

Health Sciences Department

“Style Guide”

Instructions and Guidelines for the APA
Formatted Multi Media Research Paper
Assignment

What is APA Formatting?

- Since you are asked to use the APA format for your research paper, you will be writing according to an agreed upon set of rules established by the American Psychological Association (now in its 7th edition)
- Because these rules can be quite complex, and are in constant revision, we have put together this **Style Guide** to assist you in writing your papers to a standard which is agreed upon by the faculty of the Health Sciences Department

What is This Paper?

- Your **APA Formatted Multi Media Research Paper** is a paper you will write after you have conducted a review of journal articles, textbooks, web sites, or “expert” interviews
- Included in this paper are the following major elements: topical outline, title page, running head, pagination, graphics (hence the inclusion of the term “Multi Media”), citations, and references

How is This Paper Graded?

Please see the HTHS website:

Click on “*BioMed Core*”,

Then “*1110 Paper Info*”,

And finally “*Multimedia Paper*

Grading Criteria”. This will

give you the breakdown of

how points are earned on this

paper

**Find this grading criteria on
the HTHS website**



Criteria	1	2	3	4	Weight- Total Points: 100
Typical/Outline is submitted as file with correct outline format. Contains all of the key elements pertaining to the topic. *See suggested context.	Typical/Outline not submitted	Typical outline as limited more than 3 key elements and/or incorrect format or missing 2 or more required components.	Typical outline as limited 1-3 key elements and/or incorrect format missing 1 required component.	Outline submitted as file with correct outline format with topic, historical context, scientific method, and ethical issues clearly satisfied.	5
	0 points	1-2 points	3-4 points	5 points	
Literature Review context displays thorough review of literature contains all of the key elements. *See suggested context.	Context is inaccurate or missing 4 or more key elements. Context is shallow.	Context is missing 3 key elements. Remaining content is accurate but lacks depth.	Context is missing 2 key elements. Content is accurate but lacks some questions answered.	Context includes all of the key elements. Content is accurate and reflects depth of research.	50
	0-25 points	26-35 points	36-45 points	46-50 points	
Spelling and Punctuation	Multiple mistakes	Four or more errors	Two to three errors	No errors in spelling or punctuation	10
	0-2 points	4-6 points	7-9 points	10 points	
Adherence to APA Format	Multiple mistakes	Four to five errors	One to four errors	No errors in APA formatting	10
	0 points	1-5 points	6-9 points	10 points	
Grammar and Syntax Appropriate	Multiple mistakes	Four to five errors	One to three errors	No errors in spelling, syntax, and grammar.	10
	0 points	5-6 points	6-9 points	10 points	
Corrected rough draft submitted with final paper with adequate corrections made.	No rough draft submitted	Rough draft as limited but not corrected.	Corrected rough draft as limited. Corrections are minimal or not adequate.	Corrected rough draft as limited with final paper with adequate corrections made.	5
	0 points	1-2 points	3-4 points	5 points	
Paper layout should contain headings and subheadings, is 4-5 pages double spaced, and is well organized and easy to read and follow.	Paper is poorly organized with no headings or subheadings.	Paper contains headings or subheadings but is well difficult to follow. Paper is incorrect length.	Paper contains headings or subheadings, is 4-5 pages, fairly well organized with minor changes recommended.	Paper contains headings or subheadings, is 4-5 pages, well organized with no recommended changes.	5
	0-1 points	2-3 points	4 points	5 points	
Reference Page. A minimum of 7 quality references are included with no more than 2 internet references.	No references page included with final paper.	Less than 5 references and/or more than 2 internet references. Quality is questionable.	Less than 7 quality references and/or more than 2 internet references.	A minimum of 7 quality references are included with no more than 2 internet references.	5
	0 points	1-3 points	4 points	5 points	
TOTAL POINTS					100

Formatting

Font:

- Use Times New Roman or Arial font, font size “12” throughout the paper (including the *Title Page* and *Reference Page*)

Margins

- Under Page Setup in your word processor (open File menu in Microsoft Word), set all 4 margins (top, bottom, and both sides) for 1”
- Your document should be one-sided, left justified, and double spaced throughout it’s entirety

Formatting

Length of Paper:

- Your paper must stay within the guidelines of 7 - 10 pages in overall length
- You should have at least 6-8 pages of actual text
- The *Title Page* will be 1 page, and the *Reference Page(s)* will be 1-2 pages
- The rough draft is not part of the paper, but it should be appended as a separate document for your professor to review

General Information

References:

- This research paper is a referenced document, and you must find a minimum of 7 quality sources to cite
- 5 of the sources you research must be **refereed journal articles** (articles that have been **peer reviewed** by a reputable scientific organization) or scholarly books

General Information

References continued:

- Some examples of refereed journals are: *The New England Journal of Medicine, Cell, Science, Nature, JAMA, etc.*
- Time, Newsweek, and The Farmers Almanac are **NOT** referred journals and will **NOT** count towards the 5 journals you must find, **and cite** within your paper

General Information

References continued:

- Only **two** of your references can be non-refereed sources like newspaper articles, magazines, non-scholarly books, or informational websites (Web MD, the American Cancer Society, etc.)
- Sources are cited as you go within the text: This type of referencing is referred to as *Parenthetical Citations*
- **There is more information about references on pages 35 - 42 of this document**

The Manuscript Header

- For this paper you will use a *Manuscript Page Header* on each page of the actual document, but not on preliminary pages like the *Title Page*
- The *Manuscript Page Header* is made up of two or three words taken from the title that describes your document e.g. Ovarian Cancer, or Multiple Sclerosis, etc. – see 5th edition APA manual page 288

The Manuscript Header

- The *Manuscript Header* should be ½ inch from the top of the page and right justified to the regular 1” margin as this example from the sample paper shows

1 “

1/2 “

Ovarian Cancer

2

1 “

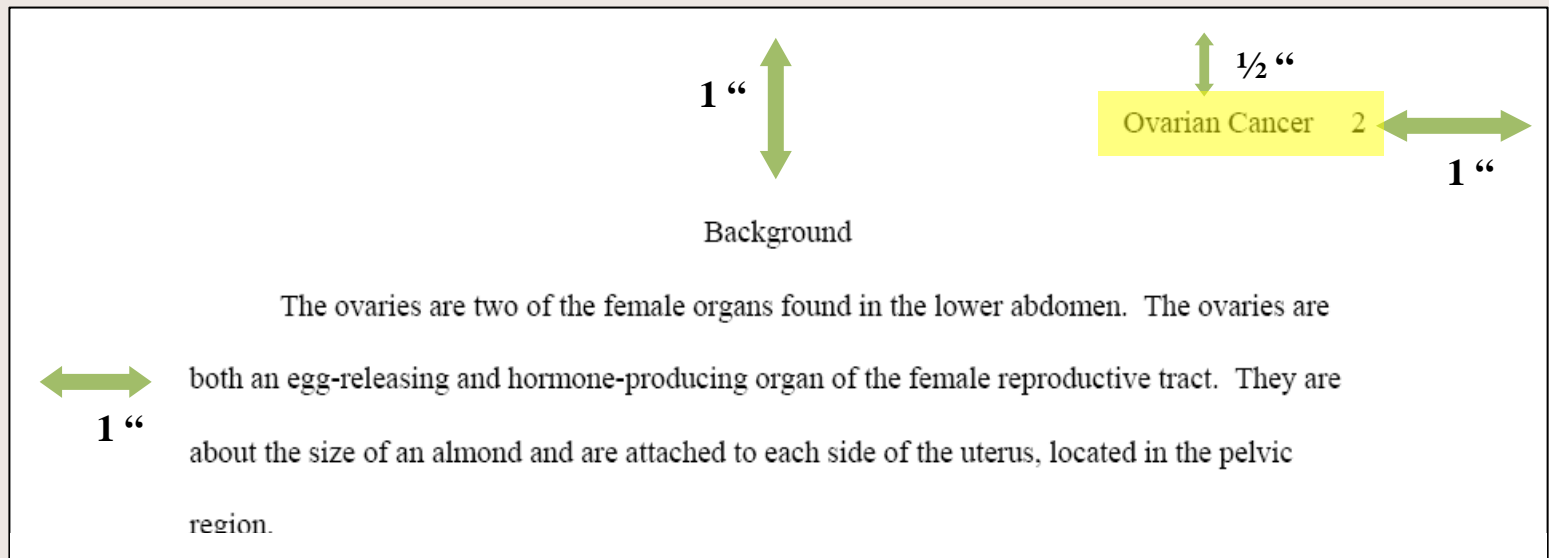
Background

← 1 “

The ovaries are two of the female organs found in the lower abdomen. The ovaries are both an egg-releasing and hormone-producing organ of the female reproductive tract. They are about the size of an almond and are attached to each side of the uterus, located in the pelvic region.

Page Numbers

- **Pagination** is the placing of sequential alpha numeric numbers in the document
- Note that the page number is 5 spaces to the right of the *Manuscript Header* and is also right justified



Page Numbers

- Although the *Title Page* is the first page of your document, the number is “orphaned”, meaning you don’t label the Title Page
- The first page of text is labeled page “2” as shown in this example from the sample paper

1 “

Background

Ovarian Cancer 2 “

1 “

1 “

The ovaries are two of the female organs found in the lower abdomen. The ovaries are both an egg-releasing and hormone-producing organ of the female reproductive tract. They are about the size of an almond and are attached to each side of the uterus, located in the pelvic region.

Numbering The Title Page

- For our purposes, you should entirely skip any *Manuscript Header* or page numbering on the *Title Page*

Example Title Page from the sample paper 

OVARIAN CANCER
by
Name of Student
HTHSCI 1110
WEBER STATE UNIVERSITY
Ogden, Utah
Instructor's Name
Date

Using APA Headers

- On page 289 of the APA Manual (5th edition) you will find an explanation of *Headings*: “Articles in APA journals use from one to five levels of headings. For most articles, three or four levels of heading are sufficient.”
- The use of Level 1 – Level 5 headings is explained on page 290 of the 5th edition manual

Using APA Headers

- Level 1 headers are:

Centered Uppercase and Lowercase

Do **NOT** underline or *italicize* Level 1 headers

Diagnostic Parameters

Staging is the term used to determine if the cancer is localized or if it has spread. If cancer has spread, then staging is used to determine how far, and to which organs. Staging helps define the malignancy of the cancer and determine the appropriate type of treatment. Staging

Using APA Headers

- Level II headers are *Flush Left, Italicized, Uppercase and Lowercase*. Although not in the sample paper, this is what a level II header would look like:

Symptoms

Generalized Symptoms

Ovarian cancer is known as the "silent" cancer or the "silent killer" because there are often no obvious signs or symptoms until the later stages of the disease (American Cancer Society, 2002). It is not uncommon that many women are either unaware of having anything wrong with them, or they have vague symptoms that are not accurately diagnosed until the disease is in its advanced stages. Fatigue, weight loss, night sweats, and loss of appetite are common but general, nonspecific symptoms.

Local Abdominal Symptoms

Often the most significant sign of ovarian cancer is abnormal uterine bleeding, possibly accompanied by lower abdominal or lower back pain, with or without a palpable mass in

Using APA Headers

- Refer to the APA Manual for information on using Level III – Level V Headers
- Most of you will not be using any Level III – V Headings, and many of you will probably not even use a Level II Heading

Citations

- Use APA citation in the body of the paper
 - If you are putting the ideas of another author into your own words, you are *Paraphrasing* that author, and you need to make a citation (Author's Last Name, year):

cells that break away may travel through the bloodstream or lymphatic system to other parts of the body. Ovarian cancer cells may "seed" into the abdomen and attach to other organs such as the fallopian tubes, uterus, stomach, liver or even the lung. Cancer cells may also spread to the ovaries from some other part of the body such as the breast, uterus, or intestine (Nagel, 2000).

Citations

- Use APA citation in the body of the paper
 - if you are using a *Direct Quote* that is *less than 40 words* long you need to use quotation marks (Author's last name, year, p. #):

Etiology

The actual cause of ovarian cancer is not known, but you cannot catch it from someone else. "As with most cancers the risks of getting ovarian cancer increases with age, and more than half the cases occur in women over the age of sixty" (Carter, 2004, p. 533). A strong family

Citations

- When using a *Direct Quote over 40 words* in length, the entire quote is indented 5 spaces:

It is especially important that the developing knowledge base recognizes the difficulty of teaching and learning that goes beyond, and is contrary to, everyday wisdom common to us all by virtue of having once been a student (Ingersoll, 1996, p. 10).

- Note that quotation marks are not used

Citations

- Any citations used must also be reference in full on the *Reference Page* - there is **NO** “works cited” or “bibliography”
- For further information, see Quotations starting on page 117 in the 5th edition of the APA Manual (or look up the appropriate page in another version of the manual)

Graphics

- Figures and Graphics should be relevant to and placed in close proximity to the applicable content, and referred to in the body of document as follows: e.g. “refer to Fig. 1.”
- They should be numbered sequentially in your document e. g. (Fig. 1, Fig. 2, Fig. 3, . . .)

Graphics

- There should be a brief explanation below the graphic/chart and it should be referenced

cancer has spread beyond the ovaries, the survival rate is much lower. This is due to the cancer being at an advanced stage at the time of diagnosis. The earlier ovarian cancer is found and treated, the better the chances for long-term survival. Studies show that over ninety percent of women diagnosed with early stage disease (stage I and II) can expect a five year survival. As figure 2 shows, women diagnosed at stage III have about a twenty five percent chance of survival and women at stage IV have only about a ten percent chance of survival (American Cancer

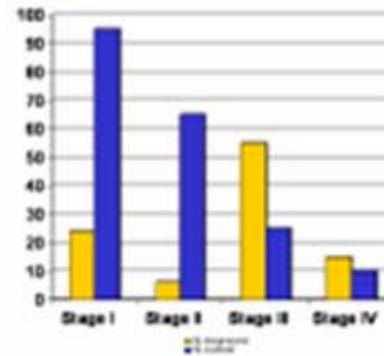


Figure 2. Early detection improves survival (American Cancer Society, 2002).

Graphics

- Spacing around the figures/graphics should not leave large empty blank areas. Format so that your word-processor can fill around them – in Microsoft Word this is done by right clicking on the graphic, then *Format Object*, then *Layout*, and then choosing *Tight*, and below that, *Right*

Graphics

- Figures/Graphics should be easily seen and recognizable without being intrusive to the document. **DO NOT** tape or glue into the document
- Figures/Graphics should stay within the 1 inch margins of the document. In addition to the following examples, please refer also to the online paper samples

Graphics

fallopian tubes, and/or other parts within the pelvic cavity; stage III, cancer is found in one or both ovaries and has spread to lymph nodes or other body parts within the abdominal cavity, such as the surface of the liver or intestines; and stage IV, the cancer is found in one or both ovaries and has spread to other organs such as the liver or lung. The prognosis for ovarian cancer is very much dependent on the stage at which it is first diagnosed (Rastegary, 2001). Refer to Figure 3.

The American Cancer Society recommends annual pelvic examinations for all women over age forty in hopes to increase the chances of early detection of ovarian cancer. Unfortunately, there

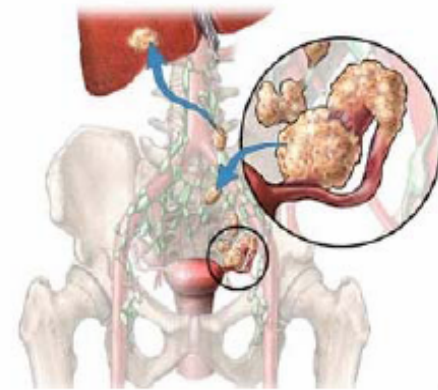


Figure 3. Ovarian Cancer Metastasis
(American Cancer Society, 2002).

Graphics

Fig. 2 a

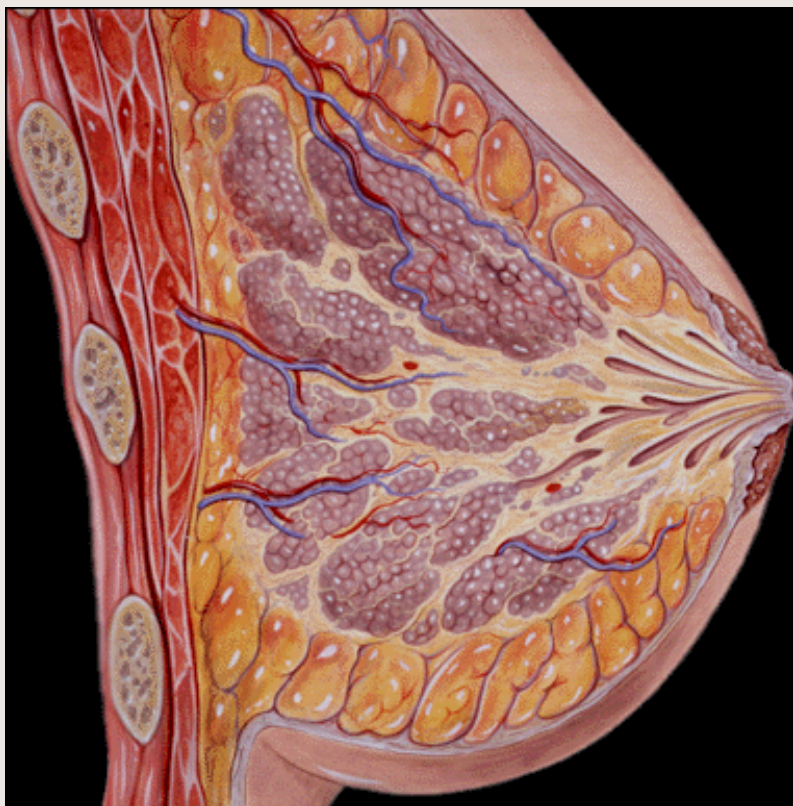
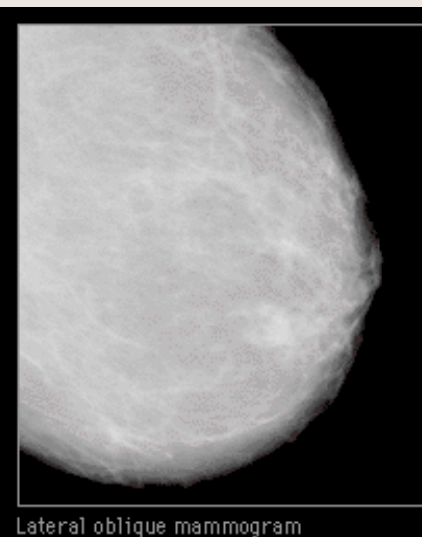


Fig. 2 b



a. Artist drawing of a sagittal view of the breast and associated structures. b. Lateral oblique mammogram (Kline & Smith, 2004).

How it should look in the text

To date, most inherited cases of breast cancer have been associated with two genes: BRCA1, which stands for **BR**east **C**Ancer gene one, and BRCA2, or **BR**east **C**Ancer gene two. The function of these genes is to keep breast cells growing normally and to prevent any cancer cell growth. But when these genes contain abnormalities, or mutations, they are associated with an increased breast cancer risk.

Abnormal BRCA1 and BRCA2 genes may account for up to 10% of all breast cancers. A strong family history of breast or ovarian cancer is one of the most important risk factor.

Fig. 2 a

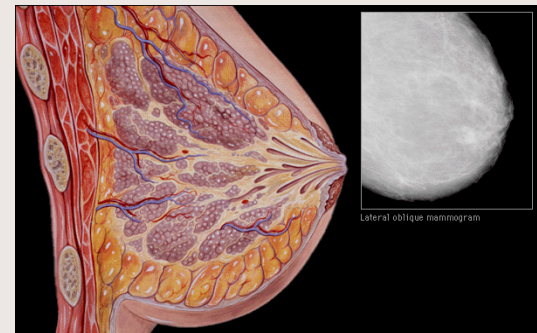


Fig. 2 b

a. Artist drawing of a sagittal view of the breast and associated structures. b. lateral oblique mammogram. (Kline & Smith, 2004).

Title Page

- The Title Page for this paper differs slightly from the rules of the 5th edition of the APA manual, page 296
- We want you to use the example given in the sample paper:
 - Double space the entire page
 - Center it vertically and horizontally
 - Do not number, or put a *Manuscript Header* on the Title Page

Title Page

- We want you to use the example given in the sample paper, continued:
 - The title of your paper is in all CAPITAL LETTERS and in the inverted pyramid form if long enough
 - Included on the title page is, Author's Name, University Name, Instructor's Name, and Date
 - Use All Uppercase, or Uppercase and Lowercase as the example shows

Sample Title Page

Note: All Caps



OVARIAN CANCER IS A MAJOR CAUSE OF MORBIDITY

AND MORTALITY

IN WOMEN

by

Name of Student

HTHSCI 1110

WEBER STATE UNIVERSITY

Ogden, Utah

Instructor's Name

Date



Note: All Caps

**Note: All Caps in the title
and inverted pyramid
(if the title is long)**

**Note: All this needs to be
double-spaced, and centered
top to bottom
and left to right within the
whole page**

Reference Page

- List references in alphabetical order by author's last name. If same last name for more than one author use the initial of the author's first name to alphabetize
- The embed figures/graphic references, along with the other references should be alphabetized
- Like all the other pages, double space!

Reference Page

Reference Page continued

- Hanging indent: any line after the first in a reference is indented 5 spaces from left margin
- There are many guidelines and rules that apply to references. It is strongly recommended that you refer to the 5-7th editions of the APA Publication Manual for more examples (and see the “sample paper” on the HTHS Website)

Reference Page

Acceptable Abbreviations

- chap. chapter
- ed. edition
- Ed. (Eds.) Editor (Editors)
- Trans. Translator (s)
- p. (pp.) page (pages)
- Vol. Volume (as in Vol. 4)
- vols. Volumes (as in 4 vols.)

Reference Page

Acceptable abbreviations continued

- n.d. no date
- No. Number
- Pt. Part
- Tech Rep. Technical Report
- Suppl. Supplement
- 2nd ed. second edition
- Rev. ed revised edition

Reference Page

Reference Page continued

- Arabic Numbers should **always** be used (not Roman Numerals)
- Use the two lettered abbreviation of states only
- For online citations **do not include** the URL in the body of the paper (Author, year) **only**. On the reference page, make sure you remove any hyperlinks

References

The following are just a few examples of how a proper reference should look:

- **Journals/Periodicals:**

A., Author, B. B., & Author, New England Journal of Medicine, Author, A. C.C., (1994). Title of article, *Title of periodical*, xx, xxx-xxx.

- **Non-Periodical:**

Author, A. A (2004). *Title of work*. Location:
Publisher.

References

- **Part of a Non-Periodical (e.g., book chapter):**

Author, A. A., Author, B. B. (2003). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. x-x). Location: Publisher.

References

- **Online periodical:**

Author, A. A., Author, B. B., & Author, C.C.,
(1994). Title of article, *Title of periodical*, xx, x-
xx. Retrieved month day year, from source (*web
url*). *Note: remove all hyperlinks and underlining*

- **Online document:**

Author, A. A., Author, B. B., & Author, C.C.,
(1994). Title of article, *Title of work*. Retrieved
month day year, from source (*web url*).

Topical Outlines

- Topical outlines are “roadmaps” that direct the sequencing of the document
- Topical Outlines are made-up of brief statements that explain what the paper is about
- In addition to the two following examples, see the HTHS website for more examples

Sample Topical Outline

Name

Instructor

- I. Introduction
 - a. Poststreptococcal Glomerulonephritis
- II. Epidemiology
 - a. Most common cause of Glomerulonephritis
 - b. Often occurs in childhood
- III. Pathophysiology
 - a. Prototype for Acute Glomerulonephritis
 - b. Follows Group A Beta Hemolytic Streptococcus Infection
 - c. Streptococcal Pharyngitis
 - d. Scarlet Fever
- IV. Labs
 - a. Throat Culture
 - b. Skin Culture
 - c. ASO Titer increased on serial measurements
 - d. Serum Complement decreased
- V. Diagnosis:
 - a. Renal biopsy
 - i. Diffuse proliferative Glomerulonephritis
- VI. Prognosis
 - a. Most cases are self limited
 - b. Adults do worse than children
 - c. Higher risk of Chronic Glomerulonephritis

Sample Topical Outline

	Name	Instructor
I. Etiology of Oral Malodor:		
A. Volatile Sulfur Compounds (VSCs)		
B. Nonsulfur-containing Compounds		
C. Gram-negative microorganisms		
II. Relationship of Periodontal Disease to Oral Malodor:		
A. Association Between Chronic Periodontitis and Mouth Odor		
B. Periodontal Pathogens		
C. Relationship Between Oral Malodor and BANA Hydrolysis		
D. Implication Between VSCs and Periodontal Disease		
III. Diagnosis of Oral Malodor:		
A. Methods Used to Detect and Diagnose Oral Malodor		
1. Subjective Measurements		
2. Objective Instrumental Analysis		
3. Indirect Methods		
IV. Treatment of Oral Malodor:		
A. Oral Malodor Diagnosis and Treatment Algorithm		
1. Screening Examination		
2. Determine Primary Source		
3. Complete Oral Examination		
4. Oral Hygiene Instructions		
5. Periodontal Therapy		
6. Periodontal Re-evaluation		
IV. Conclusion:		