### Formatting
- Double space the entire paper, including the title page and reference list.
- Set all four margins at 1 inch (2.5cm).
- Include a title page.
- Centre and bold the title at the top of the first page of text.
- Number the pages on the top right, 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.

Swendsen 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 it as a block quote.

Swendsen (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)

### Title Page
Note: Individual faculties, departments and instructors may have their own requirements for the title page.

**Title**
The title is bolded, centred and placed roughly 1/3 of the way down the page.

**Other Information**
Below the title, place the rest of the required information, typically the name of the institution, your name, the course number and name, the instructor’s name, and the date.

### HEADINGS

<table>
<thead>
<tr>
<th>Level</th>
<th>Example</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Centred</td>
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<td>2</td>
<td>Left Aligned</td>
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<td>3</td>
<td>Left Aligned</td>
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<td>4</td>
<td>Indented</td>
</tr>
<tr>
<td>5</td>
<td>Indented</td>
</tr>
</tbody>
</table>

### REFERENCES
The reference list begins on a separate page, with **References** centred at the top.

**References**


This guide covers only the most common situations. For more information on citing sources in APA style, please see *A Guide to APA 7th Citation Style*, available from http://libguides.tru.ca/williamslake.

Note: This guide is based on the *Publication Manual of the American Psychological Association*, 7th edition. Always check with your instructors to see if their requirements differ from those described here.

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**APA 7th IN A NUTSHELL**

This guide is based on the *Publication Manual of the American Psychological Association*, 7th edition. Always check with your instructors to see if their requirements differ from those described here.
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 or More Authors

… (Jones et al., 2012).

Jones et al. (2012) determine …

No Author

Use the first few words of the title:


The Oxford English Dictionary (2011) lists …

Group Author

… (Statistics Canada, 2013).

Statistics Canada (2013) states that …

When a group author has a commonly used abbreviation, use it along with the full name in the first citation, and on its own in subsequent citations:

First Citation:
(Royal Ontario Museum [ROM]. 2019)

Subsequent Citations:
(ROM, 2019)

Include the Digital Object Identifier (DOI) whenever possible. To find the DOI of an book or 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 or Database)


Book with DOI


Book with no DOI (Print or Database)


Chapter in Book


Report by Government or Other Organization


Newspaper/Magazine Article (Website)


Newspaper/Magazine Article (Print or Database)


Article from Online News Site


Webpage


For more information on citing sources in APA style, please see A Guide to APA Citation Style 7th, available from http://libguides.tru.ca/williamslake/apa.