

## FORMATTING

### Do:

- Double space the entire paper, including the "References."
- Set all four margins at 1 inch (2.5cm).
- Use 12 pt. Times New Roman or Courier font for work that will be submitted in print.
- Include a title page.
- Repeat the title at the top of the first page of the text.
- Create a running head at the top of each page, including the title page. This running head should consist of 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.
- Indent the first line of each paragraph.

### Don't:

- Justify the right edge of the text.
- Indent the first lines of block quotes.

## QUOTATIONS

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

Svensden says that "[i]t is important that your reader knows when you are borrowing someone else's exact words" (2013, p. 1).

If a direct quote is 40 words or over, format it as a block quote:

It is important that your reader knows when you are borrowing someone else's exact words. Otherwise, you may be accused of plagiarism, which is a form of theft. If you are found guilty of plagiarism, you will be subject to disciplinary action, which may include being expelled from the University. (Svensden, 2013, p. 1)

## TITLE PAGE

### Running Head

The running head on the title page is much like the running head on subsequent pages, except that it is preceded by "Running head:"

### Title

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

### Name, Class and Date

Your name is centred under the title. Most instructors also require the name of the class and the date, each centred on a separate line.

Running head: LONGTERM 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 References list begins on a separate page, with "References" centred at the top.

LONGTERM EFFECTS OF UNEMPLOYMENT 10

References

Dorling, D. (2009). Unemployment and health. *BMJ: British Medical Journal*,  
338(7703), 1091-1092. doi:10.1136/bmj.b829

# APA IN A NUTSHELL



This brochure covers only the most common situations. For more information on APA style, please consult our guide at:

<http://libguides.tru.ca/apa>

Note: Always be sure to check with your instructors to see if their requirements differ from those described in this brochure.

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Writing Centre

## IN-TEXT CITATIONS

**In-text citations** appear in the text of a 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 you mention the author's name in the text, then just give the date in parentheses:

Williams (2002) claims ...

When citing a direct quote, include the page number:

... (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:

...(APA Style Guide, 2011).

The APA Style Guide (2011) says ...

## REFERENCES

### Digital Object Identifiers

**An APA citation includes a Digital Object Identifier (DOI) whenever possible. To find the DOI for an item, go to <http://www.crossref.org/guestquery> and search by the title and the last name of the author. If that does not work, do a Google search for “title of the item” 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. (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:1017/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 Article (Print)

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

### Website

BC Hydro. (2013). *Fish & wildlife compensation program*. Retrieved from [http://www.bchydro.com/about/sustainability/environmental\\_responsibility/compensation\\_programs.html](http://www.bchydro.com/about/sustainability/environmental_responsibility/compensation_programs.html)