

Columbia Gorge Community College Nursing Program

Writing Standards

Writing style:

The writing style that you will use should be appropriate to the subject and audience that you choose. Use the same style throughout a paper. Keep in mind that professional writing is objective, concise and precise; it is not conversational.

Each written document should follow acceptable standards of written English:

- All sentences and paragraphs must be structurally and grammatically complete and concise.
- All sentences and paragraphs must be correctly punctuated. Refer to APA manual or The Purdue Online Writing Lab <http://owl.english.purdue.edu/> online resource.
- Some sentences and other written content can be presented in vertical form. Vertical presentation can be introduced with numbers or letters of the alphabet to indicate sequential order (1, 2, 3 or A, B, C), or by use of a bullet. If using the vertical form, choose one style only and use it consistently throughout the paper.
- Students are responsible for applying the APA standards throughout their written work. The Writing Standards Handout includes the most common APA standards. The Publication Manual of the American Psychological Association, 6th edition (2010), has examples beyond the Writing Standards.

All writing assignments will be considered professional documents and, therefore, must be typed/word processed and conform to the general APA Guidelines unless otherwise specified by the instructor.

- Use only white paper.
- Keep one-inch top, bottom, left and right margins with left justification.
- Use a standard computer font size of 12 point Times New Roman font.
- Introduce each formal assignment with a title page.
- Double spacing is used throughout a formal paper. No additional spacing should appear in the paper. An extra double-space is not used between the headings and body of the paper. Paragraphs are indented one-half inch or five spaces; be consistent throughout your assignment.
- **Plagiarism is unacceptable.** See the course syllabus or the Nursing Student Handbook for what constitutes plagiarism and consequences for plagiarizing another's work.
- Use abbreviations and acronyms sparingly. In general, use abbreviations/acronyms only if they are conventional and familiar to the reader. **The first time an abbreviation/ acronym are used, spell it out completely followed by the abbreviation/acronym in parentheses.**
- Write objectively avoid using first person by using the voice of the writer(s).

Headings will Follow APA Guidelines

APA Headings	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period. Begin body text after the period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i> Begin body text after the period.
5	<i>Indented, italicized, lowercase heading with a period.</i> Begin body text after the period.

If additional headings are needed, refer to the Publication Manual of the American Psychological Association, 6th edition (2010) or The Purdue Online Writing Lab <http://owl.english.purdue.edu/> online resource.

References Page: General Notes on APA Format

- If a reference page is required, use double-spacing for each literature source and double-spacing between literature sources. List literature sources alphabetically.

- If a journal or book has a subtitle, then the subtitle is separated from the main title with a colon.

Example: Stress: An ounce of prevention is priceless.

- There is one space after a period, comma, semi-colon and colon.

Exceptions: A period followed by a comma or semi-colon.

Example: Brown, S. M., & Roth, M.,



Citing Sources in APA Style

When writing a research paper you often need to refer to the work of other people – to describe their research or ideas, or to quote them, for example. Whenever you refer to, paraphrase, or quote the theories or research of other people, you need to indicate in your paper the source of your information. Thoroughly documenting your sources has a number of advantages; for example, you help your reader to check the accuracy of your description of the source, and the credibility of the source itself. In addition, you demonstrate your knowledge of the literature in your area. Finally, you enable your reader to learn more about particular theories or findings mentioned in your paper.

Which documentation style should you use?

You have several different styles of documentation to choose from when citing sources. In most disciplines a specific set of guidelines is accepted as the standard. The American Psychological Association (APA) from the *Publication Manual of the American Psychological Association*, 6th edition (2010) publishes the following guidelines and examples. This manual is commonly used in courses in the social and natural sciences and is used in CGCC's nursing department.

How should you document sources following the APA guidelines?

The APA guidelines specify two types of citations--one in the text of your paper, and the other at the end. The following example illustrates a reference citation in the text of a paper:

Some researchers have suggested that infants and young children store memories less efficiently than adults because specific neural structures required for memory storage have not yet matured in children at these ages (Nadel & Zola-Morgan, 1984). This is an example of citing reference when paraphrasing article.

In this example the writer informs us that Nadel and Zola-Morgan, published in 1984, proposed the theory she describes in a paper. Note that the entire citation in this example--both the authors' names and the year of publication of the article cited--is in parentheses. Depending on how a sentence is constructed, all or part of the citation may be placed in parentheses. For example, the sentence above could also be phrased this way:

Nadel & Zola-Morgan (1984) have suggested that infants and young children ...

In this example only the article's year of publication is inside the parenthesis; the authors' names are included as part of the main sentence.

For articles with one or two authors, use either of these methods of citing the source. For articles with three or more authors, you should list all the authors in the first citation; in subsequent citations; however,

you usually need to cite only the first author, followed by the abbreviation "et al." The following examples illustrate this point:

In a famous case study of amnesia, Milner, Corkin, & Teuber (1968) describe (first citation of this article)

The results of this study agree with those of Milner et al. (1968). . . (subsequent citation of the article)

At the end of your paper, you should give your reader the full reference for every source cited in text to in the body of your paper. These references, which should include everything a reader would need to look up your source, go on a "References" page that immediately follows the text of your paper. Below are examples of citations of the most commonly used types of sources. If you need to cite a source that isn't illustrated here, consult the complete APA Manual. **Note that these entries should be double-spaced; we have single-spaced them here to save space.**



Books and Book Chapters:

Book citations usually list four main sections of information about the source:

- 1) Author name(s), last name first;
- 2) Year of publication in parentheses;
- 3) Full title of book, or if you're citing a chapter from a book, the chapter title;
- 4) Publication information, including (where appropriate) the title and editors of the book containing the chapter cited.

I. An entire book:

Springer, S. P. & Deutsch, G. (1985). *Left brain, right brain* (Rev. ed.). New York: W. H. Freeman.

Brand, M. & Harnish, R. M. (Eds.). (1986). *The representation of knowledge and belief*. Tucson, AZ:

University of Arizona Press.

The first example shows how to cite a revised edition; the second, an edited volume. Note that the first line of each entry is not indented, but additional lines are indented by one-half inch ("Hanging" or five spaces). Each section of the entry ends with a period followed by a single space. In a list of authors an ampersand (the symbol "&"), rather than the word "and," is used before the last author's name. In an article by several authors, all authors' names are inverted.

II. An anonymous book:

The American heritage dictionary (2nd college ed.). (1991). Boston: Houghton Mifflin.

III. A chapter in an edited volume:

Nadel, L., & Zola-Morgan, S. (1984). Infantile amnesia: A neurobiological perspective. In M. Moscovitch (Ed.), *Infant memory* (pp. 145-172). New York: Plenum.

Levine, S. C. (1993). Effects of early unilateral lesions: Changes over the course of development. In G. Turkewitz & D. A. Devenny (Eds.), *Developmental time and timing* (pp. 143-165). Hillsdale, NJ: Erlbaum.

Note that while the names of the author(s) of the chapters are inverted, the names of the editors of the volumes are not inverted.

ARTICLES IN JOURNALS, MAGAZINES, AND NEWSPAPERS

Citations for journal and magazine articles follow the same general form as citations of books, with the same sections:

- 1) Author name(s), last name first;
- 2) Year of publication in parentheses;
- 3) Full title of book, or if you're citing a chapter from a book, the chapter title;
- 4) Publication information, including (where appropriate) the title and editors of the book containing the chapter cited.

I. An article in a scholarly journal:

A. A journal with continuous pagination (i.e., the page numbers in one issue begin where those in the previous issue left off):

Loftus, E. F. (1993). The reality of repressed memories. *American Psychologist*, 48, 518-537.

Milner, B., Corkin, S., & Teuber, H.-L. (1968). Further analysis of the hippocampal syndrome: 14-year follow-up study of H. M. *Neuropsychologia*, 6, 215-234.

B. A journal that paginates each issue separately:

Hubel, D. H. & Wiesel, T. N. (1979). Brain mechanisms of vision. *Scientific American*, 241(3), 150-164.

Note that in this example the volume number (241) is followed (with no space) by the issue number in parentheses (3), then a comma.

II. An article in a magazine:

Steinberg, J. A. (1991, March). Putting your business on the map. *MacUser*, 7, 158-163, 166-167.

Note in this example that the article is not published on continuous pages; instead, it appears on pages 158 through 163, and then again on pages 166 and 167.

III. An article in a newspaper

Clark County schools teaching sign, integrating deaf and hearing students. (1996, January 29). *Indiana Daily Student*, p. 4.

Because no author is listed for this article, the citation begins with the title and would be alphabetized under the first significant word. If an author had been listed, the year and date in parentheses would be listed after the author's name, as in other periodical citations. In the text, this source would be referred to by a shortened version of the title (e.g., "Clark County Schools, 1996").

MISCELLANEOUS CITATION FORMS

I. Published abstract:

Procyk, E. & Joseph, J.-P. (1995). Spatial reasoning and problem-solving in the rhesus monkey. *Society for Neuroscience Abstracts*, 21, 1213.

II. Unpublished manuscript:

Kalogerakis, A. (1982). Scopolamine, activity, and exploration of novelty. Unpublished manuscript, Cornell University.

III. Personal communication:

W. R. Smith (personal communication, January 30, 1996) stated that . . .

(J. E. Peterson, personal communication, December 7, 1995).

Cite a personal communication in the text only; do not include a citation in the "References" list. Note that when you cite a personal communication you should provide the initials as well as the last name of the source, and as exact a date as possible.

IV. Brochure or pamphlet:

Information required for a reference to a brochure or pamphlet includes:

- Author or corporate author
- Date of publication
- Title
- City or location of publisher
- Publisher

Example of Reference: Alzheimer's Association. (2008, March). *Behavioral and psychiatric symptoms of Alzheimer's disease* [Brochure]. [Chicago, IL]: Author

Examples of In-Text Citation: Behavioral and psychiatric symptoms of Alzheimer's disease are caused by the progressive deterioration of brain cells (Alzheimer's Association, 2008).

V. Video or YouTube:

Example of Reference: Watson, P. [pollypink]. (Producer). (2014, September 9). *How to relocate garden critters* [Video file]. Available from <http://www.youtube.com/bunny22>

Note: If only the user name is provided, use that name in place of the author name

Examples of In-Text Citation: Watson (2014) showed how to capture bunnies in the garden and relocate them but warned that . . .

VI. Electronic resources:

For an up-to-date guide on citing electronic resources (Web pages, email communications, listservs) in APA style, please consult: [Electronic Reference Formats Recommended by the American Psychological Association](#).

VII. More Than Seven Authors:

List by last names and initials; commas separate author names. After the sixth author's name, use an ellipsis in place of the author names. Then provide the final author name. There should be no more than seven names.

Example of Reference: Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

Examples of In-Text Citation: Miller et al. (2009) explains . . .

APA Writing Style: quotations, paraphrases and summaries:

The writing style that you will use should be appropriate to the subject and audience that you choose. Use the same style throughout the paper. Keep in mind that professional writing is objective, concise, and precise; it is not conversational.

Paraphrasing involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source (**citation**). Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.

Summarizing involves putting the main idea(s) into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source (**citation**). Summaries are significantly shorter than the original and take a broad overview of the source material.

Why use quotations, paraphrases, and summaries?

Quotations, paraphrases, and summaries serve many purposes. You might use them to:

- Provide support for claims or add credibility to your writing
- Refer to work that leads up to the work you are now doing
- Give examples of several points of view on a subject
- Call attention to a position that you wish to agree or disagree with
- Highlight a particularly striking phrase, sentence, or passage by quoting the original
- Distance yourself from the original by quoting it in order to cue readers that the words are not your own
- Expand the breadth or depth of your writing

There are several ways to integrate quotations into your text. Often, a short quotation works well when integrated into a sentence. Longer quotations can stand alone. **Remember that quoting should be done only sparingly; be sure that you have a good reason to include a direct quotation when you decide to do so.** You'll find guidelines for citing sources and punctuating citations at Owl at Purdue's documentation guide pages.

Owl at Purdue (2015). Quoting, paraphrasing, and summarizing. *Owl Purdue Online Writing Lab*. Retrieved from <https://owl.english.purdue.edu/owl/resource/563/1/>.

Credible and Reliable Sources:

In general the definition for a credible source is one that is unbiased and is backed up with evidence. When writing a research paper, always use and cite credible sources.

Materials published within the last 10 years (unless approved), research articles written by respected and well-known authors, websites registered by government and educational institutions (.gov., .edu., .ac), academic databases (i.e. Academic Search Premier or JSTOR), and materials from Google Scholar.

Newspapers: The Wall Street Journal, The Washington Post, BBC, The Economist, The New Yorker, Reuters, Bloomberg, Foreign Affairs, Politico.

Websites such as National Institute of Mental Health, National Alliance on Mental Illness, American Psychiatric Association, Mental Health of America, and Anxiety and Depression Association of America.

Non-Credible and Reliable Sources:

Out-of-date materials (published over 10 years ago), posts from social networks (i. e. Facebook), blogs, research articles without citations, editorial and opinion papers (these are biased, opinionated, and usually a 1 page paper), websites ending in .com, .org, net, etc. (unless approved).

Wikipedia can never be considered a reliable source of information because it can be edited by anyone.

Recommendations:

Reference expectations is to have a minimum of three (3) credible and reliable sources for your paper. At least one (1) source needs to come from a resource other than a required textbook. For a well-rounded, well-researched/written, and best grade for your paper a reference list might look like this: 1 nursing journal reference, 1 website reference, and 1 required textbook reference. Another example maybe 1

nursing journal reference, 1 required textbook reference, and 1 other textbook reference. Including a nursing journal and having more than 3 references is best.

Intext citation for tables:

Here is an example of a table in APA format. Do not add the intext citation in every single box but at the end of the table. The example has page numbers. This is only because the person who made this table is quoting directly from the authors. No need to use page numbers if paraphrasing.

Table 2

Sample Responses to the ROLNOW Survey

Variable	Question	Sample responses
Coolness	How cool did you feel?	“Cool as a cucumber in a bowl of hot sauce.” ^a
		“Not at all cool. I actually felt kind of dorky.” ^b
Motivation/energy	How motivated and energized did you feel?	“I felt ready to take on the world!” ^c
		“Not very. I almost fell asleep!” ^b
Happiness	How happy were you?	“I was completely elated and filled with positive thoughts!” ^d
		“I was pretty happy, but I don’t think rocking out had anything to do with it.” ^a
Attractiveness	How physically attractive did you feel?	“I felt pretty, oh so pretty!” ^e
		“I was a gyrating mess of flailing limbs, so I probably didn’t look all that attractive.” ^c

^aDumile and Jackson (2015, p. 31). ^bIyer, Lehman, and Sorey (2014, p. 79). ^cOnuki, Agata, and Hamamoto (2014, p. 101). ^dGarcia, Homme, Oliveri, and Bjork (2014, p. 47). ^eAtashin (2013, p. 56).

Article Summary Guidelines

An *article summary* is a summary of the primary information in the body of the article.

1. The format includes:

- Use of the *Writing Standards*.
- Title page must be included.
- The article used must be from nursing journals on the list provided in your syllabus unless approval is obtained from the instructor.
- A reference page must be included.
- Double space within the body of your summary.
- Write objectively avoid using first person by using the voice of the writer(s).
- Article author should be Registered Nurse unless approved by instructor (most articles by MD's are not deemed appropriate to explicate nursing theory/practice).
- Article published is related to patient.
- Article published is within last five (5) years.
- Writes a citation of the article using APA style format.
- The article used must be referenced (have a short bibliography at the end of the article).
- A copy of the article must be handed in with the article summary.
- Review Article Summary example for formatting.
- **Save document as Word 97-2003 prior to emailing assignment to instructor.**
- **First Year:**
The summary of the article is to be a compressed presentation of the main ideas of the source, be no longer than 2 pages, expressed in non-technical language as much as possible but including enough specifics to be accurate.
- **Second Year:**
The summary of the article is to be a compressed presentation of the main ideas of the source, presents to the reader how this information can be used to improve upon your specific patient's care and nursing practice (or otherwise specified in individual assignments), be no longer than 2-3 pages (unless otherwise specified), expressed in non-technical language as much as possible but including enough specifics to be accurate.