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 and references page.

HEADINGS
- Heading Level 1 (centred, bold)
- Heading Level 2 (left aligned, bold)
- Heading Level 3 (left aligned, bold, italicized)
- Heading Level 4 (indented, bold, followed by a period, text begins on same line as heading)
- Heading Level 5 (indented, bold, italicized, followed by a period, text begins on same line as heading)

QUOTATIONS
If a direct quote is under 40 words, use quotation marks.
Ratsoy (2016) suggests that "faculty encourage students to publically disseminate their work and distribute it to a wider audience" (p. 10).
If the quotation is 40 words or more, format it as a block quotation.
Ratsoy (2016) says the following:

Whether through a student undergraduate conference, a guest lecture in a class, a teaching and learning centre workshop, or a peer-reviewed conference on or off campus, when students co-present, their belief in the significance of their research is affirmed by the audience’s interest in it. (p. 10)

REFERENCES
The reference list begins on a separate page, with “References” centred at the top.
- Alphabetize references according to the last name of author
- Format each reference with a hanging indent (i.e. with the second and subsequent lines indented).

This guide covers only the most common situations. For more information on citing sources in APA style, please see the TRU APA Citation Style Guide (7th Edition) at https://libguides.tru.ca/apa

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.
A Digital Object Identifier (DOI) is a string of numbers, letters, and symbols used to permanently identify a document. Include the DOI whenever possible. To find the DOI of an article or book, go to http://www.crossref.org and search by the title and the last name of the author.

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