Formatting

- Include a title page.
- Set all four margins at 1 inch (2.5cm).
- Double space the entire paper, including the title page and the references.
- 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.
- Format each reference with a hanging indent (i.e. with the second and subsequent lines indented).
- Alphabetize references according to the last name of the first author.

Quotations

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

Sellars says that “it is the assumption of superiority on which this country’s history has been based that must change” (2016, p. 11).

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

Sellars (2016) points out that:

Contrary to some modern views, a subsistence economy is not simple. Rather, it is a complex system that demands organized labour from practically every man, woman and child in the community and a deep understanding of the patterns and cycles of nature. (p. 48)

Title Page

Please note that individual faculties, departments and instructors may have requirements for the title page that differ from those outlined here.

Title
The title is bolded, centred and placed about 2 inches (5 cm) from the top of the page.

Other Information
Below the title, place the rest of the required information, typically your name, your student number, your affiliation (department or faculty and institution), the course number and name, the instructor’s name, and the date.

Headings

Heading Level 1 (Centred)
Heading Level 2 (Left Aligned)
Heading Level 3 (Left Aligned)
Heading Level 4 (Indented)
Heading Level 5 (Indented)

Text begins here…

References

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

References


This brochure covers only the most common situations. For more information on APA Style, please see Citing Sources in APA Style available at http://libguides.tru.ca/williamslake.

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