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APA Guide 2015-2016

At TCC, many courses include written reports, term papers, presentations and/or creative projects that require research. A research paper which is based on facts and opinions derived from sources outside the writer’s experience *must* be identified with the text and in a bibliography at the end of the paper. These citations give authority to the content of the paper and appear at the end of the paper in a list called “References.”

APA style [American Psychological Association] was established to be the format for journals published by the American Psychological Association but other disciplines have adopted it as the format for course assignments. APA is the primary style used in healthcare courses. This guide is designed specifically for programs offered by the Ghazvini Center for Healthcare Education and Dental programs on Main Campus.

This guide is meant to be a brief introduction to APA style; therefore, the examples represent only a small sample of all the various information types that could be used. For additional citation examples or information regarding APA style, consult the *Publication Manual of the American Psychological Association* (6th edition). This guide does not preclude using the book.

PLAGIARISM

The stealing of words and/or ideas of another and representing them as your own is plagiarism. TCC’s “Standards of Conduct” defines plagiarism as “the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment” (Student Code of Conduct). Any student found guilty of plagiarism is subject to disciplinary sanction as defined within the “TCC Student Code of Conduct.”

Paraphrasing means taking another person’s words and restating the information into your own words as they relate to your thesis. Paraphrased ideas must be attributed by using both a parenthetical note and a full citation.

**Examples:**

**Direct Quote and Cited:**

- *Use “quotation marks” to signal that you are using someone else’s words.*

  Studies show that “vegetarians live six to ten years longer than meat-eaters because a plant-based diet provides protection against heart disease, cancer, strokes, and obesity” (Robbins, 2009, p.46).

**Paraphrased and No Citation = Plagiarism**

- Research clearly shows that a plant-based diet can protect against numerous diseases and increase longevity.

**Paraphrased and Cited:**

- Research clearly shows that a plant-based diet can protect against numerous diseases and increase longevity (Robbins, 2009, p. 46).
Title Page

Running Head: TITLE  1

Title of Paper
Student Name
Instructor Name
Course
Date
Name of College

[Entire Document Double Spaced]

Text Format

○ All margins are 1” (top, bottom, & sides).
○ Always double space.
○ Do not ‘right-justify’ margins; use ‘left-justify’.
○ Do not divide [hyphenate] words at end of line.
○ Indentions are 5-7 spaces from left margin.
○ APA recommends Times Roman in 12 pt. font.
○ Page numbering begins on title page in upper right corner.
○ Capitalize all words in the title on pages following the title page. Words “Running Head” are not used after the title page.

References

○ Begin reference list on a page by itself
○ Center the word “References” at the top of the page. Do not bold or underline it.
○ The first line of each reference is flush with left margin and subsequent lines are indented. This is called a “hanging indent.”
○ Alphabetize the list.
○ Begin with the book or article title if no author.
○ Double-space all entries. Do not leave a blank line between entries.
○ Do not ‘right justify’ margins; use ‘left justify’
○ Leave one space after a period.
○ No punctuation after a web address [URL]
Any information used within a research paper, whether quoted or paraphrased, must include a parenthetical citation which will correspond to a citation on the References page. The parenthetical citation is a brief reference to the original source.

If you paraphrase information, only the author’s last name and publication year are needed.

Planning the care of patients requires the ability to assess patients, diagnose problems, plan goals and interventions, and evaluate progress (Barrett, 2012).

If you are citing a direct quote, you need to include a page number or paragraph number that shows the exact location within the source.

Nursing care for all core clinical areas must include “the ability to assess patients, diagnose problems, plan goals and interventions, and evaluate progress” (Barrett, 2012, p. 67).

Placement of Author’s Name and Year of Publication

If the last name of the author is in your paper’s text, put the year of publication after it.

Osborne (2011) noted the relationship between diet and dental caries among

If your paper’s text does not include the name of the author, put the last name and year of publication in the same parentheses at the end of the sentence.

New therapeutic opportunities offer better respiratory care (Zimmer, 2009).

One Work by Two Authors

Cite both last names each time the source is cited in your text. Join the names with ‘and’ if they are in your text. If the names are used parenthetically, use ‘&’ between them.

Morgan and Johnson (2010) recommended reducing the item size of food as a prevention strategy for countering obesity-promoting eating behaviors.

countering obesity-promoting eating behaviors (Morgan & Johnson, 2010).
One Work by Three, Four, or Five Authors

Cite all of the authors’ names the first time in the text but if cited again, include only the last name of the first author followed by “et al.” and the publication year separated by a comma.

First citation:
Substance misuse may be diagnosed in geriatric patients (Boltz, Klein, Metress, & Levin, 2012). OR Boltz, Klein, Metress, and Levin (2012) recognized

Subsequent citation:
Interventions to prevent functional decline may be needed (Boltz et al., 2012). OR Boltz et al. (2012) urged that interventions be used to prevent functional decline.

One Work by Six or More Authors

Cite only the last name of the first author followed by “et al.” and year of publication in the text for the first and all subsequent parenthetical citations.

information on CPR and portable defibrillators (Adler, et al., 2011).

Work with No Author

Cite the first 2-3 words of the title and year. Use “double quotation marks” around article or chapter titles

on essentials of imaging technology (“Study Finds,” 2013)

but *italicize* the shortened title of a book, video, journal or magazine

the book *Learning Pediatric Imaging* (2011)

Organization or Institution as Author

Names of corporate authors are usually spelled out each time they appear in the text citation. If the name of a corporate author is long and readily recognizable, you may abbreviate the name in the second and subsequent citations in the text. Use initials in brackets with the full name in the first citation and the initials in subsequent citations.

1st citation: Increasing disease rates demand the use of proven strategies to improve population health (Centers for Disease Control and Prevention [CDC], 2011).

2nd citation: Public health practitioners must be ready to implement health goals (CDC, 2011).
Direct Quotations

A short quotation (fewer than 40 words) may be incorporated into your text. Enclose the quotation with double quotation marks. You must include a page number or paragraph number that shows the exact location within the source.

Nursing care for all core clinical areas must include “the ability to assess patients, diagnose problems, plan goals and interventions, and evaluate progress” (Barrett, 2012, p. 67).

OR

Barrett (2012) stresses that nursing care for all core clinical areas must include “the ability to assess patients, diagnose problems, plan goals and interventions, and evaluate progress” (p. 67).

Block Quotation

For more than 40 words, display this quotation in a free standing block of typewritten lines and omit the quotation marks. Begin a block quotation on a new line, indented 5 spaces from the left margin. Double-space the entire quotation. A block quotation is usually introduced with a colon, and the parenthetical citation is given after the end punctuation of the quotation.

Barrett (2012) revealed the following concerning nursing care plans:

A care plan is based on assessment of the patient’s medical condition, the nursing diagnosis, understanding of his personality and his family, and knowledge of the facility’s resources. The plan may include two types of goals, long-term and short-term, which allow a nurse to objectively evaluate progress toward a goal and how the plan is being used. Objectively is the key word here.

(p. 134)

Web Site Citation in Text

To cite an entire web site (not a specific document on the site), give the address of the site in the text.

KidsHealth provides unbiased, reliable information to help parents pursue good health and wellness for their families (http://www.kidshealth.org).
THE REFERENCES PAGE

At the end of your paper, list all of the sources, alphabetically, that were used for your research paper. Each entry in the References list must have a corresponding in-text citation. Double-space between each line. If the citation extends to another line, the second and any other lines should be indented one-half inch from the left margin. See sample References on page 16.

BOOKS

Alphabetize the prefixes Mc and Mac as they are spelled: MacArthur before McAllister

Author(s):

✓ Use the last name (comma) followed by only the initials of the first and middle names
✓ List names of all authors up to and including seven authors
✓ Omit titles (Mr., Ms., Dr.), affiliations and degrees
✓ Use commas to separate names and initials and use the ampersand (&) before the last author. Insert one space between initials in names (R. W. Wise)
✓ If there are 8 or more authors, name the first 6 authors and insert 3 ellipses (. . .), and add last author’s name
✓ If different authors have the same last name, arrange the names alphabetically by the first initial: Mueller, E. C. before Mueller, M. L.
✓ Insert one space after a comma and period with author names

Titles:

✓ *Italicize* book titles using the italics button in your word processor
✓ Capitalize all major words in titles of books
✓ Insert one space after a comma, colon, and period
✓ If there is no author, begin with the title. If it begins with A or An or The, use the next word in the title when alphabetizing in the References list

Publication Information:

✓ Use n.d. if no date of publication is given.
  o Smith, J. A. (n.d.)
✓ Use a colon (:) between the state and publisher
✓ Use only the first city if several are listed
✓ Use the two letter postal abbreviation without periods for the state (FL)
✓ Name of publisher should be in a brief form; omit terms such as Inc. and Co. but keep the word Press (New York, NY: McGraw-Hill) (Urbana: University of Illinois Press)
✓ Do not use the state abbreviation after the city if the state is part of the university press name. (Urbana: University of Illinois Press)
CITATION EXAMPLES

BOOKS [Print]

Basic Format
Author, A. A. (copyright date). Title. City where published: Publisher.

-----------------------------------------------

One Author

Two Authors

Three to Seven Authors

Eight or More Authors (list first six authors, . . . last author)

Organization or Institution as Author
[When author and publisher are the same, use “Author” as the publisher.]


Having difficulty with APA format or just have questions about your paper? Ask a librarian or a writing tutor for help.
Edition of an Author’s Work

Editor as Author

Author and Editor in a Book

New or Revised Edition

Encyclopedia

Textbook

**ELECTRONIC BOOK (Library)**

**eBook Collection (EBSCO)**
ELECTRONIC JOURNAL ARTICLES  (Databases)

Scholarly Journal Article

- Use the last name, followed by only the initials of the first and middle names
- Use commas to separate names and initials and use the ampersand (&) before the last author. Insert one space between initials in name (R. W. Wise)
- List authors in order as shown in the journal article, not in alphabetical order
- Omit titles (Mr., Ms., Dr.), affiliations and degrees
- List names of all authors up to and including 7 authors
- For 8 or more authors, name the first 6 authors and insert 3 ellipses ( . . .), and add last author’s name
- Capitalize only the first word and any proper nouns in the title of an article. If there is a subtitle, indicated by a colon (:), then capitalize the first word of the subtitle
- Insert one space after a comma, colon, and period
- Capitalize all major words in title of the journal
- *Italicize* journal titles
- Do not abbreviate months, and days should be written as April 2, not April 2nd
- Use n.d. if no date of publication is given (Smith, J. A. (n.d.)
- Give the volume and issue number after the journal title; *italicize* only the volume number
- Do not use Vol. before the volume number: *Medical Ethics & Behavior, 31*(4), 22-32
- No space between the volume and issue numbers: 31(4)

Basic Format


You may have to combine one or more examples if you do not see one that exactly matches what you need.

Associates Program Source Plus

CINAHL Plus Full Text

➤ Supplement

➤ Article

Dentistry and Oral Sciences Source

Health Reference Center

Health Source: Nursing Academic Edition

Joanna Briggs Institute EBP Database
MEDLINE with Full Text

Nursing@Ovid

Physician’s Desk Reference (PDR3D)

Primal Pictures

ProQuest Nursing & Allied Health Source
DOIs: DIGITAL OBJECT IDENTIFIERS

The Digital Object Identifier (or DOI) is a required element of an APA formatted citation but is optional at TCC. You must check with your instructor.

The DOI is like an Internet address linking back to the publisher of the item. If there is a DOI available (and your instructor says to use them), you should add it to the end of your citation. If the material came from a TCC database but has no DOI, only put the name of the database it was retrieved from. If the source came from the Web and has no DOI, put “Retrieved from” and the Internet address.

Not every source is going to have a DOI number.

Sample citation with DOI:


PRINT JOURNAL ARTICLES


WEB ARTICLES

➢ Never end the URL with a period
➢ Copy and paste the URL (web address) to avoid errors
➢ Never copy and paste the journal citation from the web page without being sure that it is in correct APA format; journal titles may be abbreviated
➢ Remove the hyperlink www.tcc.fl.edu www.tcc.fl.edu
➢ Only give page numbers or paragraph numbers if they appear on the web site itself
➢ Use retrieved date when contents is subject to updating

Pubmed Central
http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2935310/?tool=pmcentrez

Mayo Clinic
http://www.mayoclinic.com/print/high-blood-pressure/HI00024/METHOD=print

WebMD
http://www.webmd.com/baby/fetal-ultrasound

American Dental Association

MedlinePlus
FMG Streaming Video

No director or producer


YouTube Streaming Video

[Author is person or organization who posted the video, APA Style Guide to Electronic Resources, 2012). Use “available” if video is subject to change sites.

Author, A. A. (year, month day). Title of video [Video file]. Retrieved from (URL)


Available from http://www.youtube.com/watch?v=_ZIz4Fxqio8

Video on the Web


June 13, 2012, from

http://www.ted.com/talks/temple_grandin_the_world_needs_all_kinds_of_minds.html

DVD


SAMPLE REFERENCES PAGE

The next page shows how a References page would be written in correct APA format. This is a list of all of the sources you used, even if you did not quote from them. Be sure to use alphabetical order by author or title [if no author is available].
 References


Retrieved from Health Reference Center database.


