

Important Pages in Concise Rules of APA Style

Following is a list of pages that have important information that you will use frequently as you write papers in the School of Nursing. Most people find it convenient to label tabs for these pages using post-it-notes or other adhesive tabs and then highlight some of the specifics as I've outlined below.

Quotes: pages 125 - 149: Pay special attention to the 3 quotation examples on pg 126.

Pg. 127– use of quotation marks

Pg 127– changes from source pertaining to upper/lower case letters

Pg 127– changes from source with ellipsis points

Pg 128– see info regarding use of paragraph symbol

Pg 130 - plagiarism

Numbers: pages 59 - 65: See general rule on page 59. Following this are many examples; look closely for one that meets your needs!

Citations in text: pages 131 - 137: These pages show how to cite the author/s in the body of the paper. Pay special attention to the following sections

Pg 131– one author

Pgs 132 - 133– multiple authors – pay attention to use of et al. and ampersands (&)

Pg 133– groups as authors – pay attention to abbreviation format

Pg 134 – works with no author or anonymous author

Pg 135– two citations in same parentheses

Pg 136– specific parts of source

Pgs 136-137– personal communication such as e-mails or interviews

Reference list examples: pages 137 - 187. These pages show you how to put the author/s in the reference list. Note that in APA format, the only authors listed in the reference list are those cited in the paper. In other words, this is not a bibliography of all the things you read but is a reference list of those you cited. Be careful with use of capitalization, punctuation, and use of italics. Pay special attention to the following sections:

Page 142 - 149: This section has general examples of a reference to periodicals (journals), non-periodicals (books) and electronic sources.

Pages 151 - 187: specific examples of variations of journals/periodicals, books, electronic media (internet sources), and databases (such as Proquest) .

Pages 162-167: Specific examples of variations of **books**. The ones you are most likely to use are # 23, 25, 26.

Pay special attention to example 34 on page 165 for a chapter in an edited book.

Pages 177 - 187: **Electronic sources examples.** See example #71 on pg 180. The first example is for an article in PDF format – the format where you can view the article as it appeared in the journal.

The second part of example # 71 on pg 180 is for an article you viewed in text graphics format. In this format, you need to include the date of retrieval.

