
*IMPORTANT Individual instructors may have their own preferences in regards to APA formatting. The best option is always to consult with your instructor.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General formatting</td>
<td>3</td>
</tr>
<tr>
<td>Title and Title Page</td>
<td>3</td>
</tr>
<tr>
<td>Headings</td>
<td>3</td>
</tr>
<tr>
<td>Abbreviations</td>
<td>4</td>
</tr>
<tr>
<td>Numbers</td>
<td>5</td>
</tr>
<tr>
<td>Quotations</td>
<td>5</td>
</tr>
<tr>
<td>Reference Citations in Text</td>
<td>7</td>
</tr>
<tr>
<td>Reference List</td>
<td>8</td>
</tr>
<tr>
<td>Electronic Sources</td>
<td>9</td>
</tr>
<tr>
<td>Appendices:</td>
<td></td>
</tr>
<tr>
<td>A. Sample Title Page</td>
<td>11</td>
</tr>
<tr>
<td>B. Sample Reference List</td>
<td>12</td>
</tr>
<tr>
<td>C. Anatomy of a reference</td>
<td>13</td>
</tr>
</tbody>
</table>
General Formatting (APA, 2010, pp. 228-229)*

Formatting helps with the clarity and readability of your paper, ability to locate and identify key information, and makes peer-review, copyediting, and typesetting easier:

- 1-inch (2.54cm) margins
- Double-spaced
- Align left throughout the body of the text
- Always indent at the beginning of new paragraphs and the first line of every footnote (if you have footnotes).
- 12-point font (preferred typeface: Times New Roman)

*Most of these specifications will usually be the default settings on Word processors anyway.

Title and Title Page (APA, 2010, pp. 23, 229)

- Title should summarize the main idea of the paper simply.
- Avoid using abbreviations in title.
- Ensure title is typed in uppercase and lowercase letters, centered between the left and right margins and positioned in the upper half of the page.
- Title page usually includes five elements: title, running head, author byline, institutional affiliation, and author note.
  - Identify the title page with page number 1
  - Running head- this abbreviated title should be a maximum of 50 characters (counting letters, punctuation, and spaces between words) typed in uppercase letters flush left at the top of the title page and all subsequent pages (p. 229).
  - Title of paper
  - Student’s name-first name, middle initial (if appropriate), and last name
  - Institutional affiliation

Please see sample title page (Appendix A).

Headings (APA, 2010, p.62)

- Indicate the organization of a paper and establish the importance of each section.
- Papers may use from one to five levels of headings.
- Do not use numbers or letters with headings.
- The introduction to a manuscript does not carry a heading that labels it as the introduction.

See APA, 2010, p. 62-63 Table 3.1 for more details.

- Student papers usually require only two or three levels of headings.
Headings recommended for students papers are as follows:

Level 1

Centered, Boldface, Uppercase and Lowercase Heading

Level 2

Flush Left, Boldface, Uppercase and Lowercase Heading

Level 3

Indented, boldface, lowercase heading ending with a period.

Abbreviations (APA, 2010, pp. 106-111)

- In general, use abbreviations only (a) if it is conventional and if the reader is more familiar with the abbreviation than with the complete form, or (b) if considerable space can be saved and cumbersome repetition avoided.

- A term to be abbreviated must, on its first appearance, be written out completely and followed immediately by its abbreviation in parentheses; thereafter, use the abbreviation only.
  The first president of the Canadian Nurses Association (CNA) was Mary Agnes Snively. CNA was formed in 1908 and was originally called the Canadian National Association of Trained Nurses (CNATN).

- Never begin a sentence with a lowercase abbreviation (e.g., lb); write out the word instead.

- Contractions (e.g., “don’t, “it’s, “won’t”) are not permitted; write out the entire word (e.g., “do not”, “it is”, “will not”)

- Exclamation marks are not appropriate unless they are part of a direct quote

Numbers (APA, 2010, pp. 111-115)

- As a general rule, use figures to express double-digit numbers (e.g., 10 and above, 4.5 inches) and words to express numbers below 10.
  
  There are 26 patients on this unit.
  There are two nurses on night shift.

- Use words to express any number that begins a sentence, title, or heading.
  
  Twelve subjects left the experiment.

- To make plurals out of numbers, add s only, with no apostrophe (e.g., 1960s).
• Use the percent symbol (%) only with figures (5%) not with written numbers (five percent).

**Quotations (APA, 2010, pp. 170-174)**

• Whether paraphrasing or quoting an author directly, you must credit the source.
• When quoting, you must ensure you provide the author, year, and page number in parentheses.
• When material does not have page numbers, use the paragraph number. This includes the use of online material.
• If your citation is at the end of a sentence, be sure to put the period after the parenthetical citation, not at the end of the quote in quotation marks (see Example A).
• If your quote is in midsentence, end the quote with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence (see Example B).

Ex. A: Smith (1994) stated, “The placebo effect disappeared when behaviours were studied in this manner” (p.21).

Ex. B: “The placebo effect disappeared when behaviours were studied in this manner” (Smith, 1994, p. 21), but he did not clarify which behaviours were studied.

• Direct quotations must follow the wording, spelling, and interior punctuation of the original source.
• If any incorrect spelling, punctuation or grammar in the source might confuse readers, insert the word “sic” in brackets (i.e., [sic]) immediately after the error in the quotation. For example:

  Smith (1994) found that “the behaviours were never exhibited again even when reel [sic] drugs were administered” (p. 25).

• Use three ellipsis points (...) within a sentence to indicate that you have omitted material from the original source; use four points to indicate any omission that was between two sentences.

  “The placebo effect...disappeared in this situation” (Smith, 1994, p. 37).

  “The behaviors were not exhibited again.... Earlier studies were clearly premature” (Smith, 1994, p. 38).

• If the quotation is less than 40 words long, include it normally in the body of the text and enclose it with double quotation marks, like the above examples. End with the period or other punctuation outside the final parenthesis of the citation. Question marks and exclamation points should appear within quotation marks if part of the quotation, and outside if part of your text.

• If the quotation is 40 words or more, include it in a freestanding “block quotation” and omit the quotation marks. Start this block quotation on a new line and indent each line of text. Ensure your
text is double-spaced, and cite the quoted source in parentheses after the final punctuation mark of the quote. For example:

As one theorist points out:

Direct observation has been primary function of nurses for centuries. Nurses collect voluminous data to gain immediate factual information to plan and give nursing care. They have been trained to make observations and to measure selected physiological and behavioral parameters of human beings to answer immediate questions. (King, 1984, p. 26)

• **Double or single quotations marks:** If there is a citation within the material you are quoting, ensure you include them in your quote with single quotation marks.

Miele (1993) found that “the ‘placebo effect,’ which had been verified in the previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).

*In the original document, “placebo effect” would have had double quotations around it.


• APA uses the author-date method of citation; that is, the surname of the author and the year of publication are inserted in the text at the appropriate point. This allows readers to identify the source of the citation in the reference list.

• Each reference that is cited in text must be included in your reference list, and every reference used in your reference list must be cited in text.

• When citing work by one author, you must use the surname of the author and the year of publication:

  Smith (2000) compared reaction times
  or
  In a recent study of reaction times (Smith, 2000)

• When a work has two authors, always cite both names every time the reference occurs in text.

• Join the names in a multiple-author citation in running text by the word “and.” In parenthetical material, in tables and captions, and in the reference list, join the names by an ampersand (&).

  As Brown and Smith (1991) demonstrated
  As has been shown (Brown & Smith, 1991)

• When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by “et al.” and the year. Remember the period after al.
Smith, Jones, and Penn (2000) found [first citation]
Smith et al. (2000) found [second citation]

Smith et al. found (omit year from future citations after first citation within a paragraph)

- When a work has six or more authors, cite only the surname of the first author followed by “et al.” and the year for all citations.

For more examples of in-text citations, see Appendix C.


- References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text.
- Begin reference list on a new page, using the main heading called References (or Reference, if only one) centered using upper and lower case letters, no bold.
- Double space all reference entries
- Use the “hanging indent”; all lines after the first line of each entry in your reference list should be indented from the left margin.
- Ensure you arrange the entries in your reference list in alphabetical order by the surname of the first author followed by that author’s given name. (APA, 2010, p. 181)
- References by the same author(s) with the same publication date are arranged alphabetically by title (excluding A or The) that follows the date. Lowercase letters are placed immediately after the year, within the parentheses.
  Wong, S. S., & Groper, L. M. (2007a). Control...
  Wong, S. S., & Groper, L. M. (2007b). Roles of...

- In regards to a work with no author, move the title to the author position before the date of publication. Ensure you include a period after the title.

- Personal communication is cited in text only; it is not included in the reference list as the data is non-recoverable. Include the initials and surname of the communicator and the exact date.
  J. E. Jacobson suggests (personal communication, August 21, 2009) or
  (J.E. Jacobson, personal communication, August 21, 2009)

- Secondary Source (APA, 2010, p. 178). Give the secondary source in the reference list and cite the original work with the secondary source in text. You do not need to include that citation reference in
your reference list unless you use that particular reference as a primary source elsewhere in your paper.

Woodlti’s study shows... (as cited in Valentine, 2001, p. 70) [in text]


- If you use a DOI, there is no need to include any other retrieval information:
  

- If no DOI has been assigned, provide the home page URL of the journal or book and include the publisher. Ensure you transcribe the URL correctly by copying it directly from the address window in your browser.


- Add additional information about a resource in square brackets if it helps the reader identify what type of format the resource is. For example; [Audio file]; [Facebook post]; [PowerPoint presentation]. For more examples, see page 2 of *APA Style Guide to Electronic References* 2012.

- If there is no DOI and you have not gone to the publisher’s website, then indicate which database you retrieved the article from and add the Accession number.


For more examples of reference list citations, see Appendix C.
Appendix A: Sample Title Page

Running head: CHOCOLATE AS THE MAIN INGREDIENT

The Concept of Chocolate as the Main Ingredient in Baking

Joan Jacobson

Grande Prairie Regional College
Appendix B: Sample Reference List

References


