Your paper should include four major sections: the Title Page, Abstract, Main Body, and References. Use 1 inch margins on all sides, double-spaced lines, and 12 pt. Times New Roman font.

Your TITLE PAGE should include these four elements:

1. **Running head** (flush left) of a shortened version of the title and a page number (flush right). The running head cannot exceed 50 characters including spaces.

   Running head: TITLE OF YOUR PAPER

   *Note: The words “Running head” only appear on the first page of your paper.*

2. **Paper Title** (centered)
   APA recommends titles to be no longer than 12 words in length.

3. **Author** (centered)
4. **Institutional affiliation** (centered)

Your ABSTRACT should:

- Begin on a new page.
- Include the page header.
- Include the word “Abstract” on the first line of the abstract page (centered). No bold, italics, underlining, or quotation marks.
- A concise summary (150 to 250 words) of the key points of your paper. Do not indent.

Your MAIN BODY should:

- Be double-spaced.
- Include the full title of your paper (centered). No bold, italics, underlining, or quotation marks.
- Indent the first line of each paragraph.

Your REFERENCES should:

- Start on a new page
- Include the title "References" (centered). No bold, italics, underlining, or quotation marks.
- List all of your citations in alphabetical order by author’s last name.
- Be double-spaced with a hanging indent.
The APA *Publication Manual* (REFBF76.7.P83) contains 27 pages of reference examples! So, be sure to consult the APA *Publication Manual* or the Nursing Research LibGuide (“Cite Your Sources” tab) for help in putting together your references based on format.

Try out NoodleBib, an online citation generator! You select the *format* of the information first, and then complete a form used to generate an APA citation.

You should have **IN-TEXT CITATIONS** for each of your references. Table 6.1 below shows the basic in-text citation styles based on the number of authors.

<table>
<thead>
<tr>
<th>Table 6.1 Basic Citation Styles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of citation</strong></td>
</tr>
<tr>
<td>One work by three authors</td>
</tr>
<tr>
<td>One work by four authors</td>
</tr>
<tr>
<td>One work by six or more authors</td>
</tr>
</tbody>
</table>

**ACKNOWLEDGEMENT**

The majority of the content in this guide came from the following sources:
