General Rules

- **Formatting**: The preferred APA font is a serif typeface such as Times New Roman with 12-point size. Double-space between all lines of text, including the reference list. Have uniform margins of 1 inch (2.54 cm) on all sides. Include a Running Head and page numbers on every page. For a sample paper formatted according to APA style, visit: https://owl.english.purdue.edu/owl/resource/560/18/

- **Hanging indents** should be used for the reference list entries. This means that all lines after the first line of each entry should be indented one half inch from the left margin (in Word 2007 use Paragraph>Special>Hanging).

- Arrange reference list entries in **alphabetical order** by the surname of the first author or by title if there is no author. Use only the initial(s) of the author's given name, not the full name.

- If the reference list includes **two or more entries by the same author(s)**, list them in chronological order (oldest first). For **multiple entries with the same publication year**, add a lower case letter (a, b, etc.) after the year, within the parentheses.

- **Capitalize** only the first letter of the first word in the article or book title. Proper nouns are also capitalized as well as the word following a colon (subtitle). Journal titles should have every major word capitalized.

- **Italicize** journal titles, volume numbers and the comma following the journal title. Do not italicize issue numbers (i.e., the number which appears in parentheses after the volume number).

- References cited in the text must appear in the reference list and vice versa. The only exceptions to this rule are personal communications, which are cited in the text only and are not included in the reference list.

- If there is **no publication date** use the abbreviation n.d. instead.

Citations in Text

1. When using a direct quotation, include the page number of the quote.

   - **Stereotypes have been defined as “generalized and usually value-laden impressions that one’s social group uses in characterizing members of another group”** (Lindgren, 2001, p. 1617).

2. When paraphrasing an idea, the citation will include author(s) and date.

   - **Author’s name given in the body of your paper**:
     - Lindgren (2001) reported...
   - **Author’s name not given in the body of your paper**:
     - A study of the comparison process (Lindgren, 2001).

3. For electronic sources without page numbers, use the abbreviation para. to indicate paragraph number:

   - (Myers, 2000, para. 5)

4. Order two or more works within the same parentheses as they would appear in the reference list.

   - Past research (Heschl, 2001, 2005; Noonan & Johnson, 2002a, 2002b; Wolchuk et al., 2000) has shown...
# APA Style Basics

## Books

**1-2 Authors**


- **Citations in Text**: (Segrin & Flora, 2011) **Direct Quote**: (Segrin & Flora, 2011, p. 17).

**3-7 Authors**


- **Citations in Text**: **First citation** (Fawcett, Weber & Wilson, 2012). **Subsequent citations** (Fawcett et al., 2012). **Direct Quote** (Fawcett, Weber & Wilson, 2012, p. 103).

**8 or more Authors**

After the sixth author's name, use a comma and then an ellipses in place of the following authors' names. Then provide the final author name.


- **Citations in Text**: (Terracciano et al., 2009). **Direct Quote** (Terracciano et al., 2009, p. 345).

**Corporate Author**


**Chapter or Section in an Edited Book**


## Articles

**Online Journal Article with DOI**


- **Citations in Text**: **First citation** (Bevan-Jones, Thapar, Lewis & Zammit, 2012). **Subsequent Citations** (Bevan-Jones et al., 2012).

**Online Journals without DOI**


**Newspaper or Magazine Article from a Database**


- **Citations in Text**: (Makin, 2011).

## Websites

**Web page or document**


- **Citations in Text**: (Health Canada, 2011).