APA Citations Worksheet for Nursing

Citing sources is a necessary part of any paper written where sources are used. In APA format, these sources are placed on their own page labeled References (this is centered with the first letter capitalized) in alphabetical order, double-spaced with the lines after the first one having hanging indents of five spaces.

Citing sources is not necessarily hard, but it requires careful attention to detail and conscientiousness. All the sources follow a pattern based on what kind of source it is. These kinds fall into four common categories including reference materials like encyclopedias, books, articles from periodicals like journals, and electronic sources such as web sites. Below are some sample citations for each of those categories, which offer some guidance as well as tackling a few common irregularities.

For more help with other kinds of sources and irregularities, please consult these sources:
APA Manual (available in the Library on reserve or at bookstores)

This LibGuide has links to other online sources, explanations and examples for lots of different sources and variations, information on how to format your paper, help with in-text citations, a link to free software that helps with bibliographic citations called EndNote, and tips for avoiding plagiarism. It is highly recommended that you visit this guide and consult it for all your APA citation needs.

And as always, feel free to contact a Librarian to help you!
Library Main Desk: (218) 723-6140
College’s toll free number: 1-800-447-5444) and ask to be transferred to the Library

Part 1: Sample Citations for Reference List

Encyclopedia Article

Published book with edition


Unpublished book like master’s thesis


Chapter in book


Article found full text online in a database like CINAHL with doi (digital object identifier) given


Article found full text online in a database like CINAHL with no doi given

Article found in paper journal with no author given


Web Site


Part 2: In-text Citations
(or using your references in the body of your paper)

It sounds painful, but it doesn’t have to be! Basically in-text citations means that you are telling the reader where you got any and all information that did not come from inside your own head. This is more obvious when you are directly quoting from a source, but it is also needed when you have summarized or paraphrased from a source and even if you got an idea from somewhere else.

So how do you do it? As the name implies, you are going to put the information about the source in parentheses in the text of your paper as opposed to a footnote where the source information is at the bottom of the page or an endnote where it goes at the end of your paper.

Basically you only need to list the author’s last name and the publication year. Only use page numbers for a direct quote. Make sure the source information in parentheses matches with your works cited. If an entire portion of your paper is referencing one source, cite the author and year the first time and then just the author after that. If you are going back and forth between different sources, you need to cite the author each time you switch. In order to avoid plagiarism, it is extremely important that you cite all words and ideas that you got from somewhere else.

If your quote is longer than forty words, set it off in a block text by beginning a new line, indenting one inch, and do not add quotation marks. At the end of the quote put the period after the last word of the sentence followed by the parentheses.

**Note that the punctuation for the sentence goes AFTER the parenthesis.

Examples of In-text Citations:
- Quote with author’s name in text
  Smith (2006) states that, “…” (p. 112).
- Quote with author’s name in reference
  This is quoted as, “…” (Smith, 2009, pp. 112-4).
- Paraphrasing with author’s name in text
  Smith (2006) stated these facts, too.
- Paraphrasing author’s name in reference
  This fact has been stated (Smith, 2009).
- No author – give title of work abbreviated to first major word - Italics for books, “quotation marks” for articles
  Smith and Lee agree that (2009).
- Citing entire website – put URL
  This has evidence (www.pubmed.gov).
- Quote from website – use paragraph number
  Stating, “…” (Smith, 2009, para. 4).
- More than one author with same last name
- Source has more than one author in text
  Smith and Lee agree that (2009)
- Source has more than one author in reference
  In conjunction (Smith & Long, 2009).
- Citing more than one work
  We all agree (Smith 2007; Lee 2009).
Part 3: Assignment

Step 1 - Take the following parts and put them together to make a proper APA citation. Use the samples above and the Library’s APA LibGuide (http://libguides.css.edu/APA6thEd) for help.

Subject Encyclopedia:
Author – Susan Anderson
Title of article – Pulmonary Issues
Title of encyclopedia – Encyclopedia of the Heart
Volume – 2
Pages – 832-840
Place of publication – New York, NY
Publisher – Macmillan
Year - 2008
APA Citation:

Book:
Authors – William B. Badke, Karl Lustig, and James McPherson
Title – Heart Attacks and Survivors: Finding Methods That Work
Edition - Second
Place of publication – New York, NY
Publisher – iUniverse, Inc.
Year - 2010
APA Citation:

Unpublished Book:
Author – Joan Carlisle
Title – Surveying Patients’ Heart Stress Level: Levering the Didactic Approach
Source: Unpublished Master’s Thesis
Institutions – The College of St. Scholastica
Place of Institution – Duluth, MN
Year - 2008
APA Citation:
Chapter in Book:
Author – John Baldy
Title of Chapter – Meditation Through Visual Imaging
Book Editor – Lex Spinachoozer
Title of Book – Heart Attacks: Alternative Approaches
Place of publication – Philadelphia, PA
Publisher – Follett
Year – 2009
Page Numbers – 87-94
APA Citation:

Journal Article:
Authors – Max Foley, Brent C. Prax, Robert D. Crowell, and Tom Alexander
Title of article – Effects of assistive devices on cardiorespiratory demands in older adults
Title of journal – Physical Therapy
Volume – 76
Issue – 6
Pages – 1313-1319
Year – 2009
Database Used – Proquest Medical Library
Doi – 4390823340598//doiur1204
APA Citation:

Website:
Name of entity sponsoring web site – American Heart Association
Title of web page – Defibrillation
Date of last update – 2014
URL - http://www.americanheart.org/presenter.jhtml?identifier=4540
APA Citation:
Step 2 - Use the above citations you just created and the in-text citation examples to make correct in-text citations in the following text.

Issues with the heart have been treated with medicinal and alternative methods for years. According to _______________________________ ( ______), until recently only more traditional methods for treatment performed by trained health professionals were employed. This has all changed with the increased access the general public has to defibrillators. “Since 2004, there has been a 250% increase in defibrillators located in public areas such as schools, grocery stores, churches, and government buildings” (_______________, ______, __________). This increase has allowed treatment for heart attacks to be conducted by the layperson for the first time. The success of this increased access has been seen by the rate of death due to heart attacks fall (___________________ ________, __________; _______________________, __________). An example of alternative methods for prevention is meditation. ______________________ (_________ states, “Meditation improves the risk of heart attacks by lowering the patient’s stress level” (__________). When surveying patients’ stress level, both ________ (________) and __________ (________) found that visualization was especially beneficial. In summary, thinking outside the box both with defibrillators in public spaces and meditation will hopefully continue to decrease the risk of heart attacks and increase the survival rate.
Part 4: Advanced Assignment

**Step 1** - Using a topic of your choosing that is preferably familiar to you, find four references in at least two different formats (for example 1 book, 1 article and 2 web sites would be three different formats).

**Step 2** - Create a reference list of those four references with the correct page set up, alphabetization, and punctuation.

**Step 3** – Write a simple paragraph using those four references citing them with correct in-text citations similar to what you just did for step 2 of the above assignment.

**Help** – Use the Library’s APA Citation LibGuide ([http://libguides.css.edu/APA6thEd](http://libguides.css.edu/APA6thEd)), this worksheet, your textbook (look at its chapters for examples of citations and reference lists), and don’t hesitate to call the Library to get help from a librarian (218-723-6140 for main desk or toll free number: 1-800-447-5444 and ask to be transferred to the Library.

**Good luck!**
Key to Answers for Step 1 of Part 3

Subject Encyclopedia:

   New York: Macmillan.

Book:
   methods that work (2nd ed.). New York: iUniverse, Inc.

Unpublished Book:
   (Unpublished master’s thesis). The College of St. Scholastica, Duluth, Minnesota.

Chapter in Book:
Baldy, J. (2009). Meditation through visual imaging. In L. Spinachoozer (Ed.), Heart

Journal Article:
   on cardiorespiratory demands in older adults. Physical Therapy, 76(6), 1313-1319.

Website:
   http://www.americanheart.org/presenter.jhtml?identifier=4540

Step 2 of Part 3 just needs authors and their corresponding years of publication filled in
the blanks to be correct. The object of that part is more to see the correct punctuation,
how the in-text citations are placed in a sentence, and to demonstrate variations.