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.
- 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.
- 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) and its subsequent printings 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.

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

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 following example illustrates a reference citation when paraphrasing an article:

The ability to perform activities of daily living is connected to nutritional status. Dependency on others for shopping and meal preparation rises with age. A study was conducted on 15 older women with an average age of 86. The participants all lived in a government subsidized apartment building in the mid-western United States. The questions asked in the study fell into five basic categories: shopping plans, cooking strategies, appetite issues, helper status, and mealtime companionship (Bonnel, 1999).

In this example the writer informs us that Bonnel, published in 1999, 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:

Bonnel (1999) suggested that the ability to perform activities of daily living is connected to nutritional status.

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 citing a direct quote here are a couple examples:

According to Bonnel (1999), “early recognition and intervention with problems of meal management and nutrition can impact older adults’ quality of life from both physical and psychosocial perspectives” (p. 41).

The health care worker plays an integral role by “providing families and older adults with educational materials about community resources including congregate meals, commodities programs, grocery vans, Meals on Wheels, and other meal management resources” (Bonnel, 1999, p. 46).

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)
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.,

- At the end of your paper, you should give your reader the full reference for every source you have cited in text 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:


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:


III. A chapter in an edited volume:


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):


B. A journal that paginates each issue separately:


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

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II. An article in a magazine:


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:


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:


II. Unpublished manuscript:


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. 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.
**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.
   - Article published within last five (5) years.
   - Writes a citation of the article using APA style format.
   - 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).
   - 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.

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 pages (unless otherwise specified), expressed in non-technical language as much as possible but including enough specifics to be accurate.

2. Review Article Summary example for formatting.
3. Save document as Word 97-2003 prior to emailing assignment to instructor.