Title Page:
Instructions for formatting the title page are on p. 23 of the 6th edition of the Publication Manual of the American Psychological Association (APA). A sample is on p. 41. A title should say what the paper is about, not only what the assignment is. A running head should include key words that could be used if someone were doing a web search for your paper. Note that all elements in the header are on the same line, and the other lines on the title page include very specific information and are centered in the top half of the page.

Headings:
Headings give organization and clarity to your paper. The chart on p. 62 shows the five levels of headings, tells how to format them, and shows exactly how they should look. If you made a paper showing all your headings and no text, it should show a good organizational pattern, like an outline, and would look like the sample on p. 63.

Citations and References:
Any data or information that comes from somewhere else besides your own original thoughts and ideas must be cited and referenced. Using someone else’s ideas or words without citing and referencing them is plagiarism. Citations go in the text of the paper, and references go on the References page at the end. Every citation in your paper must match a reference, and each reference must have at least one citation.

Where to Find Rules and Examples:
Citations: The rules for how to do citations for articles in journals (periodicals), are found in Chapter 5, Crediting Sources, beginning on p. 174. A chart on p. 177 shows you exactly how they should look. References List: The rules for how to do references begin on p. 180. “In general, we recommend that you include the same elements, in the same order, as you would for a reference to a fixed-media source and add as much electronic retrieval information as needed for others to locate the sources you cited” (Publication Manual of the American Psychological Association, 2010, p. 187). Chapter 6, Reference Examples, gives detailed instructions and shows detailed examples of how to format the entries on your References page, beginning on p. 198. The rule for how to cite and format your source if there is no exact match in the manual is that you find the closest model and use it. It does not give permission to just guess.
For a journal article you accessed online:

To cite the ideas within a sentence, you state who said it and when:
EXAMPLE: Burke and Williams (2011) stated that nursing students tend to score very high on motivation indices.

To quote the authors within a sentence, use quotation marks and cite the page or paragraph number:
EXAMPLE: “Self-efficacy index data collected over several years indicates that nursing students are highly motivated” (Burke & Williams, 2011, p. 27).

To reference the above article on your References page, use authors’ last names and initials, followed by the year of publication, then the title of the article, with only the first letter of the first word, the first letter after a colon, and any proper nouns capitalized. Then add the name of the journal, in italics, with all important words capitalized. Follow that with the Volume number in italics, then the page numbers.

■ Using the doi (digital object identifier)

■ If you accessed the article through a database, instructions and examples for how to reference it are given on p. 192.
NOTE: You cannot just say you retrieved it from Ebscohost database.

For the web site of an organization without an author: (APA 6th edition 2010 p. 206)

To cite:
EXAMPLE: Pass rates are increasing rapidly (NCLEX Pass Rates by Year, 2010).
To quote:
EXAMPLE: “The pass rates of BSN programs continue to climb faster than pass rates of any other program type” (NCLEX Pass Rates by Year, 2010, para. 3).
To reference:
NOTE: The date in the parentheses of all citations and references should be the last year the web page was copyrighted or updated— the purpose for showing the date is to let the reader know how recent the data is. If a range of years is given on the site, use the latest one. If no date is given on the site, use (n.d.) as an abbreviation for "no date."