

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 “[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 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)

TITLE PAGE

Running Head

The running head on the title page is preceded by the words "Running head" followed by a colon.

Title

The title is positioned in the top half of the page, centred between the right and left margins. Major words are capitalized.

Name, Course and Date

Your name, the course number and the date are centred under the title on separate lines.

Running head: LONG TERM EFFECTS OF UNEMPLOYMENT	1
Long Term Effects of Unemployment During the 2008 Recession: The Relationship between Parental Unemployment and School Success in Adolescents	
Jane Smith	
Education 1100	
May 10, 2013	

HEADINGS

Heading Level 1 (Centred)

Heading Level 2 (Flush Left)

Heading level 3 (indented). Text begins here...

Heading level 4 (indented). Text begins here...

Heading level 5 (indented). Text begins here...

REFERENCES

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

LONGTERM EFFECTS OF UNEMPLOYMENT	10
References	
Dorling, D. (2009). Unemployment and health. <i>BMJ: British Medical Journal</i> , 338(7703), 1091-1092. doi:10.1136/bmj.b829	

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*.

APA IN A NUTSHELL



This guide covers only the most common situations. For more information on APA style, please consult the TRU library guide at <http://libguides.tru.ca/apa>.

Note: This guide is based on the *Publication Manual of the American Psychological Association*, 6th edition. Always check with your instructors to see if their requirements differ from those described here.

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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).

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:

... (Oxford English Dictionary, 2011).

The Oxford English Dictionary (2011) lists ...

REFERENCES

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

Simons, M., Bernaards, C., & Slinger, J. (2012). Active gaming in Dutch adolescents: A descriptive study. *The International Journal of Behavioral Nutrition and Physical Activity*, 9(1), 118-128. doi:10.1186/1479-5868-9-118

Journal Article with no DOI (Print)

Sidani, S. & Epstein, D. R. (2003). Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing Research*, 35(3), 26-38.

Journal Article with no DOI (Online)

Dean, M. (1993). Unemployment and health. *Lancet*, 341(8839), 230-231. Retrieved from <http://www.thelancet.com>

Book with DOI

Moghissia, H. (2013). *Women, power and politics in 21st century Iran*. doi:10.1080/13552074.2013.767529

Book with no DOI (Print)

Kaplan, J. S., & Hayn, J. (2012). *Teaching young adult literature today: Insights, considerations, and perspectives for the classroom teacher*. Lanham, MD: Rowman & Littlefield.

Chapter in Book

Sweller, J. (2005). Implications of cognitive load theory for multimedia learning. In R. E. Mayer (Ed.), *The Cambridge handbook of multimedia learning* (pp. 19-30). doi:10.1177/CBO9780511816819

Report (Online)

Nagorsen, D. W. (1995, March). *Status of the western harvest mouse in British Columbia* (Wildlife Working Report No. WR-71). Retrieved from British Columbia Ministry of the Environment website: <http://www.env.gov.bc.ca/wld/documents/statusrpts/wr71.pdf>

Newspaper/Magazine Article (Online)

Khan, S. (2013, February 28). Beyond tolerance lies true respect. *The Globe and Mail*. Retrieved from <http://www.globeandmail.com>

Newspaper/Magazine Article (Print)

Kahn, S. (2013, February 28). Beyond tolerance lies true respect. *The Globe and Mail*, p. A.15.

Webpage

Gallagher, J. (2015, November 1). *Analysis: Antibiotic apocalypse*. Retrieved from the British Broadcasting Corporation website: <http://www.bbc.com/news/health-21702647>

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