APA Guidelines for Authors
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Table of Contents

- General document guidelines
- Title page
- Abstract
- Body
- Quotations
- Headings
- Text citations
- Reference list
- Where to get more help

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.
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 source 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 source 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:
- 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.
For electronic sources give authors names, date of publication, *title*, URL.

Example:

Do not include retrieval date unless the source material may change over time.
If your reference has a DOI, include it.

Example:
Reference List (cont’d)

- Entire book example:

- Chapter in an edited book example:

- 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

- [www.apastyle.org](http://www.apastyle.org)
- Contact the Editor or any member of the Editorial Review Board of CACCN