Chamberlain Guidelines for Writing Professional Papers: Graduate Programs

Adapted from

Each student at Chamberlain College of Nursing is required to purchase the APA Manual. This document is intended to be ONLY a summary of important points. It is NOT an exhaustive resource of the APA style for writing professional papers.

GENERAL GUIDELINES:

1. Successful professional nursing practice requires the ability to effectively communicate in both oral and written styles. The purpose of the APA requirements, as well as all rules of grammar and spelling, is to facilitate clear, professional, written communication.

2. The Online Writing Lab (OWL) at Purdue University (https://owlenglish.purdue.edu/owl/resource/560/01) houses writing resources and instructional material, and provides these as a free service of the Writing Lab at Purdue. Students will find information to assist with many writing projects. The site is linked with permission from OWL.

3. Only scholarly sources should be used in assignments. These include peer-reviewed publications. Textbooks are not considered scholarly sources. However, in some assignments, support from textbooks may be used on a limited basis when accompanied with additional scholarly sources if specified in the assignment guidelines or with instructor approval. Wikipedia, Wikis, .com website or blogs should not be used. Sources should be no more than five years old unless they are historical or seminal references or approved by your instructor.

4. Grey literature is scholarly but not peer-reviewed. These resources can be used but do not meet requirements for peer-reviewed sources. Refer to the assignment guidelines to determine which grey literature sources (e.g., professional organization website, white papers) are appropriate to be used for discussions or assignments and would constitute receiving full credit for using this resource in the paper or discussion. Government reports are actually part of the grey literature – they are not peer reviewed and the government’s main purpose is not the publication of literature. Internet resources on dissertations, a form of grey literature, provide additional views on the scholarly level of this literature.

5. Academic papers should predominantly use the third-person point of view. First-person point of view is allowed in some situations, such as when the assignment asks a student to describe actions taken in the student’s project or requires the student to state an opinion on an issue. Using the second-person (“you,” “your”) point of view is not acceptable. See Writing Style on pages 65-86 of the APA Manual.

6. Copies of articles from any source, whether PDF, Microsoft Word, or any other electronic file format, cannot be sent via the learning management system or through email, as this violates copyright law protections outlined in our subscription agreements. Refer to the Library Citation and Writing Assistance page (http://library.chamberlain.edu/libraryhome) for directions on finding permanent or persistent links (permalink) to articles. These links can be included in emails or documents so that others with access to the Chamberlain Library can find the article to which you are referring.

Typing Instructions (Sample paper begins on page 41, APA Manual)
<table>
<thead>
<tr>
<th>Element – (page in APA Manual)</th>
<th>General Format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Font (pp. 228-229)</strong></td>
<td>Use Times New Roman 12-point font.</td>
</tr>
<tr>
<td><strong>Spacing (p. 229)</strong></td>
<td>Double-space all lines of the manuscript. Do not add extra spaces between sections.</td>
</tr>
<tr>
<td><strong>Margins (p. 229)</strong></td>
<td>Set at one inch on all sides.</td>
</tr>
<tr>
<td><strong>Alignment (p. 229)</strong></td>
<td>Use flush-left style with the first line of a paragraph indented one-half inch. The right margin should be uneven rather than in block format.</td>
</tr>
</tbody>
</table>
| **Headers (pp. 229-230)**     | **Title page:** Running head: ABBREVIATED TITLE (up to 50 characters and spaces). The running head is placed at the left margin of the header of the title page on the same line as the page number.  
**Example:** Running head: DISCHARGE PLANNING  
**Note:** The running head is a shortened version of the title and should make sense when standing alone.  
**Following pages:** Type the ABBREVIATED TITLE (without the label “Running head”) flush left in the header for second and subsequent pages  
**Example:** DISCHARGE PLANNING  
**Hint:** In Microsoft Word, click “Insert” then “Header” then “Edit Header” then check “Different First Page.” |
| **Page numbers (p. 230)**     | Number all pages consecutively, beginning with the title page and continuing through the references. The page number should be placed in the upper right corner of each page, on the same line as the header.  
**Hint:** Use the “page number” function in the header menu to automatically add page numbers. |
| **Title page (pp. 229-230)**  | Running head as above  
Title summarizing main idea of paper  
Author’s name (no titles or degrees)  
Chamberlain College of Nursing  
Course Number and Course Name (e.g. NR500: Foundations and Applications)  
Semester and Year (e.g. May 2017)  
No abstract or author note used for papers at Chamberlain  
**Hint:** This title block should be centered, double-spaced, in plain text (not bold), in upper and lower-case letters, and on the upper half of the page.  
**Hint:** Add a page break at the end of the title page. |
### Second page (p. 27)
The title of the paper should be repeated at the beginning of the second page, centered, in plain text (not bold), and in uppercase and lowercase letters. The heading “Introduction” should *not* be used, it is assumed.

### Headings (pp. 62-63)
Headings are used to separate major sections of a paper. For most papers, two levels are sufficient.

**Example:**

**Boldface, Centered, Uppercase and Lowercase**

**Flush Left, Boldface, Uppercase and Lowercase**

**Indented, boldface, uppercase first letter then lowercase with period.**

### Paragraphs (p. 229)
Indent the first line of every paragraph one-half inch. For consistency, use the tab key set at one-half inch.

### Abbreviations (pp. 106-111)
1. Abbreviations or acronyms that appear as *word* entries in a dictionary do not need explanation in text. Do not use periods in the abbreviation.
   **Example:** AIDS, CBC
2. Other abbreviations or acronyms should be used sparingly. The acronym is always written out the first time it is used with the acronym listed in parentheses after the name; thereafter, only the acronym is used in the text.
   **Example:** nurse practitioner (NP)
   In subsequent use, list the abbreviation alone.
   **Example:** The NP examined the patient.
3. Do not abbreviate units of time. Type out: day, week, month, and year.

### Numbers (pp. 111-115)
Write out the word for the number to express numbers 0 to 9 and any number that begins a sentence.

Use Arabic numerals to numbers 10 or greater. There are many exceptions to this rule, see the *APA Manual* and a few examples below.

1. Ages: **Example:** 2-year-old girl
2. Scores and points on a scale: **Example:** The patient complained of moderately severe pain: 6 on a 0 to 10 scale.

### Use of commas (pp. 88-89)
1. Use commas between each element in a series of three or more: We had potato salad, corn on the cob, and hot dogs at the picnic.
2. Use a comma to set off introductory elements (of more than 3 syllables) at the beginning of a sentence: When her husband died, Clarice inherited $60 million.
3. Use commas to set off nonessential elements from the rest of the sentence: The company, which is located in Ohio, has a good reputation.
4. Place a comma before a coordinating conjunction (for, and, nor, but, or, yet, so) between two main clauses (i.e., two sentences).
5. Do not use a comma to separate two sentences—use either of three appropriate punctuation conventions:
   (a) a period,
   (b) a semicolon, or
   (c) a comma with a coordinating conjunction (like “and”).
**Pronoun agreement (p. 79)**

Pronouns replace nouns, and each pronoun should refer clearly to its antecedent and should agree with the antecedent in number and gender.

**Punctuation with quotations and citations (pp. 170-171)**

As a general rule, periods and commas are placed inside quotation marks, and question marks and exclamation marks are placed outside, unless they apply only to the quoted material. The punctuation mark is placed after the parenthetical in-text citation.

### Order of Paper (pp. 27-28, 65-86, APA Manual)

1. Introduction: Begin with a short introduction describing the importance and key concepts of the paper. The introduction does not require a heading.
2. Main content: Professional papers are written clearly and concisely.
3. Conclusion: Summarize the main points of the paper and provide a conclusion.
4. Reference Page: Start on a new page. There should be a citation in the body of the paper for each reference and there should be a reference for each citation.

### CREDITING SOURCES (pp. 169-192, APA Manual)

**Citing References in Text** (pp. 174–179, APA Manual)

Cite the author(s) and date of each source used in the paper. There are two styles to cite authors. The author can be cited within the sentence or at the end of the idea in parentheses. Each work cited in the text must have a corresponding entry on the Reference page. Each entry on the Reference page must have a citation in the text (except for rare exceptions noted in the APA Manual). The order of the authors’ names listed on the article should not be changed. The sentence end mark (period, question mark) should go after the citation and end parenthesis (see table below for examples).

**Quoted Content** (pp. 170–173, APA Manual)

Papers written for Chamberlain College of Nursing should be the student’s original work and contain no more than one short quotation for every three pages or as designated in the assignment guidelines. Quotations should be avoided if possible. Graduate scholarship should seek to summarize and synthesize sources and evidence. Students should consult with their instructor if unclear about when to include a direct quotation.

When using three or more consecutive words of a source, cite it as a direct quote except when it is an accepted name, such as a disorder or procedure. For example, *coronary artery bypass graft* surgery and the American Heart Association do NOT need quotation marks.

1. **Short Quotes**: Quotes fewer than 40 words should have quotation marks. This citation needs to include the author, year and page number.
   **Example**: A woman’s left ventricle has “about 10% less mass compared to that of a male” (D’Amico & Barbarito, 2007, p. 428).
2. Some websites have headings but no page or paragraph numbers. In this case, use the heading and the number of the paragraph below the heading.

   **Example:** “Cat allergen can remain in a house for an average of 20 weeks after an animal is removed” (Konrad, 2010, Eliminate the Source section, para. 2)

3. Long Quotes: Quotes of 40 or more words **should not** be used in Chamberlain College of Nursing papers without permission from the student’s instructor.

**Reference page (p. 37, APA Manual)**

1. Start on a new page (insert a page break). The word “References” (no quotation marks) is centered on the first line, but **NOT** in bold as it is not considered a heading.

2. Double-space entire reference page.

3. Use the hanging indent format with the first line of each entry at the left margin and all other lines indented 0.5 inches. In Microsoft Word, this can be done by highlighting the references on the list and pressing the “Control” and “t” keys at the same time.

4. Do not number references.

5. All sources cited in text must appear in the reference list, and each entry in the reference list must be cited in text (with rare exceptions).

6. List references in alphabetical order. **Do not** alphabetize the authors within a single source. Keep them in the order listed on the source.

7. If several works are authored by the same first author, refer to *APA Manual* p. 182 for rules to arrange the entries.

8. Do not add extra spacing between entries.

9. Provide the digital object identifier (DOI) at the end of the reference if one has been assigned (p. 191, *APA Manual*). Use the format doi:xxxxxx. When a DOI is used, no further retrieval information is needed to locate the content. See p. 188-9 of the *APA Manual* for directions on how to find a DOI number if it is not displayed. If no DOI has been assigned, and the reference was retrieved online, provide the home page URL of the journal, not the library URL.
# References and Citations in Text

<table>
<thead>
<tr>
<th>Format (page in APA Manual)</th>
<th>Reference List</th>
<th>Text Citation</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>Journal article</strong>  &lt;br&gt;From article database like CINAHL or EBSCO, with DOI (p.198)</td>
<td>Peters, T. (2008). Pain management: Do non-pharmaceutical methods really work? <em>Pain Management, 20</em>(6), 55-65. doi:10.1095/1167-9225.20.2.12</td>
<td>Peters (2008) discussed . . . OR Cite at the end of a sentence as (Peters, 2008).</td>
<td><em>-Do not include the database (e.g., EBSCO or CINAHL) where the article was retrieved. -Retrieval date is not needed unless the site changes frequently.</em></td>
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<tr>
<td><strong>Journal article</strong>  &lt;br&gt;From online periodical [Internet only], without DOI (pp. 189-192 and 199)</td>
<td>Smart, T. J., &amp; Josten, N. S. (2008). Emotional intelligence and self-esteem. <em>E-Journal of Applied Psychology, 8</em>(2), 38-48. Retrieved from <a href="http://ojs.lib.swin.edu.au/index.php/ejap">http://ojs.lib.swin.edu.au/index.php/ejap</a></td>
<td>Smart and Josten (2008) stated . . . OR (Smart &amp; Josten, 2008).</td>
<td><em>-“Retrieved from” is only used when the information is available from an online journal, magazine, newsletter or directly from the web page. -Test the URL to make sure it correctly directs the reader to the correct web page. -use (n.d.) when publication date is not available. Look at footer for the date of copyright or updated date.</em></td>
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<td><strong>Journal article with more than seven authors (pp. 177 &amp;198)</strong></td>
<td>Eckenrode, J., Campa, M., Luckey, D. W., Henderson, C. R., Cole, R., Kitzman, H J., . . . Olds, D. (2010). Long-term effects of prenatal and infancy nurse home visitation on the life course of youths: 19-year follow-up of a randomized trial. <em>Archives of Pediatrics and Adolescent Medicine, 164</em>(1), 9-15. doi:10.1001/archpediatrics.2009.240</td>
<td>Eckenrode et al. (2010) stated . . . OR (Eckenrode et al., 2010).</td>
<td>For seven or more authors, on the reference, list the first six authors. After the sixth author’s name, use an ellipsis in place of the author names (. . . ), then add the name of the final author.</td>
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<td>Unknown author in printed source (pp. 176 &amp; 203)</td>
<td><em>Merriam-Webster's collegiate dictionary</em> (11th ed.). (2005). Springfield, MA: Merriam-Webster.</td>
<td><em>(Merriam-Webster's, 2005).</em></td>
<td>-Cite in the text the first few words of the reference list entry (usually the title) and the year. -If the reference is an article or book chapter or web page, use double quotation marks around the title. -If the reference is a periodical, book, brochure, or report, italicize the title.</td>
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<td><strong>Website</strong>&lt;br&gt;(pp. 176 &amp; 205-206)</td>
<td>Personal or Corporate Author (if known). (Last update or copyright date; if not known, put n.d.). <em>Title of specific document</em>. Retrieved from URL of specific document</td>
<td>(Author, Year)&lt;br&gt;If no author: (Title, Year)&lt;br&gt;If direct quote: (Author, Year, page or para. #)</td>
<td>- Include available elements&lt;br&gt;- The website URL alone is not adequate as a citation or reference.&lt;br&gt;- Look at the bottom of the web page for copyright year.</td>
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<tr>
<td><strong>Two or more works by different authors cited in the same parentheses (p. 177)</strong></td>
<td>Several studies (Schoenberg, 2016; Seno, 2010; Shaw &amp; Austin, 2014) suggested that documentation . . .</td>
<td>-Order multiple citations in the same parentheses alphabetically.</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Communication (p. 179)</strong></td>
<td>Because these items are not retrievable, they are <em>not included in the reference list.</em></td>
<td>A. R. Lutes (personal communication, May 15, 2017)</td>
<td>Personal communications include memos, letters, emails, personal interviews, and telephone conversations.</td>
</tr>
</tbody>
</table>

Chamberlain Guidelines for Writing Professional Papers_Graduate | Revised 7.1.18 (Scholarly Writing Task Force)
<table>
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<th>Format (Page number in APA Manual)</th>
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<th>Text Citation</th>
<th>Comments</th>
</tr>
</thead>
</table>
| **Secondary Sources (p. 178)**    | If you find an author’s ideas cited within another work, but cannot locate that author’s original work, provide the secondary source in the reference list.  
**Example:** if you want to cite Smith’s ideas, but can only find these cited in a work by Johnson, then list the Johnson reference in the reference list since you could not locate and read Smith’s original work. | In the text cite as: Smith stated (as cited in Johnson, 2010) . . . | *-Always attempt to locate the author’s original article. If it is not possible to access the original source, refer to section 6.17 in the APA Manual for correct formatting.* |