Following are writing style samples required of NASN authors.

For additional guidance, refer to:
- Online resource from Purdue University: [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)

**AUTHORS:**
- Names of authors should appear in the order of their contribution – not alphabetically.
- Author credentials should follow this format:
  - Mary Smith, PhD, RN, NCSN, FNASN

  - No periods used
  - Do not assume C.S.N. means NCSN; there are other certifying groups including state certifications & ANCC
  - If a second degree is a different profession, OK to add: Mary Smith, DNS, MPH, RN
  - State credentials do not go in national documents
  - Authors may not present work or ideas of another as their own
  - Authors may not present their own previously published work as “new”
  - Writing should be gender neutral
  - Active voice preferred: “We conducted the survey” not “The survey was conducted”

**HEADINGS:**
APA (2010, p. 62) recommends a heading structure following the top-down progression listed here:

<table>
<thead>
<tr>
<th>Level of Heading</th>
<th>Heading Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
</tbody>
</table>

**FIGURE AND TABLE CITATIONS IN TEXT:**
- Each figure and table must have a citation in the text.
- More than 14 different program offices at the EPA have published voluntary tools to address these conditions (see Table 1).
- Figure and table titles should be self-explanatory

**NUMBERS (pp. 111-115):**
- General APA rule is to use numerals to express numbers 10 and above and words to express numbers below 10. Refer to APA to expand this rule to address
  - Numbers expressed in numerals (12 year old; 5-mg dose; 1 hour 34 minutes)
  - Numbers expressed in words (Five Pillars of Islam; 2 two-way intersections)
  - Ordinal numbers (the fourth graders)
  - Decimal fractions (0.23 cm)
  - Roman numerals
  - Commas in numbers (1,000)
  - Plurals in numbers
- Express as numerals numbers that represent time, dates, ages, scores, points on a scale and exact sums of money (p. 112): 12:30 a.m.; 2-year-olds; scored 4 on a 7-point scale; 1989 – 1996; July 12, 1994

**PUNCTUATION EXAMPLES:**
- Serial comma example: The professional school nurse is in a prime position to educate, to support, and to help monitor a student’s health condition as the pregnancy progresses.
- Multiple authors: et al.,
- Series within a sentence or paragraph with 3 more elements example (p. 64): The participant’s three choices were (a) working with another participant, (b) working with a team, and (c) working alone.
- Bulleted lists: (p. 63-64):
  - Example 1: Panelists reflected on the following:
    - the effect on school activities;
    - their experiences; and
    - the level of involvement.
  - Example 2: The objectives were to
    - articulate a common definition,
    - identify factors that impact, and
    - discuss approaches.
  - Example 3: The groups identified action steps.
    - Create forms to be used in different settings.
    - Align new policies with existing ones.
    - Include the school nurse on the team.
- Hyphenation (pp. 97-100):
  - Hyphenation includes using the hyphen, em dash, en dash and a minus sign (p. 97)
  - Defer to a current dictionary for further clarification
  - Words starting with these prefixes should not have a hyphen: after, anti, bi, co, counter, equi, extra, infra, inter, intra, macro, mega, meta, micro, mid, mini, multi, non, over, post, pre, pro, pseudo, re, semi, socio, sub, super, supra, un, under
  - Do not permit doubled vowels (infra-abdominal) or tripled consonants (bell-like)
  - Capitalize the 2nd part of hyphenated major words in a title (e.g., Self-Report)

**ABBREVIATIONS, ACRONYMS & TERMINOLOGY:**
- “For example” in text; use e.g.,
- “That is” in text; use i.e.,
- Use versus instead of “vs.”
- Do not abbreviate units of time, such as day, week, month year (p. 108)
- Use school-age children instead of “school-aged”
- Use healthcare provider instead of “health care provider”
- Use school nurse instead of “professional licensed school nurse”
- Can use school nurse and registered nurse interchangeably
- Use electronic mailing list versus “listserv”
NASN Style Guide – 2019 UPDATE

- Use evidence-based practice instead of “evidence based”
- If an acronym or abbreviation is used many times, spell it out in parentheses the first time it is used and use the acronym thereafter: The World Health Organization (WHO) recognizes these standards.
- Use emergency care plan (ECP) instead of “emergency action plan”
- Use individualized healthcare plan (IHP) instead of “individualized health care plan”
- Use Unlicensed Assistive Personnel (UAP) when describing non-licensed persons doing health care tasks
- When using the full name of the Framework, italicize and add TM superscript. e.g., Framework for 21st Century School Nursing Practice
- When using the shorter name for the Framework, you do not have to use the TM superscript or italicize, e.g. The Framework

Examples of APA abbreviations (pp. 106-111)
- Abbreviations used in APA journals
- Latin abbreviations
- Scientific abbreviations
- Common abbreviations for units of measure (p. 109)
- Abbreviations begging a sentence
- NASN need never be expanded for internal documents; expand for partner documents & multidisciplinary publications
- Delete acronyms that are defined but never used again
- Explain acronyms in all tables and figures
- Do not explain abbreviations that are listed in Webster’s

CITING REFERENCES IN TEXT:
- Each citation must have a corresponding reference
- Use author-year format: (Brooks, 2010)
- In the citation use the “&” symbol: (Taylor & Cooper, 2005)
- In the body of the text use the word “and”: According to Taylor and Cooper (2005)...
- List multiple citations alphabetically with semi-colons: (Amdur, Maitland, & Parker, 1988; Bluma, Shearer, Frohman, & Hillare, 1976; Edelstein & Berger, 1993)
- With 3-5 authors, cite all authors the first time; then use first author and et al.: (Pfister et al., 1998)
- With 6 authors, list first author, then et al.
- If there is no author, move the title to the author position before the date of publication; alphabetize using the first substantive word of the title

REFERENCE EXAMPLES (pp. 193-224):
- Begin the reference listing with the heading “References”
- Cite primary versus secondary sources. For help go to http://owl.english.purdue.edu/owl/resource/559/1/
- Lay publications should not be used as a reference
- Each reference must be cited in the text
- If providing resources, list them in a separate “Resources” section before the references
- Alphabetize the reference list by the last name of the first author
- If there is no author, move the title to the author position before the date of publication; alphabetize using the first substantive word of the title

Book:

Chapter in book:

Journal article:

NASN Position Statement or Issue Brief:

Quotations versus Paraphrasing (pp. 170-174):
- Limit direct quotes unless unavoidable; paraphrasing a synthesis of ideas from multiple authors shows strength
- When quoting, always provide the author, year and page number
- If quotation is 40 words or less, include in the text with quotation marks
- If quotation is 40 words or more, display in freestanding block of text with no quotation marks (p. 171); Note: long quotations may require permission to use
- Quoted phrases begin with a lowercased word, even if the word in the original is capitalized: According to the EPA, healthy school environments “measurably affect children’s learning, behavior, and growth” (Office of Children’s Health Protection, 2009, p. 463).
- Quoted sentences are capitalized: As Abrams (1993, p. 11) argues, “We are developing a federal interagency strategy to address these issues.”

(Developed 10-27-11; updated 2/27/19)
Thesis or dissertation:

Unpublished papers:

Article from an online periodical with a doi (digital object identified):

Article from an online periodical:

Article with no author:
Inpatient care rated high at four suburban hospitals. (1999). Journal of Hospital Care, 6(4), 1-4.

Federal laws:
Individuals with Disability Education Improvement Act (2004), 20 U.S.C. 1400 et seq.