

APA Guidelines for Authors Publishing in the Canadian Journal of Critical Care Nurses



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Note: The CJCCN uses the 6th edition of the APA Publication manual

General Document Guidelines

- ▶ Margins: one inch on all sides
- ▶ Font Size and Type: 12-pt. font, Times New Roman (preferred)
- ▶ Spacing: double-spaced throughout the paper (including references)
- ▶ Alignment: Flush left
- ▶ Pagination: The page number appears on the right upper edge beginning with the title page
- ▶ Order: Title Page, Abstract, Body, References, Tables, Figures

Title Page

- ▶ Manuscript Title: Upper and lowercase letters, centred on the page.
- ▶ Author(s): Uppercase and lowercase letters, centred on the line following the title.
- ▶ Include credentials, position title and institutional affiliation for each author.

Refer to

http://www.icmje.org/ethical_1author.html
for author guidelines.

- ▶ Include contact information for corresponding author.
- ▶ Include several key words for search engines.

Abstract

- ▶ The abstract is a one-paragraph, self-contained summary of the most important elements of the manuscript.
- ▶ The abstract begins on a new page (page 2).
- ▶ Heading: Abstract
- ▶ 150–250 words
- ▶ Format: The abstract may be a paragraph for a general manuscript. It should not be the same as the introduction found at the beginning of the paper.
- ▶ If the manuscript is a report of a study, the abstract must use traditional headings (e.g., background, purpose, design, method, findings, conclusions or implications).

Body

- ▶ Include an introduction. This is different from the abstract. Do not label it as “Introduction”.
- ▶ Use headings/subheadings within the body (refer to APA for formatting).
- ▶ Include a summary, conclusion, or nursing implications.
- ▶ Make sure subjects agree e.g., The patient will use their call bell (patient is singular, their is plural). Rephrase to “The patient will use his or her call bell.”

Quotations

- ▶ Use direct quotations sparingly.
- ▶ When a direct quotation is used, always include the author(s), year, and page number.
- ▶ A quotation of fewer than 40 words is enclosed in double quotation marks and should be incorporated into the formal structure of the sentence
 - e.g., The preference of “female cardiac rehabilitation participants to choose their own exercises was not met” (Moore et al., 1996, p. 192).
- ▶ A lengthier quotation of 40 or more words should appear without quotation marks apart from the surrounding text, block format, with each line indented 5 spaces from the left margin.

Headings

- ▶ Headings are used to organize the document and reflect the relative importance of sections
- ▶ Main headings are Centred, Boldface, Uppercase and Lowercase
- ▶ Subheadings are Flush Left, Boldface, Uppercase and Lowercase.
- ▶ Sub-subheadings are indented, boldface, lowercase paragraph heading ending with a period. The first letter of the first word is uppercase and the remaining words are lowercase.
- ▶ Headings for a research paper are background/problem, purpose, method (design, sample, instruments, data collection, data analysis), findings, discussion, conclusion.

Text Citations

- ▶ When the names of the authors of a sources are part of a sentence, the year of publication appears in parentheses following the identification of the authors
 - e.g., Moore (1996) also conducted a focus group of women participating in cardiac rehabilitation.
- ▶ When the authors of a source are not part of the formal sentence structure, both the authors and years of publication appear in parentheses, separated by semicolons
 - e.g., This model of aging proposes that adaptation is determined by person–environment fit (Lawton, 1998; Strong, 2005). (Always in alphabetical order.)

Text Citations

- ▶ Two authors
 - When a source has two authors, both authors are included every time the sources is cited.
- ▶ Three to five authors
 - When a source has 3, 4, or 5 authors, all authors are included the first time the source is cited. When the source is cited again the first author's surname and "et al." are used.
 - e.g., Frasure–Smith et al. (1995) purport that.....
- ▶ When a source has six or more authors, cite only the surname of the first author followed by et al. and the year for the first and subsequent citations.

Reference List

- ▶ Reference list begins on a new page
- ▶ **IMPORTANT:** all sources included in the reference list are cited in the body of the paper and all sources cited in the paper are included in the reference list.
- ▶ References are alphabetical by surnames of the first author.
- ▶ When there are eight or more authors include the first six authors' names, then insert 3 ellipses “...” and add the last author's name.

Reference List (cont'd)

- ▶ Journal article example:
Smith, G., & Jones, S. (2013). The day the dog stood still. *Journal of Pet Activities*, 3, 415–418.
- Only include the issue number of a journal if each issue begins on page 1. The issue appears in brackets after the volume and is not italicized (e.g., ...3(8), 415–418.)
- ▶ Italicize titles of periodicals, volumes, and books.
- ▶ Use a hanging indent.

Reference List (cont'd)

- ▶ For electronic sources give authors names, date of publication, *title*, URL
- ▶ Example:
Health Canada. (2002). *Women's health strategy*.
Retrieved from <http://www.hc-sc.gc.ca/english/women/womenstrat.htm>.
- ▶ Do not include retrieval date unless the source material may change over time.

Reference List (cont'd)

- ▶ If your reference has a DOI, include it.

- ▶ Example:

Karlsson, S., Bucht, G., Eriksson, S., & Sandman, P. O. (2001). Factors relating to the use of physical restraint in geriatric care settings. *Journal of the American Geriatrics Society*, 49, 1722–1728.
<http://dx.doi.org/10.1046/j.1532-5415.2001.49286.x>

Reference List (cont'd)

- ▶ Entire book example:
Price, P. (2014). *The day the dog stood still*. Calgary, Canada: Westinghouse.
- ▶ Chapter in an edited book example:
Smith, J. (2014). How do dogs communicate? In P. Price & B. Jones (Eds.), *The day the dog stood still* (pp. 5–7). Washington, DC: Mosby.
- ▶ Note: If published in Canada list the city and Canada, if published in the US, list city and state.
- ▶ Note: Do not put “publishing” or “company” after the publisher.
- ▶ If the author is also the publisher (e.g., a publication from CNA), put the word “Author” as the publisher.

Where to Get More Help

- ▶ Publication Manual of the American Psychological Association, 6th edition
- ▶ www.apastyle.org
- ▶ Contact the Editor or any member of the Editorial Review Board of CACCN