FORMATTING

• Double space the entire paper, including the title page and the references.
• Set all four margins at 1 inch (2.5cm).
• Use 12 pt. Times New Roman or Courier 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.
• Centre and bold first-level headings.
• Indent the first line of each paragraph.
• 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 Finding and Using the Microsoft Word APA Template: A Nutshell Guide.

QUOTATIONS

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

Svendsen says that “it 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 in 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)
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).

One Author

… (Smith, 2008).

Smith (2008) investigated …

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 Digital Object Identifiers (DOIs) whenever possible. To find the DOI of an item, 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 AND “doi.”

Journal Article with DOI


Journal Article with no DOI (Print)


Journal Article with no DOI (Online)


Book with DOI


Book with no DOI (Print)


Chapter in Book


Report (Online)


Newspaper/Magazine Article (Online)


Newspaper/Magazine Article (Print)


Webpage


For more information on citing online sources, please see Citing Online Sources in APA: A Nutshell Guide.