BSN GUIDE FOR SCHOLARLY PAPERS

This guide is to assist the BSN student in utilizing the American Psychological Association (APA) format and writing in a professional style. The focus of this guide is to help the BSN student in areas that students have historically had difficulty. For additional assistance in writing, the student is directed to the Writing Center at http://troy.troy.edu/writingcenter/index.html. For the Troy University APA documentation guide, the student is directed to the Writing Center handouts section at http://troy.troy.edu/writingcenter/research.html. Students are expected to use the sixth edition APA publication manual.

Smarthinking is available in all blackboard courses under the Course Tools heading.

Review APA online at the following sites:
http://www.apastyle.org/learn/
http://owl.english.purdue.edu/owl/resource/560/01

The first section of this writing guide is devoted to requirements related to all scholarly papers. The second and third sections provide specific APA guidelines and solutions for problem areas.

Writing Guide for all Scholarly Papers

    I.   Assumptions

          A. All undergraduate work intended for a grade will be presented in a scholarly fashion:
             i. Typed (unless specifically told not to)
            ii. Correct spelling used
           iii. All quoted and paraphrased material is referenced
           iv. All referencing is in APA format
            v. Appropriate person is used throughout the paper
           vi. Appropriate sentence structure is used (i.e., verb tense, subject-verb agreement, punctuation, no incomplete or run-on sentences, content in sentence is clear to the reader)
          vii. First mention of an organization is spelled out with the abbreviation in parentheses immediately following, i.e., National League for Nursing (NLN). Second and subsequent mention of the organization will be abbreviation only. Other abbreviations can be dealt with in the same manner, i.e., fetal heart tone (FHT) or blood pressure (BP)
        viii. All references to clients and/or families are to be made by initials only

          B. Students have read and are familiar with APA manual (latest edition)

  C. No scholarly work is turned in for a grade without being proofread

II. Specific Guidelines for APA

  A. Typeface
   The preferred typeface for APA publications is Times New Roman with 12-point font.

  B. Line Spacing
   Use double spacing between all text in the body of the paper and after every line in the title, headings, footnotes, quotations, references, and figure captions.

  C. Margins
   Use 1 inch margins at the top, bottom, and sides on each page.

  D. Alignment
   Use left justification. Do not use hyphenation function at the end of lines.

  E. Indentations
   Indent the first line of each paragraph five-seven spaces or ½ inch from the left margin. Use hanging indentation for reference listing.

  F. Title page
   Title is to be centered and in all capital letters. A long title will be in the shape of an inverted pyramid. If title is two or more lines, use double spacing between the lines. As shown in the example, other information to be presented on the title page includes running head, author, institutional affiliation, course number and title, and date.

  G. Running Head
   A running head is an abbreviated title that is printed at the top of all pages of the paper. The running head has a maximum of 50 characters. Using the word processing header function, the running head is positioned flush left in all uppercase letters at the top of the title page and all subsequent pages. See page 229 in the 6th Edition APA manual.

  H. Headings
   APA allows the use of 1-5 levels of headings. Refer to the APA manual, 6th edition, for correct leveling and use of headings (p. 62-63).

  I. Quotations
   Direct quotations of 40 words or more are displayed in a double-spaced block of typewritten lines that have been indented 5 spaces from the left margin. Direct quotations of less than 40 words are incorporated into the

text and enclosed in double quotation marks. Avoid lengthy quotations. The majority of the work in the paper should be yours, not someone else's.

In a "run-in" quotation (one that is incorporated into the text), lowercase the first letter regardless of how it appeared in the original.

Generally, quotation marks should be place outside a comma or period and inside other punctuation. Quotation marks are placed outside punctuation marks when the mark belongs with the quoted material and inside when the mark belongs with the text. (See APA manual, 6th edition, page 92)

Indicate omission of an internal part of a direct quotation with three ellipsis points (…) separated from the text and from each other by one space. Ellipsis points are not needed at the beginning of a "run-in" quotation. Be sure to mark beginning for quotation by placing quotation marks (i.e., "Other people...should not expect to do the same.").

J. Tables/Figures
Give brief, clear, explanatory titles and headings. You may use standard abbreviations in table/figure headings without any explanations (i.e., no. for number or % for percent). Non-standard abbreviations require an explanation.

An informative table/figure supplements, not duplicates, the text. The text should refer to each table/figure and its data, but discuss only the high points.

In a text, refer to the tables/figures by their numbers, not as "the table above/below".

Incorporate tables/figures into text as closely as possible to the first textual reference.

K. Numbers
References to table and figure numbers appear in Arabic numerals. Textual references to numbers taken from figures and tables should also be in the form of numerals even if the numbers are small.

Numbers with decimal points and percentages are written in Arabic numbers. The symbol for percent (%) accompanies the number. Without a number, the word "percentage" is used. **Never start sentences with numerals.**

Numbers less than ten are usually written in word form in the text. Numbers ten and over are written in numerals. (See exceptions under "numbers" above and in the APA manual).

L. References
    All citations in the text must be referenced. All reference listings must be
    cited in the text.
    Alphabetize the reference list.

    If a periodical has consecutive numbered pages, no issue number is
    required. If each issue, however, begins with page 1, give the issue
    number in parentheses immediately after the volume number for
    clarification. (See examples in APA manual, 6th edition, p. 198)

    Remember, double space all reference entries. Use a hanging indent,
    meaning that the first line will be flush left and subsequent lines are
    indented.

    When citing a reference with three, four, or five multiple authors, write all
    authors names in citing the first time it appears in the paper, after that
    write first author's name and use of the "et al" notation. (See APA
    manual, 6th edition, p. 175)

    See page 188-189 in the 6th Edition APA Manual regarding the DOI
    system for citing electronic sources.

III.   Solutions for Problem Areas

A. Give credit to others for their words and ideas to avoid plagiarism. Direct
    quotes and paraphrasing must be referenced.

B. As a general rule, direct quotes comprise 10% or less of a professional
    paper.

C. Avoid long quotes. Paraphrasing or summarizing the passage or
    information is optimal. This will require time and effort. Again,
    information that is paraphrased must be referenced. (See APA manual, 6th
    edition, p. 170-174)

D. Use an excellent writing style. Develop an outline for the paper. This will
    improve the organization and flow of ideas. Introduce the purpose of the
    paper within the first paragraph, but no later than third paragraph of the
    paper. Provide a summary or conclusion at the end of the paper. Include a
    thesis or topic sentence for each paragraph. Use verb tenses consistently
    throughout paper. Use appropriate subject-verb agreement.

E. Review APA manual for recommendations on use of third person (APA
    manual, 6th edition, p. 69).

F. Every citation in the body of the paper must have a corresponding reference listed on the reference list, except personal communication from an expert. Every reference in the reference list must be cited in the body of the paper.

G. Refer to the APA manual for correct use of abbreviations, numbers, headings, et al, and referencing (including electronic references).

H. **Proofread** carefully before submitting the paper.

Approved:
BSN Faculty Organization, October 5, 2010

Begin title on line 14
Title – If Title is Longer Than

One Line Make Inverted

Pyramid

Skip a line

Skip a line

Name

Course Number and Title

BSN Program

School of Nursing

Troy University

Date