**GCS Graduate/Professional APA Template (Title of Your Paper)**

Olivet Student (Author Name)

Olivet Nazarene University

NURS 629: Nursing Informatics (Course Name\*)

Instructor’s Name\*

January 17, 2023 (Due Date\*)

**Author Note**

Olivet Student (Author Name)

I have no known conflict of interest to disclose.

Correspondence concerning this article should be addressed to Olivet Student name.

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Certification of Authorship: I certify that I am the author of this paper and that any assistance I received in its preparation is fully acknowledged and disclosed in the paper. I have also cited any sources from which I used data, ideas, or words, either quoted directly or paraphrased. I also certify that this paper was prepared by me specifically for this assignment.

Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Course name, instructor name, and assignment due date are* ***not*** *APA requirements, but may be requested by ONU programs.*

**Abstract**

Begin your abstract at the left margin. This is the only paragraph that should not be indented. Unless otherwise instructed, APA recommends an abstract be no more than 250 words and generally not contain any citations or direct quotes. The abstract should be a concise summary of the main points in your paper, intended to draw people’s interest to read the body of your paper. Please check with your instructor to see whether or not an Abstract is required for your assignment. Most assignments will not require an Abstract (American Psychological Association, 2020, p. 30), although it is a helpful addition that provides a short summary of your document for the reader. NOTE: While an Abstract is not generally required for standard writing assignments in Olivet programs, be aware that it may be required in specific assignments, and if you are in the Master of Science in Nursing (MSN) program or one of its’ tracks, you should plan to include an Abstract unless otherwise told. See pages 73-75 of the APA manual (American Psychological Association, 2020) for items to be included in an abstract, or refer to the Purdue Online Writing Lab (OWL) resource site (Myers et al., 2019).

*Keywords*: main words, primary, necessary, search terms

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Begin typing the body of your paper here. Highlight the text on this page and hit backspace to delete what is here and start writing. The title of your paper goes on the top line of the first page of the body. It should be centered, bolded, and in title case (all major words – usually those with four+ letters – should begin with a capital letter). It must match the title that is on your title page.

Professional APA papers are comprised of four sections: title page, abstract, text, and reference list. The title page is page 1. The abstract starts on page 2. The text starts on page 3. The reference list starts on a new page after the text.

**APA Features (Level 1 Heading)**

When you begin a new paragraph, hit the tab key to indent the first line if it is not already indented. Do not forget, also, to follow all APA formatting requirements for your paper, including the proper use of in-text citations and references according to the APA Manual (American Psychological Association, 2020).

This sample paper is drafted to help graduate students learn to follow APA rules and formatting, which will prove helpful as they progress in their studies and work toward future publication in scholarly journals. In papers that you actually plan to submit (not this instructional template), students should refrain from using first or second person in college courses unless the assignment instructions clearly permit such (as in the case of personal reflection sections or life histories). If in doubt, students should clarify with their professors.

There are many changes in *APA-7*. For example, *APA-7* allows writers to include subheadings within the introductory section (APA, 2019, p. 47). *APA-7* now regards the title, abstract, and term “References” to all be Level-1 headings. In addition, citations of all resources with three or more authors now use the first author’s last name and the term et al. (APA, 2019, section 8.17).

Seventh edition APA Style was designed with modern word-processing programs in mind. Most default settings in programs such as Microsoft Word and Google Docs already comply with much of APA Style. However, you may need to make a few adjustments before you begin writing.

**Margins, Font, and Spacing (Level 2 Heading)**

Use 1-inch margins on all sides of the page. This includes the top, bottom, left, and right margins.

Use a legible font. Many fonts are acceptable, including 11-point Calibri, 11-point Arial, 12-point Times New Roman, and 11-point Georgia. The default font of your word-processing program should be acceptable. Be sure to use the same font throughout the entire paper, writing body text in standard (nonbold, nonitalic) font. Use italics sparingly, for instance, to highlight a key term on first use.

Use double-spacing for the entire paper, including any block quotations and the reference list. Do not add blank lines before or after headings. Do not add extra spacing between paragraphs.

Leveled headings may be used to help clearly organize and present different topics as an outline of the content of the paper. Be sure to include headings that accurately reflect the content in each section. Start each main section with a Level 1 heading. Use Level 2 headings for subsections of the introduction. Use the same level of heading for sections of equal importance. Avoid having only one subsection within a section; have two or more, or none.

Level 1 headings are to be centered and bold. Level 2 headings are to be flush left and bold. Level 3 headings are to be flush left and bold italic. Text following Level 1, Level 2, and Level 3 headings begins as a new paragraph under the headings. Level 4 headings are to be indented, bold, and end with a period. Level 5 headings are to be indented, bold italic, and end with a period. Text following text Level 4 and Level 5 headings begins on the same line and continues as a regular paragraph.

**Paragraph Alignment and Page Numbers (Level 2 Heading)**

Align paragraphs of text to the left margin, while also leaving the right margin ragged. Do not use full justification. Indent the first line of every paragraph of text 0.5 inches using the tab key or the paragraph-formatting function of your word-processing program.

Put a page number in the top right corner of every page, including the title page or cover page, which is page 1. Student papers do not require a running head of any page.

**Ways to Save Template (Level 1 Heading)**

**Save As (Level 2 Heading)**

You may use this template for all your papers and can save it two different ways. First, save it to your computer using the file name “APA Template” (without the quotation marks). When you begin a new paper, simply open your APA Template file and choose SAVE AS. Change the document name to the actual title of your assignment and you have successfully used the APA Template as the foundation of your document.

**Save As Template (Level 2 Heading)**

While the SAVE AS option is effective, you may also want to go one step further by saving this APA Template as an ACTUAL template in Word. To do so, select SAVE AS and this time, select the location where you want to save it and change the file type to “Word Template.” Now when you begin a new paper, instead of choosing a blank document, select New – My Templates – Professional APA Template. This document will open with the formatting intact and you can begin writing.

**Conclusion (Level 1 Heading)**

APA Style consists of rules, guidelines, and procedures for uniform use of elements such as selection of headings, punction and abbreviations, presentation of numbers and statistics, construction of tables and figures, citation of references, and other elements that are part of a manuscript. Good citations help the reader locate the sources you used and gives proper credit for your sources that is necessary to prevent plagiarism. While APA format takes time to learn, APA rules and guidelines has helped ensure clear and consistent presentation of written material since 1929.

**References**

Begin typing your references here. Hanging indent (first line is not indented, but all subsequent lines of a reference are) is already set. References are listed in alphabetical order by the first author’s last name. Do not change the order of authors within a citation. They are listed in this order by mutual consent and for the purpose of indicating each person’s contribution to the paper. Consult the APA Manual (American Psychological Association, 2020) for proper formatting, using the example that is most similar to your source. You can also find a sampling of common reference format templates from Purdue Online Writing Lab (OWL) below, but there are many other examples available. Be sure to copy and paste the Digital Object Identifier (DOI) with the http:// prefix (American Psychological Association, 2020, p. 299).

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number* (issue number if available). <http://www.someaddress.com/full/url/>

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Author, F. F., Author, G. G., & Author, H. H., Author, I. I., Author, J. J, Author, K. K., Author, L. L., Author, M. M., Author, N. N.…up to 20 authors. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. <http://dx.doi.org/xx.xxx/yyyyy>

Myers, M., Paiz, J., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M.,…Keck, R. (2019, December 20). General format**.** Purdue Online Writing Lab.

<https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.htm> NOTE: The authors in this citation are incomplete. Purdue Owl does not provide the entire author list. APA7 requires that all authors up to 20 be listed in the Reference entry. The ellipsis would only be used if there were more than 20 authors. See p. 286, Publication Manual of the American Psychological Association (2020).