

# **The Basics of APA Formatting for the Canadian Journal of Cardiovascular Nursing**

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**Canadian  
Council of  
Cardiovascular  
Nurses**



**Conseil canadien  
des infirmières et  
infirmiers en soins  
cardiovasculaires**

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Note: The CJC/N 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
- ▶ Spacing: double-spaced throughout the paper
- ▶ 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 and institutional affiliation of each author.
- ▶ Include mailing address 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
- ▶ Format: The abstract may be a paragraph for a general manuscript. 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,
- ▶ Include a summary, conclusion, or nursing implications



# 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.



# 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).



# 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 sources is cited again the first author's surname at "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.
- ▶ Commas separate all authors
- ▶ 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)

- ▶ Year of publication appears in parenthesis following authors, with a period following the closing parenthesis.
- ▶ Source reference: includes title, journal volume, pages (for journal article) or title, city of publication, publisher (for book).
- ▶ Italicize titles of periodicals, volumes, and books.
- ▶ Only include the issue number of a journal if the journal is paginated separately by issue.



## 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.



# Where to Get More Help

- ▶ Publication Manual of the American Psychological Association, 6th edition
- ▶ [www.apa.org](http://www.apa.org)

