Wegmans School of Nursing
American Psychological Association (APA) Formatting Expectations and Guidelines
(Revised 6/24/19)

All papers written in WSON courses should follow the formatting requirements and standards found in the *Publication Manual of the American Psychological Association, 6th edition*. Listed below is a quick guide for finding common APA formatting requirements and examples in the APA manual. Refer to the specified sections of the manual for additional information and examples.

1. **Title page with running head**
   a. Formatting title page - Sections 2.01-2.02 pp. 23-24, Section 8.03 pp. 229-230
   b. Example p. 41
2. **Page numbers/headers**
   a. Formatting - Section 8.03 pp. 229-230
   b. Example p. 41
3. **Margins and spacing**
   a. Preparing the Manuscript - Section 8.03 p. 229
4. **Font**
   a. Preparing the Manuscript - Section 8.03 pp. 228-229 (typeface)
5. **Section headers (expect level 1 headers)**
   a. If the student chooses to go beyond level 1 they need to be done correctly.
   b. Levels of Headings - Section 3.03 pp. 62-63
      i. See Table 3.1
      ii. Examples pp. 44-47, 54-59
6. **Seriation**
   a. If the student chooses to bullet point or order by number/letter within a paper, it must be done by the APA formatting standards
   b. Seriation - Section 3.04 pp. 63-64
7. **Abbreviations**
   a. Sections 4.22-4.30 pp. 106-111
8. **Numbers**
   a. Sections 4.31-4.38 pp. 111-114
9. **In-text citations**
   a. Importance - Section 1.09 pp. 13-14
   b. When to cite p. 169
   c. Different types of citations (Sections 6.11-6.21 pp. 174-179). Most common:
      i. One work by one author - Section 6.11 pp. 174-175
      ii. One work by multiple authors - Section 6.12 pp. 175-176
         1. See Table 6.1 p. 177
      iii. Secondary source - Section 6.17 p. 178
      iv. Personal communications - Section 6.20 p. 179
   d. Examples pp. 42-49, 54-56
10. **Quotations** (*Quote properly, paraphrase preferentially*)
    a. Quoting & paraphrasing - Sections 6.03-6.10 pp. 170-174
       i. Direction quotation of sources - Section 6.03 pp. 170-171
       ii. Paraphrasing - Section 6.04 p. 171
       iii. Direct quotations of online material without pagination - Section 6.05 pp. 171-172
       iv. Changes from the source requiring explanation - Section 6.08 pp. 172-173
11. **Reference list**
    a. Reference list - Section 2.11 pp. 37, Sections 6.22-6.26 pp. 180-183
    b. Reference list components - Sections 6.27-6.32 pp. 183-190
    c. Examples by type - Sections 7.01-7.11 pp. 198-215. Most common (sections include online material as well):
i. Periodicals - Section 7.01 pp. 198-202
iii. Book chapters - Section 7.02, pp. 202 & 204
d. Examples pp. 49-51, 59

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