AUTHOR GUIDELINES FOR “CLINICAL INSIGHTS” COLUMN

JNPA
The Journal of The Nurse Practitioner Association New York State

PURPOSE: The Nurse Practitioner Association New York State seeks to publish a variety of highly relevant information for Nurse Practitioners practicing in New York State and beyond. The “Clinical Insights” column seeks evidence-based clinical articles that will be of interest to nurse practitioners and other health professionals practicing in a variety of settings.

SUBMISSION OF MANUSCRIPTS: Original papers should be submitted electronically to the chair of the clinical advisory group: nheider@buffalo.edu. Articles will be peer reviewed by at least three members of the editorial board. The body of manuscripts should be between 1000 and 3500 words and should follow current APA guidelines. The following are essential elements:

Cover letter - testify that the manuscript is original work and not currently under review for another publication.

Title – should be descriptive and concise.

List of Authors – including credentials and contact information.

Abstract – should summarize the article in 100 words or less highlighting 3-4 key words.

Manuscript – with any tables or figures on separate pages with written permission to use any copyrighted material.

References - alphabetically using APA format

MANUSCRIPT REVIEW: Three members of the editorial board will review manuscripts in a timely fashion and provide feedback to the corresponding author. Accepted manuscripts are subject to copyediting to assure that the final publication conforms to the Journal’s standards and space requirements. The final copy will be subject to the corresponding author’s approval.

COPYRIGHT TRANSFER: If an article is accepted for publication, the lead author will be asked to sign a copyright transfer form.

ACCOUNTABILITY: Accountability and responsibility for content submitted rests solely with the submitting author(s).
Citing Sources in APA Style

When writing a research paper you often need to refer to the work of other people—to describe their research or ideas, or to quote them, for example. Whenever you refer to, paraphrase, or quote the theories or research of other people, you need to indicate in your paper the source of your information. Thoroughly documenting your sources has a number of advantages; for example, you help your reader to check the accuracy of your description of the source, and the credibility of the source itself. In addition, you demonstrate your knowledge of the literature in your area. Finally, you enable your reader to learn more about particular theories or findings mentioned in your paper.

Which documentation style should you use?

You have several different styles of documentation to choose from when citing sources. In most disciplines a specific set of guidelines is accepted as the standard. For any paper that requires documentation, however, you should first ask your instructor or professor which citation style you should use. The following guidelines and examples are from the *Publication Manual of the American Psychological Association*, 5th edition, published by the American Psychological Association or APA. This manual is commonly used in courses in the social and natural sciences here at IU.

How should you document sources following the APA guidelines?

The APA guidelines specify two types of citations—one goes in the text of your paper, and the other at the end. The following example illustrates a reference citation in the text of a paper:

Some researchers have suggested that infants and young children store memories less efficiently than adults because specific neural structures required for memory storage have not yet matured in children at these ages (Nadel & Zola-Morgan, 1984).

In this example the writer informs us that the theory she describes was proposed in a paper by Nadel and Zola-Morgan, published in 1984. Note that the entire citation in this example—both the authors’ names and the year of publication of the article cited—is in parentheses. Depending on how a sentence is constructed, all or part of the citation may be placed in parentheses. For example, the sentence above could also be phrased this way:

Nadel & Zola-Morgan (1984) have suggested that infants and young children ...

In this example only the article’s year of publication is inside the parentheses; the authors’ names are included as part of the main sentence.

For articles with one or two authors, use either of these methods of citing the source. For articles with three or more authors, you should list all the authors in the first citation;
in subsequent citations, however, you usually need to cite only the first author, followed by the abbreviation “et al.” The following examples illustrate this point:

In a famous case study of amnesia, Milner, Corkin, & Teuber (1968) describe ... (first citation of this article)

The results of this study agree with those of Milner et al. (1968) ... (subsequent citation of the article)

At the end of your paper, you should give your reader the full citation for every source you have referred to in the body of your paper. These citations, which should include everything a reader would need to look up your source, go on a “References” page that immediately follows the text of your paper.

Below are examples of citations of the most commonly used types of sources. If you need to cite a source that isn’t illustrated here, consult the complete APA Manual. Note that these entries should be double-spaced; we have single-spaced them here to save space.

BOOKS AND BOOK CHAPTERS

1. An entire book:


The first example shows how to cite a revised edition; the second, an edited volume. Note that: (1) all lines except the first are indented; (2) each section of the entry ends with a period followed by a single space; (3) in a list of authors, an ampersand (the symbol "&"), rather than the word “and,” is used before the last author’s name; (4) in an article with several authors, all authors’ names are inverted; and (5) only the first word of the book or chapter is capitalized.

2. An anonymous book:


3. A chapter in an edited volume:


Note that while the names of the author(s) of the chapters are inverted, the names of the editors of the volumes are not inverted.

ARTICLES IN JOURNALS, MAGAZINES, AND NEWSPAPERS

Citations for journal and magazine articles follow the same general form as citations of books, with the same sections:

1. author name(s), last names first;
2. year of publication, in parentheses;
3. full title of article: capitalize only the first word of the title, and don’t underline it or put quotation marks around it;
4. publication information, including the title of the periodical or journal (spelled out—not abbreviated—and italicized) and the volume (also italicized) and page numbers.

1. A journal with continuous pagination (i.e., the page numbers in one issue begin where those in the previous issue left off):


2. A journal that paginates each issue separately:


Note that in this example the volume number (241) is followed (with no space) by the issue number in parentheses (3), then a comma.

3. An article in a magazine:


Note in this example that the article is not published on continuous pages; instead, it appears on pages 158 through 163, and then again on pages 166 and 167.
4. An article in a newspaper:


Because no author is listed for this article, the citation begins with the title and would be alphabetized under the first significant word. If an author had been listed, the year and date in parentheses would be listed after the author's name, as in other periodical citations. In the text, this source would be referred to by a shortened version of the title (e.g., “Clark County Schools, 1996”).

CITATION FORMS FOR ELECTRONIC MEDIA

1. Internet article based on a print source:


In this example, the online version and the print version are identical; if you think the online version differs from the print version, include the URL and the date you accessed the article.

2. Multiple-page document created by a private organization:


For an up-to-date guide on citing electronic resources (Web pages, email communications, listservs) in APA style, please consult: Electronic Reference Formats Recommended by the American Psychological Association.

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