FORMATTING

• Double space the entire paper, including the title page and references.
• Set all four margins at 1 inch (2.5 cm).
• Use 12 pt. Times New Roman font.
• Include a title page.
• Repeat the title at the top of the first page of text.
• Create a running head at the top of each page, with a short version of the title (50 characters or less) in capital letters on the left, and the page number on the right.
• Number the pages with Arabic numerals (1, 2, 3…) beginning with the title page.
• Center and bold first-level headings.
• Indent the first line of each paragraph.
• Alphabetize references according to the last name of the author.
• Format each reference with a hanging indent (i.e. with the second and subsequent lines indented).

For information on using a template to format a paper in APA style, please see Downloading and Using the Melissa’s APA Template: A Nutshell Guide.

QUOTATIONS

If a direct quote is under 40 words, put it in quotation marks.

Svendsen says that "[i]t is important that readers know when you are borrowing someone else’s exact words" (2013, p.1).

If a direct quote is 40 words or more, format it as a block quote.

Svendsen (2013) says the following:

It is important that readers know when you are borrowing someone else’s exact words. Otherwise, you may be accused of plagiarism, which is a form of theft. Students found guilty of plagiarism will be subject to disciplinary action, possible including expulsion from the University. (p. 1)

REFERENCES

The reference list begins on a separate page, with “References” centred at the top.

In-Text Citations

In-text citations appear in the text of the paper to indicate that a source is being cited. They include the last name of the author and the date of publication:

… (Williams, 2002).

If the author’s name is mentioned in the text, then just the date is included in the parentheses:

Williams (2002) claims …

For direct quotes, the page number is included:

… (Williams, 2002, p. 21).

If a source does not have page numbers, give the paragraph number preceded by the abbreviation “para.”

…(Mayo Clinic, 2018, para. 6)

Two Authors

… (Lind & Cohen, 2009).
Lind and Cohen (2009) found …

Three to Five Authors (first citation)

… (Peters, Clark, & Ball, 2010).
Peters, Clark, and Ball (2010) say …

Three to Five Authors (subsequent citations)

… (Peters et al., 2010).
Peters et al. (2010) say …

Six or More Authors

… (Jones et al., 2012).
Jones et al. (2012) determine …

Corporate Author

… (Statistics Canada, 2013).
Statistics Canada (2013) states that …

No Author

Use the first few words of the title:

The Oxford English Dictionary (2011) lists …

References

Include the Digital Object Identifier (DOI) whenever possible. To find the DOI of an article, go to http://www.crossref.org and search by the title and the last name of the author, or do a Google search for the title of the item AND “doi.”

Journal Article with DOI


Journal Article with no DOI (Print)


Journal Article with no DOI (Online)


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Chapter in Book


Report (Online)


Newspaper/Magazine Article (Online)


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For more information on citing sources in APA style, please see *A Guide to APA Citation Style*, available from http://libguides.tru.ca/williamslake/apa.