

BSN GUIDE FOR SCHOLARLY PAPERS

This guide has been developed for the purpose of providing you information that may help smooth your path through the BSN Program. It has been revised based on observations of faculty and previous students. Please offer suggestions for other changes as you use the guide and recognize a need for further revision or addition of other information that may be helpful to future students.

The first section of this guide is devoted to requirements related to all scholarly papers. All papers submitted to BSN faculty are expected to be organized according to criteria set forth in this document.

Writing Guide for All Scholarly Papers
Example of Title Page

WRITING GUIDE FOR ALL SCHOLARLY PAPERS

I. Assumptions

A. All undergraduate work intended for a grade will be presented in a scholarly fashion:

1. Typed (unless specifically told not to).
2. Correct spelling is used.
3. All quoted and paraphrased material is referenced.
4. All reference citations are in APA format.
5. Third person is used throughout the paper.
6. Appropriate sentence structure is used (i.e., verb tense, subject-verb agreement, punctuation, no incomplete or run-on sentences, content in sentence is clear to the reader).
7. First mention of an organization is spelled out with the abbreviation in parentheses immediately following, i.e., National League for Nursing (NLN). Second and subsequent mention of the organization will be abbreviation only. Other abbreviations can be dealt with in the same manner, i.e., fetal heart tone (FHT) or blood pressure (BP).
8. All references to clients and/or their families are to be made by initials only.

B. Students have read and are familiar with APA manual (latest edition).

C. No scholarly work is turned in for a grade without being proofread.

II. Specific Guidelines - APA

A. Title page -- title is to be centered and in all capital letters. A long title will be in the shape of an inverted pyramid. If title is two or more lines, double space between lines. Other information to be presented on the title page includes writer's name, date, and course number. (Example)

B. Headings -- APA allows the use of from 1 to 5 levels of headings. These are:

1. Level I -- Centered uppercase and lowercase heading
2. Level II -- Centered, italicized, uppercase and lowercase heading
3. Level III -- Flush left, italicized, uppercase and lowercase heading
4. Level IV -- Indented, italicized, lowercase, paragraph heading ending with a period. (See pp. 113-115 of APA manual, 5th edition, for description on usage of different levels of headings.)
5. Level V -- Centered uppercase heading

C. Margins and indentations -- margins measure one inch on all sides.

Indent the first line of each paragraph five spaces from the left margin. Indent the first line of each entry in references.

Quotations -- direct quotations of 40 words or more are displayed in a double-spaced block of typewritten lines that have been indented 5 spaces from the left margin.

D. Quotations -- direct quotations of less than 40 words are incorporated into the text and enclosed in double quotation marks. Avoid lengthy quotations. The majority of work in the paper should be yours, not someone else's.

In a "run-in" quotation (one that is incorporated into the text), lowercase the first letter regardless of how it appeared in the original.

Generally, quotation marks should be placed outside a comma or period and inside other punctuation. Quotation marks are placed outside punctuation marks when the mark belongs with the quoted material and inside when the mark belongs with the text. (See APA manual, 5th ed., page 292, for example.)

Indicate omission of an internal part of a direct quotation with three ellipsis points (...), separated from the text and from each other by one space. Ellipsis points are not needed at the beginning of a "run-in" quotation. Be sure to mark beginning of quotation by placing quotation marks (i.e., "Other people ... should not expect to do the same.")

E. Tables/Figures -- give brief, clear, explanatory titles and headings. You may use standard abbreviations in table/figure headings without any explanations (i.e., no. for number or % for percent). Non-standard abbreviations require an explanation.

An informative table/figure supplements, not duplicates, the text. The text should refer to each table/figure and its data, but discuss only the high points.

In the text, refer to the tables/figures by their numbers, not as "the table above/below".

Incorporate tables/figures into text as closely as possible to the first textual reference.

F. Numbers -- references to table and figure numbers appear in Arabic numerals. Textual references to numbers taken from figures and tables should also be in the form of numerals even if the numbers are small.

Numbers with decimal points and percentages are written in Arabic numbers. The symbol for percent (%) accompanies the number. Without a number, the word "percentage" is used. **Never start sentences with numerals.**

Numbers less than ten are usually written in word form in the text. Numbers ten and over are written in numerals. (See exceptions under "numbers" above and in the APA manual.)

G. References -- all citations in the text must be referenced. All reference listings must be mentioned in the text.

Reference list must be alphabetized.

If a periodical has consecutively numbered pages, no issue number is required. If each issue, however, begins with page 1, an issue number is essential for clarification. See examples in APA manual, pp. 239-275 and following.

Remember, double space all reference entries. Use a hanging indent, meaning that the first line will be flush left, subsequent lines will be indented 5 spaces.

When citing a reference with three, four, or five multiple authors, write all authors names in citing the first time it appears in the paper, after that write first author's name and use the "et al" notation.

H. Spacing -- double space the entire document .

I. Running head -- optional on student papers. Some faculty may require use of a running head.

Students may find additional resources online and by visiting the Troy University Writing Center. (<http://troy.troy.edu/writingcenter/>). The Writing Center is located in Wright Hall.

Begin title on line 14
Title – If Title is Longer Than
One Line Make Inverted
Pyramid
Skip a line
Skip a line
Name
School of Nursing
Troy University