . before the last author. Do not use the ampersand &. Use the format Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., . . . Author, Z. Z.


**No Author:** When there is no author, begin your citation with the title of the source you’re citing. Only capitalize the first letter of the title, and the first letter of the subtitle, if one exists. Use the format: Title of source.


**2 Sources with Same Author, Title, and Date:** In this case, add the letters “a” and “b” after the publication dates to distinguish the sources from each other. The following example contains two websites with no author, the same title, and the same publication date.


**Organization as Author:** Write the full name of the organization. Use the format: Name of Organization. When the publisher is also the author, replace the publisher with the word Author.

**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.).

**Location:** In the United States, use the format City, State, where the State is written as the postal code without periods or spaces. So, a location of New York, NY would be written like that, not New York, N Y, or New York, N.Y., etc. Outside of the United States, use the format City, Country, with the full name of the country.

*Example:* Title, no subtitle. Location in the United States.


*Example:* Title and subtitle. Location outside of the United States.


**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. #-#). Location: 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:** Instead of ending an e-book citation with Location: Publisher, end the citation with the words Retrieved from followed by the TCC Library database, or URL if it’s from a website.


Example: book from a TCC Library database.


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

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, such as in a TCC Library database, rather than in a print journal, you can add the words Retrieved from followed by the database name. If the article has a DOI, you can add this as well. Your instructor may require you to include one or both of these elements in your citation. Both are explained later in this section.

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.

Retrieved from: At the end of an article that you accessed via a database, you can add the words Retrieved from followed by the database name, if your instructor requires you to do so. Common databases used by students in the TCC healthcare programs include CINAHL Complete,
MEDLINE with Full Text, PubMed Central, ScienceDirect, Ovid Nursing Database, and Dentistry & Oral Sciences Source.

Example:

**DOI:** This stands for “digital object identifier”. Similar to an ISBN (international standard book number) on a book, it corresponds to a specific journal article. A DOI can also function as a link back to a specific article. Not all articles have a DOI. If you are including both a DOI and Retrieved from Database at the end of your citation, put the DOI before Retrieved from.

Example: This article from ScienceDirect has the following DOI:
https://doi.org/10.1016/j.jds.2018.06.005

When adding this to a citation, take of the https://doi.org/ and include the rest of the numbers and letters at the end of your citation following DOI:


**WEBSITES**

Website citations end with the URL. DO NOT put a period after the URL. ALWAYS remove the hyperlink (blue color+underline) when citing a website.

**Basic Format:**

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

Example:
– United States, 2017. Retrieved from Centers for Disease Control and Prevention: https://www.cdc.gov/mmwr/volumes/68/ww/mm6817a2.htm?s_cid=mm6817a2_w

No Author + Web Page Subject to Updating: When there is no author, the web page title goes first. Some web pages have a publication date, but are subject to updating. In this case, add the date you accessed the website between the words “Retrieved” and “from”.

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

Example:
Fetal health and development. (2019, February 8). Retrieved May 8, 2019, from MedlinePlus:

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.

Caffeine. (n.d.). Retrieved February 11, 2019 from ChedIDplus a ToxNet Database:

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

File from Website: Add the file format after the title in [brackets].

Author, A. A. (publication year, Month day). Title of file [format]. Retrieved from 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
VIDEOS

**DVD:** Begin the citation with the director and/or producer in place of the author. A DVD citation must end with Country of Origin: Studio, similar to the way a book citation ends with Location: Publisher.


*Example:*  

**Online Videos:** A video accessed online must end with Retrieved from followed by the name of the website and/or URL, similar to the way a website citation ends.

National Network of Libraries of Medicine (Producer). (2018, April 11). *Narrow search results to nursing journals [Video file]*. Retrieved from  
https://www.youtube.com/watch?v=oHvgrSli0bI

**TCC Databases:** A video from a TCC database must include either the database name or the URL if the URL is a permalink. A *permalink* will link back to the video in a new browser session. Some links are temporary. If you’re not sure whether a link is a permalink, copy and paste the link in a different browser (e.g., Chrome if you’re in Firefox or Firefox if you’re in Chrome) and see if the webpage shows up. If it does, it’s a permalink.

*Example:* Videos from the Films on Demand database have permalinks.

*Radiologic technologist career q&a professional advice and insight [Video file]*. (2018).  
Retrieved May 8, 2019, from  

*Example:* Videos from the Alexander Street Press collections do not have permalinks.

Nursing Education in Video database.
**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. Purdue Owl Website
   [https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

3. APA Style Blog
   [https://blog.apastyle.org/](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:

<table>
<thead>
<tr>
<th>Health Sciences Librarian (Jules Bailey)</th>
<th><a href="mailto:baileyju@tcc.fl.edu">baileyju@tcc.fl.edu</a></th>
<th>(850) 558-4560</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ghazvini Library</td>
<td><a href="mailto:gchellc@tcc.fl.edu">gchellc@tcc.fl.edu</a></td>
<td>(850) 558-4537</td>
</tr>
<tr>
<td>Main TCC Library Reference</td>
<td><a href="mailto:library@tcc.fl.edu">library@tcc.fl.edu</a></td>
<td>(850) 201-8383</td>
</tr>
<tr>
<td>Website</td>
<td>tcc.fl.edu/library</td>
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