**GCS Undergraduate APA Template (Title of Your Paper)**

Olivet Student (Author Name)

Olivet Nazarene University

NURS 101: Nursing Practice (Course Name\*)

Instructor’s Name\*

January 17, 2023 (Due Date\*)

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*** *required by APA, but may be requested by ONU programs.*

**GCS Undergraduate APA Template (Title of Your Paper)**

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. A running head is not generally required for student papers. Only the page number will appear in the header.

Student APA papers are comprised of three sections: title page, text, and reference list. The title page is page 1. The text starts on page 2. 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).

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 – Student 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/>

Author, C. C., & Author, D. D. (Date of publication). Title of article. *Title of Journal, volume number,*page range. <http://dx.doi.org/10.0000/0000>

Author, E. E. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher.

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).