

**Procedure Number:** 419a  
**Procedure Name:** Undergraduate 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.

Percent of Rubric Leveling

	<b>Semester</b> Assignments with APA Citations	Formal APA Papers
Semester 1	10%	15-20%
Semester 2	10%	15-20%
Semester 3	10-15%	20%
Semester 4	10-15%	20%

\*Percentages are approximations; left up to faculty judgment.

Resources: <https://apastyle.apa.org/>

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