procedure number: 419a
procedure name: undergradu<wbr/>ate nursing apa style and formatting guidelines
reviewed by: undergraduate nursing council
last review date: 12/8/2023

apa integration:
apa style and formatting is to be incorporated into all assignments where students are expected to seek out additional sources.

apa papers:
there should be at least one formal apa paper in every semester.

apa rubric guidelines:
- apa expectations should be a separate category in all rubrics, scored separately from professionalism expectations or other assignment expectations.
- rubrics should provide specific apa expectations, including leveling of proficiency for scoring.

instructor feedback on apa:
faculty are encouraged to provide specific feedback for improvement.

curriculum leveling:
- types of sources accessed should be scaffolded based on the level of support and structure needed for incremental learning. (for example, semester 1 students cite journal articles, professional nursing organization websites, and textbooks. by semester 4 students also cite bills/laws, videos, infographics, and governmental websites.)
- leveling expectations for % range for each semester are outlined in the table below.

<table>
<thead>
<tr>
<th>semester</th>
<th>assignments with apa citations</th>
<th>formal apa papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>semester 1</td>
<td>10%</td>
<td>15-20%</td>
</tr>
<tr>
<td>semester 2</td>
<td>10%</td>
<td>15-20%</td>
</tr>
<tr>
<td>semester 3</td>
<td>10-15%</td>
<td>20%</td>
</tr>
<tr>
<td>semester 4</td>
<td>10-15%</td>
<td>20%</td>
</tr>
</tbody>
</table>

*percentages are approximations; left up to faculty judgment.

resources: https://apastyle.apa.org/

approved by undergraduate nursing council: 12/8/23