

# NURSING RESEARCH CHECKLIST FOR STYLE

Questions? Contact us  
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Manuscript # 2005/201

THE HIGHLIGHTED or MARKED ITEMS REQUIRE YOUR ATTENTION BEFORE WE CAN FURTHER PROCESS YOUR MANUSCRIPT. "APA 5TH ED." INDICATES THE PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION, 5TH EDITION.

## General

- o Indicate manuscript number on all correspondence and revised manuscripts.
- o Supply permission from publisher to reproduce published materials; acknowledge the source in the manuscript by referring to the original publication.
- o A copy of *Instructions to Authors* is enclosed.

## Title Page

- o Shorten title to 12 words or less (no abbreviations).
- o Remove abbreviations from the title.
- o Supply first name of each author.
- o Supply reprint address if different from the corresponding author's address.
- o Supply telephone and fax numbers and email address of corresponding author.
- o Supply running head of less than 50 characters (no abbreviations).
- o Remove abbreviations from running head.

## Abstract

- o Provide an abstract.
- o Supply 2-3 keywords; use MeSH guidelines if possible.

## Acknowledgments

- o Supply the titles of those acknowledged.

## Text

- o Number all pages (except figure pages), beginning with the title page.
- o Double-space all pages; use 12-point type (Times New Roman).
- o Reduce # of pages (i.e. 14-16 pages , regular article)

## References

- o Update reference list using APA 5th Ed. format. In particular,
  - o Use hanging indent; italicize all titles and volume numbers (no underlining).
  - o For books and articles, capitalize only the first word of the title and of any subtitles.
  - o Insert space between each author's first initials.
  - o Insert comma after the author's name preceding the "&" when there are 2 or more authors.
  - o After the 6<sup>th</sup> author's name and initial, use et al. to indicate the remaining authors of the article.
- o Update in-text citations using APA 5th Ed. Format (pp. 208-209). In particular,
  - o On first citation of a reference, list all authors if there are less than 6. For following citations, use first author followed by et al. (ie, )
  - o For 6 or more authors, use only the first author's name with et al.
  - o Don't put a comma before et al.

- o Put citations of two or more works within parentheses in the same order they appear in the reference list.

- o \_\_\_\_\_  
\_\_\_\_\_
- o Add in-text citations of the following references to the reference list.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- o Update "in press" references, if applicable.

- o The following references are not cited in the text. Remove from reference list or add to text.
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## Tables

- o Format tables according to APA 5th Ed.
- o Supply a title for table(s): \_\_\_\_\_
- o Define all abbreviations used in table(s) in a note below each table.
- o In-text reference to table(s) \_\_\_\_\_ is out of sequence.
- o Table(s) \_\_\_\_\_ is/are omitted; table(s) \_\_\_\_\_ is/are not mentioned in the text.
- o Remove lines around and/or inside the table

## Figures

- o Attach to each manuscript good quality copies of all figures (.pdf files cannot be accepted). If line art, laser printouts are sufficient. If photographs, supply glossy prints no larger than 8"x10".
- o Put all figure titles on one separate page titled *Figure Legends* instead of on the same page as the figure (see APA 5th Ed., p. 201).

- o Define all abbreviations used in figure(s) in a note on *Figure Legends* page.
- o Figure(s) \_\_\_\_\_ is/are omitted; figure(s) \_\_\_\_\_ is/are not mentioned in the text.
- o In-text reference to figure(s) \_\_\_\_\_ is out of sequence.