AUBURN/AUBURN MONTGOMERY

SCHOOLS OF NURSING

GRADUATE PROGRAM

GUIDE FOR WRITING SCHOLARLY PAPERS

2011

INTRODUCTION

Faculty value competent writing skills for the professional nurse and believe that development of the ability to express ideas through writing helps shape information. Writing allows one to become more efficient at relating learned content and facilitating an understanding of other perspectives. Writing not only stimulates critical thinking, it is also a means of communicating ideas, opinions, theories, evidence, and concepts. Writing is a skill that MUST be practiced

All formal written assignments in the Graduate program require the use of the American Psychological Association (APA) writing style, most current edition. This "Guide" should be a valuable source to supplement the APA Manual (6th edition) and grading instructions and criteria from course faculty.

APA WRITING STYLE

Writers who desire to have their research findings and/or manuscripts published in a scholarly periodical (journal, magazine, newspaper, newsletter) or book must follow "style rules" that are established by the publisher. The American Psychological Association (**APA) style** is used as the editorial style for writing scholarly papers in many schools of nursing and many nursing specific journals. Editorial style is defined as the "rules or guidelines a publisher observes to ensure clear, consistent presentation of the printed word" (APA manual, 2001). Other writing styles include American Medical Association (AMA) and Modern Language Association (MLA).

It is imperative that you become familiar with the APA writing style. The information you will use most often is scattered throughout the APA manual, along with information you may not use as often, if at all. **Ideally, you should read the entire manual.** However, as an aid to help you find the information you will use the most, important points/sections have been gleaned from the manual and are presented in this guide. The information is general in nature. If more detail is needed, **refer to the APA Manual.**

- **Numbers**……………………………………..Chapter 4, pgs. 111-114

  - **NUMBERS TIP 1: Use word for any number that begins a sentence, title, or text heading (whenever possible, reword the sentence to avoid beginning with a number)**
  - **NUMBERS TIP 2: Use numeral to express numbers 10 and above (CAVEAT: see exceptions on pages 111-112)**

- **Crediting Sources Quotations/Paraphrasing**………………..Chapter 6, pgs. 169--192
  - This chapter is the HEART OF APA! **STUDY IT CAREFULLY!**

  - **CREDITING SOURCES TIP 1**: Place direct quotations (word- for- word copying) of more than 40 words in a **block quotation (see example on pg. 171).**
  - **TIP 2: Always** include author, year, and specific page or paragraph number for nonpaginated material with direct quotations.
  - **TIP 3**: Limit the use of direct quotations. Paraphrase carefully. **Changing 1 or 2 words is NOT paraphrasing (see pgs.170-172). READ CAREFULLY as plagiarism is a serious offense and could result in a course failure and/or disenrollment from the School of Nursing. Faculty may require that you submit your written work to a website called "TURNITIN" to check for plagiarism. http://www.turnitin.com**
  - **TIP 4:** Note in Chapter 6 examples of how to cite sources on the reference page and in text (body of the paper).

- **Reference List**……………………………………….Chapter 6, pgs. 183-187
  - **REFERENCE LIST TIP 1:** The reference page is a list of the works specifically mentioned in the body of the paper by authors' names in alphabetical order. **All authors** mentioned in the paper **must appear** on the reference list, and conversely, each entry on the "References" or reference list **must be cited** in the text or body of the paper. When the paper is finished, you should **double check** to be sure that no citations are "missing" from the "references" page (s). The reference list should be typed according to APA style, e.g. double spaced.
  - **TIP 2:** Study carefully how the references are constructed within the body of the paper and on the reference list.
  - **TIP 3:** Some of your assignments may require a "bibliography". This is not the same as a reference list. Refer to APA manual if a bibliography is requested.

- **Electronic Sources**………………………..Chapter 6, pgs. 187-192

  - The majority of changes to referencing electronic sources have occurred in this section. READ CAREFULLY
  - **Electronic Sources TIP**: Note the information about "The DOI system" on pages 188-189.

Typing Instructions & Sample Paper……………Chapter 2, pgs. 41-59

SCHOLARY WRITING

Specific Guidelines for GRADUATE PROGRAM

- **ALWAYS** refer to the individual faculty's grading tool or graduate handbook for additional requirements or requirements that are different from this guide**. TURN IN GRADING TOOL WITH ALL ASSIGNMENTS** (At faculty discretion, points may be deducted for not turning in grading tool with assignments).

All scholarly papers intended for a grade will follow these guidelines:

- Typed.
- Use of correct spelling.
- Be appropriately referenced in APA style.
- **No first person** unless specified otherwise.
- Use of appropriate sentence structure (i.e., verb tense, subject-verb agreement, punctuation, no incomplete or run -on sentences, content in sentence is clear to reader).
- Number each page starting with **title page** as 1
  - Numbers should appear in the upper right hand margin - following margin requirements of 1 in.
- Spell out the first mention of an organization or agency (i.e., American Nursing Association (ANA). Second and subsequent mention will be abbreviated. Other abbreviations can be dealt with in the same manner, i.e., fetal heart tone (FHT), blood pressure (BP).
- **DO NOT USE ANY INFORMATION THAT COULD LEAD TO IDENTIFICATION OF A CLIENT IN YOUR WRITTEN WORK. FOLLOW CONFIDENTIALITY POLICY**
- Double-space entire document, including reference page, according to APA style.
- Use a title page **(see example on page 8 in this document).**
- Use 1-inch margins for top, bottom, right, and left margins.
- No right justification (left justification only).
- Indent first line of each paragraph 5 spaces from left margin.
- Follow directions on grading tool related to minimum and maximum number of pages. Two or three sentences on the last page **do not** constitute a full page of text.
- An APA correct title page, running head, and abstract are required for all formal papers.

HELPFUL HINTS

- Writing any major paper proceeds in stages. The first and last steps as listed below are usually first and last. The intervening steps may appear in any order.

    1. Do not know where to begin.

    2. I'll whip this out in no time.

    3. The world (and particularly the faculty) is against me.

    4. What else can go wrong?

    5. It is perfectly clear to me; why can't you understand?

    6. Pride in accomplishment when you see a near-perfect scholarly product with your name as author.

- At least two of Murphy's laws apply:
    1. Everything takes longer than planned.
    2. If it can go wrong, it will.
- If you have someone to type your paper, please remember that you are still responsible for APA style.
- **PROOFREAD, PROOFREAD, PROOFREAD (spell check and grammatik do not constitute proof reading…Your review is vital).**

Poor planning on the part of the student does not constitute an emergency for the faculty!

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EXPRESSION OF IDEAS

- When you mean *think* or *believe*, do not write *feel* (remember – you do not know how an author of a publication "feels").
- Watch for one sentence paragraphs.
- Do not shift back and forth between present and past tense within paragraphs.
- **Past tense** is appropriate for a literature review because they are historical accounts (i.e., Smith reported). Use **past tense** to describe results (i.e., Five subjects stated). Use **present tense** to discuss results and to present conclusions (i.e., These scores show).

- Data, criteria, phenomena, stimuli, and media are all plural words (for example, data are; not data is)
- Studies do not investigate—people do.
- Hospitals do not give medications, -- staff give medications.
- Do not use value judgment comments (i.e., good, bad).
- AVOID colloquialisms (i.e. a lot of).

HELPFUL WEBSITES

http://www.apastyle.org/learn/faqs/index.aspx
http://owl.english.purdue.edu/handouts/research/r_apa.html
http://www.library.mun.ca/guides/howto/annotated_bibl.php
http://www.lib.ecu.edu/Reference/howdoi/annotbib.html
http://www.tacoma.washington.edu/ctlt/learning/resources/HowtoWriteanAnnotatedBibliography.pdf

A Word or Two about Plagiarism
Giving Credit Where Credit is Due

- Adhere to policies, guidelines, and codes in the Auburn University/Auburn Montgomery Joint MSN Program Graduate Handbook. Any breach of academic integrity (falsification, *plagiarism, cheating) will result in appropriate disciplinary actions, following University and School of Nursing policies/procedures.
- Plagiarism is using someone else's words, ideas, or data without giving him or her credit and can result in severe consequences such as disenrollment.
- Learn strategies to help avoid *unmeant* plagiarism. When doing your research, keep detailed notes to distinguish between your own ideas and words and the ideas and words of others. Use a thesaurus for help with paraphrasing.
- You do not need to cite your own ideas and observations, common sense or information that is well known in your field, information that can be easily found in at least five other sources, information that can be found easily in common reference sources.
  - An example of common knowledge (which does not need to be referenced*): George Washington was the first president of the United States. *An example of a statement that needs to be documented:* George Washington married Martha Dandridge Curtis on January 6, 1759.
- What might be considered plagiarism? Not citing the source for a paraphrase or quote; documenting the source but paraphrasing the words too closely; "borrowing" or copying a paper.

- Copying another student's paper or any portion of it is plagiarism. Do not: buy, borrow, or copy a paper; do not get someone to write your paper; do not forget to cite your sources for ideas not your own; do not copy from another source without citing.

- Copying any portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism.

- If five or more words in sequence are taken from a source, those words must be placed in quotes and referenced with author's name, date of publication and page number (s).

- *Each time* you rephrased, paraphrase or transpose words or express the same idea using different words, the idea must be attributed to the author by proper referencing. If in doubt, cite it.

Example Title Page

Running head:---------------------------

Oregon's Death with Dignity Act **(title of work)**

Debbie Faulk **(student name)**

Auburn University/Auburn Montgomery

EXAMPLES: MOST COMMON APA CITATIONS

* Note references are double spaced with a hanging indent (second line is indented 5 spaces)

Article from a (periodical) journal with one author and no doi:

Campbell, C. M. (2005). Legalese: Emergency medical treatment and active labor act (EMTALA). *Journal of Legal Nurse Consulting, 16*(2), 31-34. **[note that the title of the journal and the volume # is italicized] [note that the first letter in the title is capitalized and that the rest are lowercase. Except the first word after a colon is capitalized]**

Article from a (periodical) journal with more than one author and no doi:

Hedges, J. R., Newgard, C. D., & Mullins, R. J. (2006). Emergency medical treatment and active labor act and trauma triage. *Prehospital Emergency Care, 10*(3), 332-9.

Article from a (periodical) journal with DOI
Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. doi: 10.1037/0278-6133.24.2.225

Article from a (periodical) journal with DOI and seven authors
Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., …Botros, N. (2004) Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A 1 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249 – 267. doi: 10.1080/1462200410001676350

Book – ENTIRE BOOK

Morone, J. (2003). *Hellfire nation: The politics of sin in American history*. New Haven,

　　CT: Yale University Press. **[note the title of the book is italicized, and only the**

　　first word following the colon in the title is capitalized]

Edited Book

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological*

　　interventions with minority youth. San Francisco: Jossey-Bass. **[note that the city**

　　is listed first followed by a colon and then the publisher]

Book with no author or editor

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-

　　Webster**. [note the title of the book is italicized and when the city is not**

　　commonly known such as in the previous example, the state abbreviation is

　　used after the city]

Article or chapter in an edited book

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In

　　H. L. Roediger III, & F. I. M. Craik (Eds.), *Varieties of memory & consciousness,*

　　(pp. 309-330). Hilldale, NJ: Eribaum. [**note the editors names have the initials**

　　listed first]

Articles in an Internet-only journal

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and

　　well-being. *Prevention & Treatment, 3,* Article 0001a. Retrieved from

　　http://journals.apa.org/prevention/volume3/pre0030001a.html [**note there is no**

period at the end of the reference and that the title of the online journal is

italicized as well as the volume #]

McClure, M. (2006). *Deal talks Medicaid, immigration.* Retrieved from

http://www.accessnorthga.com/news/hall/newfullstory.asp?ID=98750

Articles retrieved from a database

Roy, C, & Schneider L. Galantamine for Alzheimer's disease. *Cochrane Database*

of Systematic Reviews 2004, Issue 4. Art. No: CD001747. doi:

10.1002/14651858.CD001747.pub2

If you have questions about citations or APA writing style, AFTER
consulting APA manual…ASK FACULTY!