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Guidelines for Writing Formal Papers

Nursing Faculty

Indiana University Kokomo

School of Nursing

Guidelines for Writing Formal Papers*

(Highlights of *Publication Manual of the American Psychological Association*, 2001, 5th ed.)

The School of Nursing has accepted the American Psychological Association (APA) style for formal paper writing. The APA Publication Manual (2001) is intended primarily as a guide to writing manuscripts for publication.

Therefore, these guidelines contain specific points of the APA style and that the faculty expect on your papers. They are intended to assist the student. If questions still exist, the student is advised to seek further guidance from the instructor. Within this guide the student will find examples for a variety of the important points for formal paper writing. Following these guidelines will provide the student with the opportunity to produce consistently high quality papers. A sample paper is featured on p. 306-320 of the manual.

The guidelines are organized to include these specific written points of style. Please read the assignments requesting written papers and ask the faculty member for further clarification regarding any of these points.

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* This guide has been single spaced and double-sided to save paper

Appearance of the Paper

Paper (pp. 284, 379). Type the paper (or use a word processor) on one side of a heavy white bond paper sized 8 ½ x 11". Do not use onionskin or erasable paper and do not use glue, or tape in the paper. Paper in the computer lab is acceptable.

Typeface (p. 285.). Use standard typewriter font (pica or elite) or 12 points (like this document) if a word processor is used. Do not use compressed typeface or settings that are fancy or compressed. Dot matrix printing should be of draft-quality. The print should be black, dark, clear and readable.

Double-Spacing (p. 286). Double-space between all lines of the paper. Double-space after every line in the title, headings, footnotes, quotations, references, figure captions and all parts of tables.

Margins (p.286). Use uniform margins of at least 1" at the top, bottom, right and left of every page. There is a default setting for most computers and word processors regarding margins. The default setting is acceptable.

Page Order (p. 287). Number all pages (starting with the title page) consecutively, beginning each of the following sections on a new page of the paper, in the following order:

- Title page (separate page numbered 1)
- Table of Contents (if required, separate page, consecutive page number)
- List of Tables and Figures (if required, separate page, consecutive page number))
- Abstract (separate page, generally numbered 2)
- Text (including tables or figures; start on separate page, generally numbered 3)
- References (start on separate page, consecutive page number)
- Appendixes (if required, begin each appendix on a separate page)

Page Numbers and Page Headers (p.288). Number consecutively, beginning with the title page, in the upper right-hand corner in the space between the top edge of the paper and the first line of text. Put the first two or three words from the title in the upper right-hand corner five spaces to the left of the page number. See sample on page 306 for example (p. 258). Use the automatic function to create headers and page numbers for the entire manuscript.

Corrections (p. 288). Proofread and spell check document before printing. When using a computer or word-processor make corrections on the page and reprint each corrected page or pages as needed.

Paragraphs and Indentation (pp. 307-312). Indent the first line of every paragraph, five to seven spaces using the "tab" key. Type the remaining lines to a uniform left margin. The exceptions are block quotations, titles and headings, table titles and notes, figure captions, and the abstract (p. 306), which is not indented.

Uppercase and Lowercase Letters (pp.289, 296). Capitalize the first letter of important words including: most of the words on the title page (see example on p. 306, page labels, page headers, most headings, table titles, and some elements of the reference list (see "Reference"

section). The only place ALL caps are used is in the Running head on the title page (see example on p. 306).

Headings (pp. 114-115, 289-290). Headings are descriptive subtitles that help the reader identify how the paper is organized and establish the importance of each topic. See the APA manual for other examples, but an example of three-level heading which is most often used in student papers, looks like the following:

Centered Uppercase and Lowercase Heading

Flush Left, Italicized Uppercase and Lowercase Side Heading

Indented, italicized, lowercase paragraph heading ending with a period. Text continues...

Spacing and Punctuation (pp. 290-291). Space once after all punctuations such as commas, colons, semicolons, after punctuation marks at the ends of sentences, after periods that separate parts of a reference citation and after the periods of the initials of a personal name. Do not use a space for hyphens (example: trial-by-error), but DO use a space on both side of a minus sign-example: a-b).

Seriation (pp. 115-116, 292). To show seriation (a series of thoughts, ideas, or words) in a paragraph or sentence, use lowercase letters in parentheses. Within a sentence, use commas to separate three or more elements that do not have internal commas, and use a semicolon to separate three or more elements that have internal commas:

The student used the four steps of the nursing process, (a) assessment, (b) planning, (c) intervention, and (d) evaluation, to care for the patients.

Seriation of separate paragraphs is indicated by numbering each paragraph. This may occur in itemized conclusions or steps in a procedure. No parenthesis used – like 1) – for numbering:

1. Begin with paragraph indent at second tab. Type second and succeeding lines flush like this sentence indicates.
2. The second item begins a new paragraph (like this).

Paraphrasing and Quotations (pp. 117-122, 292-293, 312, 182). Citing an author's work identifies the source for the reader and assists the reader in locating the source of your information. Students may reword (paraphrase) the source or use a direct quote. In either case, the ideas, thoughts or words of an author should be clearly noted. Paraphrasing an author's words or thoughts requires that the reworded sentence include the author(s) and year of the publication cited. Direct quotes should include the author(s), year and citation of the page number or numbers from the source. Examples are given further on in this section.

Quotations of fewer than 40 words should be incorporated in the text "and enclosed

by double quotation marks and use ‘single-quotation marks’ to enclose material already being quoted.” Use three ellipsis points (...) to indicate omission within a sentence and four (...) between two sentences (one is a period for the sentence). Use brackets [not parentheses], to enclose material inserted in a quotation by some person other than the original writer.

Long quotations should be indented with no quotation marks in a double spaced block. Indent the whole block 5-7 spaces from the left margin. The right margin does not change.

If there is more than one paragraph in the long-quotation, indent the first line of the second and additional paragraphs five to seven spaces from the new margin. The author’s name and the year is cited in the text for paraphrases (Curry, 1994).

Reference Citations (In-Text)

Use the author-date format to cite references in text. For example: as Smith (1990) points out, a recent study (Smith, 1990) shows. . . . Every source cited in your text--and only those sources cited in your text--are referenced in the reference list.

Source	Citation
No author	If a book, periodical, brochure or report use title: <i>(Short Title, 2000)</i> If an article or a chapter use title: (“Short Article,” 2000)
1 Author	(Smith, 2000) (Smith, 2000, p. 123)
2 Authors	(Adams & Baca, 2000, pp. 123-146)
3/5 Authors	(Adams, Baca, & Car, 2000) Next Cite: (Adams et al., 2000)
6 Authors +	(Jones et al., 2001)
Corporate Acronym	(United Nations [UN], 2002) Next Cite: (UN, 2002)
Chapter	(Smith 2002, chap. 3)
Data File	(Corporate Author, 2002)
Message	(A. B. Smith, Director of the Intensive Care Unit, personal

	communication, January 23, 2001)
Multiple	(Able, 2002; Baca, 1950; Carr, 1975)
No Date	(Smith, n.d.)

- For two-author citations, spell out both authors on all occurrences.
- For multiple-author citations (up to five authors) name all authors the first time, then use et al., so the first time it is Smith, Jones, Pearson and Sherwin (1990), but the second time it is Smith et al., with a period after "al" but no underlining.
- The first time an "et al." reference is used in a paragraph, give the year, thereafter (if the citation is repeated in the paragraph) omit the year.
- For six or more authors, use et al. the first time and give the full citation in references.
- Include a page reference after the year, outside quotes. For example: The author stated, "The effect disappeared within minutes" (Lopez, 1993, p. 311), but she did not say which effect; Lopez found that "the effect disappeared within minutes" (p. 311). The sentence quoted is capitalized only if it follows a comma, and is a complete sentence not merged into the flow of the text.
- If two or more multiple-author references which shorten to the same "et al." form, making it ambiguous, give as many author names as necessary to make them distinct, before et al. For example: (Smith, Jones, et al., 1991) to distinguish it from (Smith, Burke, et al., 1991).
- Join names in a multiple-author citation with *and* (in text) or an ampersand (&) in reference lists and parenthetical comments. For example: As Smith and Sarason (1990) point out, the same argument was made by in an earlier study (Smith & Sarason, 1990).
- If a group is readily identified by its initials, spell it out only the first time. For example, "As reported in a government study (National Institute of Mental Health [NIMH], 1991), blah blah . . ." and thereafter, "The previously cited study (NIMH, 1991) found that . . ."
- If the author is unknown or unspecified, use the first few words of the reference list entry (usually the title), for example: ("Study Finds," 1992).
- If citing multiple works by the same author at the same time, arrange dates in order. In general, use letters after years to distinguish multiple publications by the same author in the same year. For example: Several studies (Johnson, 1988, 1990a, 1990b, 1995 in press-a, 1995 in press-b) showed the same thing.
- For old works cite the translation or the original and modern copyright dates if both are known, for example: (Aristotle, trans. 1931) or (James, 1890/1983).
- Always give page numbers for quotations, for example: (Cheek & Buss, 1981, p. 332) or (Shimamura, 1989, chap. 3, p. 5).

- For e-mail and other "unrecoverable data" use personal communication, for example: (V.-G. Nguyen, personal communication, September 28, 1993). These do not appear in the reference list.
- For quoting electronic documents without page numbers, cite paragraph numbers if given, indicated by the paragraph symbol or the abbreviation para. in the citation (e.g., Smith, 2000, ¶ 17). If there are no paragraph numbers, cite the nearest preceding section heading and count paragraphs from there (e.g., Smith, 2000, Method section, para. 4).
- Personal communications (such as letters, telephone conversations and interviews) are included in the text of the paper but are NOT listed as a reference at the end of the paper. It adds to the credibility of the source to include their related title or by indicating the significance of using them as a source in the paper. Example: The executive director of United Way, M. Spears (personal communication, September 22, 1994) stated that...

Use of Numbers in Text (pp. 122-130)

A general rule on the use of numbers in text is to use Arabic numbers to express number 10 and above and words to express numbers below 10. Example: He was 25 years old, but his daughter was eight.

Abbreviations (pp. 103-111)

A term to be abbreviated must first be written out completely and followed immediately by its abbreviation in parentheses. After that the abbreviation can be used without explanation. Example: American Nurses Association (ANA).

Grammar and Punctuation (pp. 77-102)

Correct use of words, correct spelling and correct punctuation are always important in a formal paper. When in doubt, use a dictionary, grammar reference or spell-check/grammar check on the computer. However, PROOFREADING is necessary since spell check does not catch all errors.

Instruction for Word Processing Parts of the Paper

Title Page (pp.10-12, 306). The title page includes the page header and page number, the running head, the title, your name and institutional affiliation. The page header is the first 2 – 3 words of the title followed by five spaces and the page number. This goes to the right side of the page. The running head is an abbreviated title with a maximum of 50 characters, counting letters, punctuation, and spaces. Type the phrase "Running head" flush left near the top of the title page, capitalizing only the "R in running. After the colon, type the abbreviated title in all uppercase letters. Keep it all on one line.

The title should be 10-12 words, and centered on the page. A title should be fully explanatory when standing alone. If the title is two or more lines, double-space between the lines. The byline is the name of the author in uppercase and lowercase letters one double-space below the title. Include the affiliation: Indiana University Kokomo School of Nursing. A compressed example follows:

The Title of 1

Running head: TITLE IS CENTERED ON PAGE

The Title of the Paper is Centered

on the Page Like This

Iam A. Student

Indiana University Kokomo

School of Nursing

Abstract (pp.12-15, 298, 306). An abstract is optional. However, when one is written, begin the abstract on a new page. An abstract reflects the purpose and content of the manuscript. Abstracts should include four or five of the most important concepts, findings, or implications. Type the word Abstract in uppercase and lowercase letters, centered at the top of the page. Type the abstract itself as a single paragraph in block format (no indentation). The length of the abstract should not exceed a single page. The abstract content is a SUMMARY of the text of the paper (like an outline in narrative form).

Text (pp. 298-299, 307-312, 321-330). Begin the text, or body of the paper, on a new page. The sections that follow continue without a break. Do not start a new page when a new heading occurs unless it is very near the bottom of the previous page.

References (pp. 215-281, 299, 313-314, 381). Start the reference list on a new page. Center and type the word References on top of the page. Leave the first line of the reference flush left and indent all subsequent lines of the reference. All references are double-spaced. (p. 239).

Appendixes (pp. 204-207, 299-300). If appendixes are used, put each appendix on a separate page. If the paper has only one Appendix, type only the word Appendix, centered at the top. If there is more than one Appendix, then add the identifying capital letter (A, B, etc.) in the order in which they are mentioned in the text of the paper. Indent the first line of text and begin the text of the appendix. If tables are included in an appendix, precede each appendix table number with a capital A (Starting with Table A1). If figures are included in appendix, number them separately from any text figures, beginning with 1 and preceding the numeral with the letter of the appendix.

Content Requirements

Preliminary Pages (pp. 322-324). All papers will have a title page. Some instructors may require that a Table of Contents, a List of Tables and Figures, and an Abstract be included in the formal paper. Please clarify the paper requirements with the instructor.

Title Page. See information on previous page.

Table of Contents. This would include the contents of the paper with page numbers given.

List of Tables and Figures. This would include a list of all the Tables and all of the Figures (two lists) used in the paper with a reference as to the location by page number. They should be typed in the order they appear in the text.

Abstract. The abstract would follow the same guidelines as indicated above.

Introduction. Individual instructors may or may not require that the introduction of the paper demonstrate familiarity with the literature by developing the background more comprehensively. Requirements may vary from course to course.

Text of Paper. The content of the discussion or text of the paper is similar to that of journal article or book chapter.

Conclusions. Instructors may require that the student draw conclusions based on the research done for and in the writing of the paper.

References. Generally, only references cited in the text are included in the reference list. Following is an example of a reference page with samples of journals, books, chapter within a book, magazines and Internet articles correctly referenced.

Special Notes Related to Referencing (p. 223)

- References are alphabetized on the reference page.
- Only initials of authors' first names are used, with the last name given first. No credential letters are used like RN, PhD, MD.
- The year of the publication is given after the authors (s). The month is included after the year for magazine references and if there is more than one issue in a month, then the date should also be given. On the other hand journals are noted by their volume and issue number after the name of the journal.
- The words in the title are not all capitalized; only the first word, proper names, and the word following a colon are capitalized.
- The name of the book or the name of the journal is italicized and the volume number is also put in italics. The issue number is placed in parentheses and not italicized.
- The term Ed. or Eds. are used to indicate that the book is edited and who the editor(s) is.
- The word ed. is used to indicate the edition of the book. (see Whaley)
- Only the main word of the publisher or publishing company is used.
- The difference between a JOURNAL and a MAGAZINE is that a Journal has its articles

reviewed by experts in the profession represented. Often the name “Journal” appears in its title. A magazine, on the other hand is usually intended for a broader audience. *Nursing Times*, for example, is a magazine.

Other Frequently Asked Questions

Q: How do I format a bibliography in APA style?

A: APA style calls for a list of References instead of a bibliography. The requirements of a reference list are that all references cited in the text of a paper must be listed alphabetically by first author's last name in the list of References and that all references listed must be cited within the text. A bibliography, on the other hand, typically includes resources in addition to those cited in the text and may include annotated descriptions of the items listed. In general, the list of References is double-spaced and listed alphabetically by first author's last name. For each reference, the first line is typed flush with the left margin, and any additional lines are indented as a group a few spaces to the right of the left margin (this is called a *hanging indent*).

Q: In referencing periodicals, what's the difference between using "p." or "pp." for page numbers?

A: If a periodical includes a volume number, italicize it and then change to regular type and give the page range without "pp." If the periodical does not use volume numbers, include "pp." before the page numbers so the reader will understand that the numbers refer to pagination. Use "p." if the source is a page or less long.

Q: What format should I follow to cite an interview?

A: An interview is not considered recoverable data, so no reference to this is provided in the References. You may, however, cite the interview within the text as a personal communication. For example:

(J. Smith, personal communication, August 15, 2001)

Q: How do I cite a source that I found in another source?

A: To cite secondary sources, refer to both sources in the text, but include in the References list only the source that you actually used. For instance, suppose you read Feist (1998) and would like to paraphrase the following sentence within that book: Bandura (1989) defined self-efficacy as "people's beliefs about their capabilities to exercise control over events that affect their lives" (p. 1175).

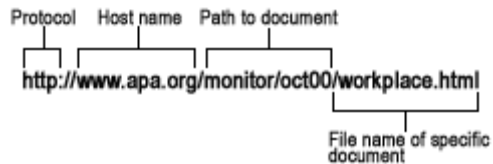
In this case, your in-text citation would be "(Bandura, 1989, as cited in Feist, 1998)." Feist (1998) would be fully referenced within the list of References. Bandura (1989) would not be listed. For more information on citing secondary sources, see Example 22 on p. 247 of the *Publication Manual*.

Electronic Media and URLs

<http://www.apastyle.org/elecmedia.html>

The URL is the most critical element: If it doesn't work, readers won't be able to find the cited material, and the credibility of your paper or argument will suffer. The most common reason URLs fail is that they are transcribed or typed incorrectly; the second most common reason is that the document they point to has been moved or deleted.

The components of a URL are as follows:



Students using and citing Internet sources should observe the following two guidelines:

1. Direct readers as closely as possible to the information being cited; whenever possible, reference specific documents rather than home or menu pages.
2. Provide addresses that work.

General Form for Electronic References:

<http://www.apastyle.org/elecgeneral.html>

Electronic sources include aggregated databases, online journals, Web sites or Web pages, newsgroups, Web- or e-mail-based discussion groups, and Web- or e-mail-based newsletters.

DO NOT PLACE A PERIOD AFTER A URL, WEB OR EMAIL ADDRESS

Online periodical:

Author, A. A., Author, B. B., & Author, C. C. (2000).
 Title of article. *Title of Periodical*, xx, xxxxxx.
 Retrieved month day, year, from source

Online document:

Author, A. A. (2000). *Title of work*.
 Retrieved month day, year, from source

Reference Examples for Electronic Source Materials

(Taken from <http://www.apastyle.org/elecsource.html>)

Periodicals

Internet articles based on a print source

At present, the majority of the articles retrieved from online publications in psychology and the behavioral sciences are exact duplicates of those in their print versions and are unlikely to have additional analyses and data attached. This is likely to change in the future. In the meantime, the same basic primary journal reference (see Examples 15)

can be used, but if you have viewed the article only in its electronic form, you should add in brackets after the article title "Electronic version" as in the following fictitious example:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

If you are referencing an online article that you have reason to believe has been changed (e.g., the format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries, you will need to add the date you retrieved the document and the URL.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

Article in an Internet-only journal

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Article in an Internet-only newsletter

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). Videocounseling for families of rural teens with epilepsy -- Project update. *Telehealth News*, 2(2). Retrieved from <http://www.telehealth.net/subscribe/newsletter4a.html>

- Use the complete publication date given on the article.
- Note that there are no page numbers.
- In an Internet periodical, volume and issue numbers often are not relevant. If they are not used, the name of the periodical is all that can be provided in the reference.
- Whenever possible, the URL should link directly to the article.
- Break a URL that goes to another line after a slash or before a period. Do not insert (or allow your word-processing program to insert) a hyphen at the break.

Nonperiodical documents on the Internet

Stand-alone document, no author identified, no date

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

- If the author of a document is not identified, begin the reference with the title of the document.

Document available on university program or department Web site

Chou, L., McClintock, R., Moretti, F., Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

- If a document is contained within a large and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

Other Electronic Sources

Electronic copy of a journal article, three to five authors, retrieved from database

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

- When referencing material obtained by searching an aggregated database, follow the format appropriate to the work retrieved and add a retrieval statement that gives the date of retrieval and the proper name of the database.

Citing web site material that has no author, no year, and no page numbers

Because the material does not include page numbers, you can include any of the following in the text to cite the quotation (from p. 120 of the *Publication Manual*):

1. A paragraph number, if provided; alternatively, you could count paragraphs down from the beginning of the document.
2. An overarching heading plus a paragraph number within that section.
3. Nothing. Just put quotation marks around the words you're using, which the reader can use as a search string.

Because there is no date and no author, your text citation would include the first couple of words from the title and "n.d." for no date (e.g., para. 5, "Style List," n.d.) if an article or a chapter in a book. Use (e.g., para. 5, *Style List*, n.d.) if the title of a book, periodical, brochure or report. The entry in the reference list might look something like this:

Style list for references. (n.d.). Retrieved January 1, 2001,
from <http://www.apa.org>

Citations in Text of Electronic Material

The following is excerpted from the 5th edition of the *Publication Manual* (© 2001). Some elements of the fifth edition's style guidelines for electronic resources differ from previously published guidelines.

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations (see section 3.34). Note that the words *page* and *chapter* are abbreviated in such text citations:

(Cheek & Buss, 1981, p. 332)
(Shimamura, 1989, chap. 3)

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material (see section 3.39).

(Myers, 2000, ¶ 5)
(Beutler, 2000, Conclusion section, para. 1)

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