NURSING RESEARCH
CHECKLIST FOR STYLE

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
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- A copy of Instructions to Authors is enclosed.

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- Shorten title to 12 words or less (no abbreviations).
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- Supply first name of each author.
- Supply reprint address if different from the corresponding author’s address.
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- Supply running head of less than 50 characters (no abbreviations).
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- Supply professional titles for all authors

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

Acknowledgments
- Supply the titles of those acknowledged.

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

References
- Update reference list using APA 5th Ed. format. In particular,
  - Use hanging indent; italicize all titles and volume numbers (no underlining).
  - For books and articles, capitalize only the first word of the title and of any subtitles.
  - Insert space between each author’s first initials.
  - Insert comma after the author’s name preceding the “&” when there are 2 or more authors.
  - After the 6th author’s name and initial, use et al. to indicate the remaining authors of the article (eg, Meshack... 1998; Dempsey...)
- Update in-text citations using APA 5th Ed. Format (pp. 208-209). In particular,
  - 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,
  - For 6 or more authors, use only the first author’s name with et al.
  - Don’t put a comma before et al.

- Put citations of two or more works within parentheses in the same order they appear in the reference list.
  - Provide URL for AHA 2005 (in ref. list).
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Tables
- Format tables according to APA 5th Ed.
- Supply a title for table(s):
  - Define all abbreviations used in table(s) in a note below each table.
  - In-text reference to table(s)
  - Table 1 – Indicate where the % note at the bottom applies

Figures
- 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”.
- 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).
- Define all abbreviations used in figure(s) in a note on Figure Legends page.
  - Figure(s) ______ is/are omitted; figure(s) ______ is/are not mentioned in the text.
  - In-text reference to figure(s) ______ is out of sequence.
  - Figure 1 – Provide a black and white copy where all graph lines are distinct (see p. 181 in APA, 5th ed.)

Questions? Contact us at handfing@email.unc.edu or 919/966-2015.