I. Manuscript Preparation Overview

Note that there may be some variation from standard APA when setting up your paper. Please refer to the guidelines in this manual for appropriate setup.

Paper

For your final copy/submission, paper will be supplied to you by your department. All paper used should be 8½ x11 inches and printed on one side only.

Font

Font size should be 12 point for the text; 10 point is acceptable for tables, figures, footnotes, and figure captions. Font type should be Times New Roman for all text.

Margins

All pages must display a 1½ inch margin on the left side of each page. Top, bottom, and right margins are 1 inch. Page number is located ½ inch from the top of the right side of the page and 1 inch from the left (see example).

Alignment

Within the paper itself, text must be aligned left. Each paragraph is indented ½ inch or 5-7 spaces. Specific formatting for Table of Contents, Tables, Figures, and columns of numbers will be discussed later.

Line Spacing

All text must be double-spaced, including blocked quotes (40 words or more in length).

Running head

The running head is an abbreviated form of the title with a maximum of 50 characters, counting letters, spaces, and punctuation. The running head should appear flush left, in all upper case letters starting, *starting with the Abstract* (see example). Page numbers are flush right.

Pagination

-For your MSN project, no running head appears on the title page.
-Lower case Roman numerals will be used to paginate the Table of Contents, List of Tables, List of Figures, and List of Abbreviations, and will appear at the bottom center of those pages. Page one is considered the title page although not designated as such. Page 2 is the Abstract and begins the use of the running head with page number.

Sections

The following sections of your project each begin on a new page:

Title page
Acknowledgements
Table of Contents
List of Tables
List of Figures
List of Abbreviations
Abstract
Each new chapter
References list
Appendixes
Curriculum Vitae

References List

You will need to cite all of your sources in APA documentation style. Every source used in your paper must be listed in your References; every citation in your References must be used in your paper.

An APA Style Guide as well as other pertinent information from the *APA Publication Manual* are included in this manual which will help you set up your References section as well as cite sources both within and at the end of your paper. This style guide should cover most of your citation needs. However, because it is impossible to address every variation, you may need to consult the *APA Publication Manual*, or you can seek help at Millikin's Writing Center. The Writing Center offers one-on-one help with all areas of the writing process and can be instrumental in creating a polished, organized, and accurate project. You can make an appointment through myMillikin using the Writing Center icon. You can also call (217-424-6353) or e-mail wcenter@mail.millikin.edu

II. Title Page

Note that the title page does not exactly follow APA guidelines. Please use the instructions below for your project.

All font on the title page should be 12 pt. Times New Roman, in black ink, with no bold, underlining, italics, or embellishment of any kind.

Project Title

A title should be fully explanatory when standing alone. It should be easily shortened for the running head. The words *method* and *results* do not normally appear in a title, nor should *A Study of* or *An Experimental Investigation of*. Do not use abbreviations (spell them out). A title should be no longer than 12 words.

The title of your project is typed in upper and lower case letters, centered between the right and left margins, and is positioned in the upper half of the page (See *APA* 2.01).

Name

Your name, followed by abbreviations of previous degrees earned (use periods here— B.A. rather than BA, but no spaces after the periods), should be centered on the lower half of the page. The name of the university should appear below your name, double-spaced and centered.

At the bottom of the page, the following should appear, centered and double-spaced:

In Partial Fulfillment of Degree Requirements for Master of Science in Nursing

20[appropriate year]

The following is an example of how the title page should look:

Current Baccalaureate-Prepared Nurses' Perceptions of

Barriers to Master's Education for

Becoming Nurse Educators

Melissa Masters, B.S.N., R.N.

Millikin University

In Partial Fulfillment of Degree Requirements for Master of Science in Nursing

2013

III. Table of Contents

Your Table of Contents will reflect the organization of your project. Your project should be organized as follows:

Title page
Acknowledgements
Table of Contents
List of Tables
List of Figures
List of Abbreviations
Abstract
Introduction
Theoretical Framework and Literature Review
Methods
Results
Discussion
References
Appendixes
Curriculum Vitae

The Table of Contents should be laid out according to the example that follows.
You will want to use a template to set up this page; your instructor will show you how to do this. The words "Table of Contents" is centered at the top of the page. The left margin is 1½ inches; top, bottom, and right side margins are 1 inch. Insert ellipses per the example.

Section Titles
Note that all chapter titles are double spaced. Section headings listed under each Chapter are single spaced and indented 12 spaces from the left.
All major words in each chapter and section title are capitalized.
Chapter titles and section headings must match exactly what appears in the text.

Page Numbers
Page numbers for each section and subsection are aligned right, 3 spaces from the end of the ellipses.
The Table of Contents (as well as the List of Tables, List of Figures, and Abstract) all are paginated with lower case Roman numerals, located at the center of the bottom of the page (normal page numbering with header will begin with the main text).

Table of Contents

IV. Abstract

The Abstract provides a brief summary of the content of your project. Begin the Abstract on a new page and identify it with the running head and page 2. The label Abstract should appear at the top of the page, centered, in upper and lower case letters. The abstract is typed as a single paragraph without indentation, and should be no more than 250 words.

V. Body of the Project

The body of your project begins with the Abstract. At this point normal page numbering begins.

Page Numbering
Beginning with the Abstract (which is page 2), the running head should appear in all upper case letters, flush left, ½ inch from the top of the page. Page numbers are placed flush right, 1 inch from the right.

Example:

BARRIERS TO DISCHARGE TEACHING   2

Inserting headers can vary from computer to computer. Check the computer you are using to find out how headers are inserted into a document.

Subheadings
A subheading denotes a division of your discussion within a chapter. In most instances, one or two levels of subheadings will be sufficient; however, a third level might sometimes be necessary. According to the *APA Publication Manual* (sec. 3.32), when using only one level, use Level 1; if two subheading levels are needed, use Levels 1 and 3; if three levels of subheadings are needed, use Levels 1, 3, and 4.

For most undergraduate papers, one or two levels of headings will be sufficient. Nevertheless, the first three levels are set up as follows (see sec. 3.03 in *APA* for all levels).

Level 1:   **Centered, Boldfaced, Capitalize all Major Words**

Level 2: **Flush Left, Boldface, Capitalize all Major Words**

Level 3:   **Indented, boldface, capitalize only the first word, period at end.** Text follows immediately and on the same line. See APA Fig. 2-1for an example of how this should appear.

   If more than three Levels are needed, see *APA* 3.03, Table 1.

See http://supp.apa.org/style/PM6E-Corrected-Sample-Papers.pdf for an example of an APA style paper. Note that there are some differences in what you're project requires (e.g. Title page layout). Follow the *ANPG* guidelines.

Eliminating "Widows and Orphans"
Widows and orphans are those words or short phrases at the end or beginning of paragraphs that are left to sit alone at the top or bottom of a page—separated from the rest of the paragraph. Your word processing program should have an On/Off option for Widows and Orphans (found in the dropdown Format Menu: Format>Paragraph>Line and Page Breaks). Make sure this function is On.

Writing Style Guidelines

In order to create understandable, cohesive writing, the following guidelines are recommended:

- No more than 10-15% of a paper should include direct quotes. The majority of your cited information should be paraphrased (explained in your own words) to create consistent flow.

- Any direct quotes used should always be a part of a sentence and never stand alone.
    Example:
    Correct:
    Confusing this issue is the overlapping nature of roles in palliative care, whereby "medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team" (Csikai & Chaitin, 2006, p. 112).

    Incorrect:
    Confusing this issue is the overlapping nature of roles in palliative care. "Medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team" (Csikai & Chaitin, 2006, p. 112).

-Whenever possible, body paragraphs should begin and end with your own ideas as opposed to beginning and/or ending with cited information. Maintaining such control over the body of the paper creates flow and helps eliminate choppiness between discussions.

Acronyms
Acronyms must be introduced and clear. In text, when first using an acronym, introduce it and spell it out, with the acronym immediately following in parentheses:

According to the World Health Organization (WHO)(2013), . . .

After this, the acronym alone can be used.

. . . these numbers have continued to increase (WHO, 2013).

In the References section, spell out, with the acronym immediately following in parentheses:

World Health Organization (WHO). (2013). Senegal: A leap forward on infant survival.

    Retrieved from http://www.who.int/features/2013/senegal-infant-

    survival/en/index.html