First Page Basics

You never get a second chance to make a first impression!

First page is very important! Attention to these details demonstrate awareness and compliance to correct APA format.

1. Running head  The words “Running head” appear on first page only. The word “Running” is capitalized, the word “head” is not.

Correct: Running head: TITLE OF PAPER IN ALL CAPS
(less than 50 characters in title) If title is more than 50 characters, truncate for Running head.

Running head: PATIENT ENGAGEMENT STRATEGIES (27 Characters-CORRECT!!!)

Bookmark the following and refer to them often!

*Purdue Owl APA Overview and Workshop

Or you can view this tutorial: *APA Tutorial Link

*APA Example paper
Running head: Examining Patient Engagement Strategies Used with Low Income Depressed Mothers. (69 Characters- and no caps!!!WRONG)

Many students make the following mistakes on the first page:

RUNNING HEAD, Running Head, Title not capitalized, Running head title more than 50 characters- these are WRONG!!

The words “Running head” only appear on first page, so make sure you click the box indicating first page header is different from subsequent pages.

-On Word Documents, Click INSERT, Click Header, Check box Different First Page

After first page- only TITLE IN CAPS should appear in header space

Click here for: VIDEO LINK for running head/pagination:

2. Title page

Title should be no more than 12 words in length and should not contain abbreviations

Sample Nursing Paper

Suzie Q. Nurse

University of North Carolina-Chapel Hill

November 30, 2009
3. **Pagination** First page should have “1” flushed to right top corner of page. Click Insert, Click Page Number, Click Position- Top of page, Alignment- Right, Check box to show number on first page.

**In-text citations – from APA Style tutorial**

### Citing References in Text

The following chart shows how to format in-text citations (6.11–6.15)

<table>
<thead>
<tr>
<th>Table 6.1 Basic Citation Styles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of citation</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>

### Reference Section

Areas where mistakes often occur:

1. **Title of journal article/book**- Only the first letter of first word and first word after semicolon: Are capitalized


*All words of title SHOULD NOT BE capitalized!*

2. **Journal article, volume number**


*Journal Title and volume number should be italicized*

3. **When to use et al.**

First time citing up to 5 authors, write all 5 author last names out *(Baker, Brown, Fleming, Flood & Foster, 2019)*

Next time, refer to this citation as *(Baker et al., 2019)*

**Six or More authors- go right to et al. on first citation*
NON-ELECTRONIC SOURCES

**Book**


**Chapters in Edited Books**

**One Author**


**Two Editors**


**Journals**

**One Author**


**Two Authors**

**Multiple Authors**


**Greater than Six Authors**


**ELECTRONIC SOURCES**

**Electronic Version of a Print Book**


[NetLibrary version]. Retrieved from

http://search.lib.unc.edu/search?R=UNCb5904683

**Use persistent URL which is found in the UNC catalog under Full Record. Persistent URLs take you directly to the article. This may or may not be the address at the top of the screen.**

**Journals**

**Journal Article, one author, accessed online**


**Journal Article, two authors, accessed online**

**Journal Article, more than two authors, accessed online**


**Journal article from a subscription database (no DOI)**


**Electronic Reference—Internet Only Magazine/Journal**


**Complex Web site—with author**

**Professional Web site-no author**


**Electronic Reference: Online Message/Discussion Board**


**Electronic Reference: No author/Date/Organization**


**Pamphlet**


**Note - When a DOI is not available, and a URL is included, do not include retrieval dates unless the source material may change over time. When citing an entire website (when you are not quoting from, but rather making reference to an entire website), it is sufficient to give the address of the site in just the text (no entry in the reference list is necessary)**

**UNLESS YOU HAVE THE JOURNAL IN PRINT FORM DIRECTLY IN FRONT OF YOU, YOU MUST EITHER USE A DOI (PREFERRED) OR A URL TO IDENTIFY**
WHAT IS A DOI?

The Digital Object Identifier (DOI®) System is for identifying content objects in the digital environment. DOI® names are assigned to any entity for use on digital networks. They are used to provide current information, including where they (or information about them) can be found on the Internet. Information about a digital object may change over time, including where to find it, but its DOI name will not change.

WHERE TO FIND THE DOI?

On article information: Works for newer articles.

1. Going directly to the online journal:


   Current Opinion in Otolaryngology & Head and Neck Surgery
   Issue: Volume 17(5), October 2009, p 356-362
   Copyright: © 2009 Lippincott Williams & Wilkins, Inc.
   Publication Type: [Otolaryngology and neuro-otology. Edited by Myles L. Pensak]
   DOI: 10.1097/MOC.0b013e3283304cb3
   ISSN: 1068-9508
   Accession: 00020840-200910000-00007
   Keywords: bilateral, contralateral, endolymphatic hydrops, Meniere's disease

2. On the article itself:
Through the find at UNC link. Pick the item that just says ARTICLE.

Then you will see:

3. Go to CrossRef
http://www.crossref.org/guestquery/
free DOI lookup

Crossref currently provides three ways for you to locate a DOI:

- If you have bibliographic data for a item and would like to find the DOI, please use the metadata section of this form.
- If you only have an article title and author, please use the article title search section of this form.
- If you have the text of a bibliographic reference, please use our automatic parsing service described at the bottom of this page.

Bibliographic metadata search

This form is a guest query interface to the Crossref system for individual DOI retrieval. This interface is not intended for automated querying. If you would like to query Crossref on an automated batch basis, please obtain an account on our system.

You must supply either author or first page and we recommend using journal title instead of ISSN. For a list of journal titles in the Crossref holdings please visit our browsable journallist.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal</td>
<td>Nature</td>
</tr>
<tr>
<td>Article Title</td>
<td>&quot;Changes in Ritaline on platelet aggregation as a Function of the Menstrual Cycle&quot;</td>
</tr>
<tr>
<td>DOI</td>
<td>10.1097/00006619-200109000-00009</td>
</tr>
</tbody>
</table>

Search on article title

If you only know the title of an item (article, book chapter, report, working paper, etc.) submit them here. Optionally, supply the author to reduce the number of results. This form is a guest query interface to the Crossref system for individual DOI retrieval. This interface is not intended for automated querying. If you would like to query Crossref on an automated batch basis, please obtain an account on our system.
Citing References

3 Ways to Paraphrase:

1. Advances in medical treatments over the last fifty years have dramatically increased the survival rate for children suffering from life threatening and chronic illnesses (Katz, 2002).

2. Katz (2002) found that advances in medical treatments over the last half century have dramatically....

3. In 2002, Katz’s review of the literature showed that there has been a dramatic increase in survival rate for children with life threatening....

Note** If there are 3-5 authors for a work, all of them must be listed the first time they are cited in the paper. Afterwards, it can be cited using et al.

Example: (Smith, Johnson, Doe, & Brown, 2009) for the 1st citation
Then (Smith et al., 2009) for subsequent citations.

Direct Quotations:

1. “The rates of non-adherence cited for some conditions show that compliance problems are so frequent that they could be considered to be a normal response to the demands of illness and treatment” (Fielding & Duff, 1999, p. 196).

2. As Fielding and Duff (1999) reported, “The rates of non-adherence cited for some conditions show that compliance problems are so frequent that they could be considered to be a normal response to the demands of illness and treatment” (p. 196).
Direct Quote > 40 Words:

Parents of children suffering from these disorders, live daily with a distinct fear of an emergency situation that can lead to the death of their child.

Mandell, Curtis, Gold, & Hardie (2005) state that families must learn to cope regardless of whether it suits their capacities, personalities, experiences, and inclinations; otherwise, they may increase the risk of exposure to danger or death. They may cope admirably and find that circumstances beyond their control put their child at risk. (p. 325)

** Note that for blocks of text, the citation follows the final punctuation of the quoted text**

**Headings**

Centered, Bold, Upper and Lower Case Heading

Left Justified, Bold, Upper and Lower Case Heading

Indented, bold, lower case, paragraph heading ending with a period.

Indented, bold, italics, lower case paragraph heading ending with a period.

Indented, italics, lower case paragraph heading ending with a period.