As with any referencing system, it is important to remember that this is an entire system of organizing the practical elements of your paper. That means there are specific ways to number your pages, create your title page, and establish headings, in addition to citing material from other authors. Always check with your professor to find out how closely he or she wants you to follow these guidelines.

For complete guidelines for APA format, see:


1. Formatting
2. Four Major Sections of an APA paper
3. Error! Reference source not found.
4. References

1. Formatting

Margins:
- Use 1 inch margins for all four sides of your paper.

Font and Spacing:
- Times New Roman or Courier in 12 pt. font are typically used. Times New Roman is usually expected at the university level.
- Double space your paper. Remember, when you double space a paper, you do NOT need to leave an extra line between paragraphs.
- Left align all of your text.

Paper Size:
- Use 8.5 by 11 inch paper.

Page Header or Running Head:
- A page header, or running head, is a shortened title that appears on every page of your essay. The shortened title should help your readers understand what your paper is about in 50 characters or less.
- Use the “header” function in your word processing program to create this. The shortened title should be left aligned and typed in UPPERCASE LETTERS while the page number will be right aligned in the header.
2. Four Major Sections of an APA Paper

Your essay’s sections will include the Title Page, Abstract, Body, and References.

1. Title Page
   You must include the following items:
   1. Running head
   2. Title
   3. Your name
   4. The name of your university

   The running head will be placed in the header. On your cover page, it should begin with “Running head:” and then the shortened title in UPPERCASE LETTERS.

   Running head: TITLE OF YOUR PAPER

   On all other pages of your essay, you will not include “Running head:”.

   TITLE OF YOUR PAPER

   Centre the rest of the information of your title page and type in the same font as the rest of your paper. The title, your name, and the name of your university will appear on separate lines respectively. Use regular font formatting (no **boldface** or *italics*). Here is an example of a title page in APA format:

   Running head: MULTICULTURALISM AND GLOBALIZATION

   Multiculturalism and Globalization: Conflicting Forces in Canada

   Sadaf Khan

   University of Toronto Mississauga

2. Abstract
   The Abstract appears on page two of your essay. The title “Abstract” should be centred on the first line of this page. Use regular font formatting (no **boldface** or *italics*) for this title.

   In the next line, provide a 150 to 250 word summary of the key points of your
research. Include your research question, methods, results, and conclusions. Do not indent your abstract.

3. **Body**
The body of your essay presents your research and analysis divided into sections. In general, the format of the body is as follows:

1. Include the running head in the header.
2. Centre the title of your paper in the next line with regular font formatting.
3. Indent the next line by 0.5 inches. Begin writing your introduction.
4. Bold and centre the word “Method”.
5. Indent the next line by 0.5 inches and write your method.
6. Bold and centre the word “Results”.
7. Indent the next line by 0.5 inches and write your results.
8. Bold and centre the word “Discussion”.
9. Indent the next line by 0.5 inches and write your discussion.

Depending on the contents of your paper, you can also use headings to organize each of the body sections. There are five levels of headings in APA. Each level is formatted differently. Most undergraduate papers will use 2 or 3 levels of headings.

**One Level:**

*Centre, Bold, and Write in Uppercase and Lowercase Letters*

Indent 0.5 inches and write the content for the first level.

<table>
<thead>
<tr>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indent 0.5 inches and write the content for the first level. The contents of this section will be about the method of the experiment.</td>
</tr>
</tbody>
</table>

**Two Levels:**

*Centre, Bold, and Write the First Level in Uppercase and Lowercase Letters*

Indent 0.5 inches and write the content for the first level.

*Left align, Bold, and Write the Second Level in Uppercase and Lowercase Letters*

Indent 0.5 inches and write the content for the second level.
Method

Indent 0.5 inches and write the content for the first level. The contents of this section will be about the method of the experiment.

Field Work

Indent 0.5 inches and write the content for the second level. The contents of this section will be about the field work involved in the method of the experiment.

Three Levels:
Centre, Bold, and Write the First Level in Uppercase and Lowercase Letters

Indent 0.5 inches and write the content for the first level.

Left align, Bold, and Write the Second Level in Uppercase and Lowercase Letters

Indent 0.5 inches and write the content for the second level.

Indent 0.5 inches, bold, and write the third level in lowercase letters.

Write the content for the third level.

Method

Indent 0.5 inches and write the content for the first level. The contents of this section will be about the method of the experiment.

Field Work

Indent 0.5 inches and write the content for the second level. The contents of this section will be about the field work involved in the method of the experiment.

Study area details. Begin writing the content for the third level. The contents of this section will be about the study area details of the field work.
4. References
Include a list of references at the end of your essay. This provides all the
publication information for the sources you cite in the body of your essay. Every
source you cite must be included in your reference list.

The References page must be separate from the rest of your essay. Centre the
title, “References”, in regular font formatting (no bold, italics, or quotation marks).

Check out sample entries for references in the Common Entries in a Reference
List at the end of this handout.

3. In-Text Citations
Did you use someone else’s information in your paper? You need to give them credit
using an in-text citation.

The APA format uses an author-date method for citing sources in the body of an essay.
In other words, when you quote, paraphrase, or refer to another text, you must include a
reference to the source’s author’s last name and year of publication.

If you do NOT quote a source directly, you need only the author’s last name and the
year of publication in your in-text citation. If you DO quote a source directly, you need
also to include the page number for the reference.

Short Quotations: If the quotation is less than 40 words long, it should be incorporated
into your text and enclosed by double quotations marks [” “]. If possible, introduce your
short quotations that includes the author’s name followed by the publication date in
parentheses. For example:

Scott (2016) concludes, “changes in elearning beliefs and practices typically occur following
critical unmet expectations” (p.596).

If you do not name the author in your signal phrase, you must include that information in
your parenthetical citation immediately following the quotation. For example:

A recent longitudinal study in an Australian university found that “changes in elearning beliefs
and practices typically occur following critical unmet expectations” (Scott, 2016, p. 596).

Long quotations: Quotations that are over 40 words long must be placed in the paper
as a block of text set apart from the rest of the paragraph. Block quotations should start
on a new line, indented 0.5 inches from the left margin, and double spaced. Do not use
quotation marks. Your citation should come at the end of the quotation:
A novel observation about university teachers was made:

This study found when critical unmet expectations occur, teachers reflect on their beliefs and practices, and consider alternatives. However, teachers have sets of beliefs and practices, only some of which they wish to change in specific contexts…teachers altered their practices for different units of study according to their beliefs about those contexts, rather than overarching beliefs. (Scott, 2016, p. 595)

Paraphrase and Summary: When you paraphrase or summarize another source, you must acknowledge that source. Although the APA does not require it, include the page reference for the ideas you are paraphrasing or summarizing.

Scott (2016, p. 596) suggests that teachers change their teaching practice in response to unexpected student behaviours.

Common Types of In-Text Citations

Work by Two Authors: Name both authors. Use the word “and” in the text and use the ampersand [&] in parentheses.

With signal phrase
According to Eom and Ashill (2018), their holistic model of e-learning success shows that learning outcomes heavily depend upon dialog and self-regulatory behaviours (p. 63).

Without signal phrase
The study concludes that its holistic model of e-learning success shows that learning outcomes heavily depend upon dialog and self-regulatory behaviours (Eom & Ashill, 2018, p. 63).

Work by Three to Five Authors: Name all the authors the first time you cite the source. In subsequent citations, use on the first author’s last name and the phrase “et al”.
**With signal phrase**

The study by Islam, Beer, and Slack (2015) concludes that learning style and culture, e-learning pedagogy, technology, technical training, and time management are the five major challenge areas higher education institutions need to address (p. 109).

**Without signal phrase**

Learning style and culture, e-learning pedagogy, technology, technical training, and time management are the five major challenges higher education institutions need to address (Islam, Beer, & Slack, 2015, p. 109).

**In subsequent citations, with signal phrase**

The study by Islam et al. (2015) also suggests that…

**In subsequent citations, without signal phrase**

Their study also suggests that… (Islam et al., 2015).

**Work by Six or More Authors:** Use the first author’s last name and the phrase “et al” in the signal phrase and in the parentheses.

**With signal phrase**

The research by Garg et al. (2017) concludes that…

**Without signal phrase**

Based on their study, it was concluded that… (Garg et al., 2017).

**Work with an Unknown Author:** Use the title of the source. Make sure you properly format the title. The titles of books and reports are italicized or underlined. The titles of chapters, articles, and web pages are put in quotation marks.
The international trade of waste electronics is illegal under the terms of the Basel Ban ("Briefing Paper," 2007).

**Work by an Organization or Agency**: Use the organization's name as if it were an author.

**With signal phrase**

**Without signal phrase**
Since 1996, Canada's budget for international development has increased by 10% (Canadian International Development Agency, 2006).

**Two or More Works by the Same Author in the Same Year**: Use lower-case letters (a, b, c) with the year to distinguish between entries.

Smith’s study (2007a) suggests that . . .

**Works by Authors with the Same Last Name**: Use the first initial of the author.

Gender performance can be understood as a series of actions that produce the illusion of a stable gender identity (J. Butler, 1990).

Lilith is saved by an alien species called the Oankali (O. Butler, 2005).

**Two or More Works in the same parentheses**: Separate each entry with a semi-colon. List the entries in alphabetical order.

… as many theorists have noted (Morris, 1992; Razack, 2005).

**Indirect Sources**: When you need to use a source cited in another source, name the
original in your signal phrase and include the secondary source in both your in-text citation and your references list.


4. References
Your essay must include a separate References page.

The rules for basic entries are as follows:

- Alphabetize the entries based on the last name of the first author
- Provide the last name and initials for every author
- Double space the entries with a 0.5 inch hanging indent for all lines after the first one of each entry
- Organize works by the same author by their year of publication
- Italicize book and journal titles

**Book - Single author:**
Author, A. A. (Year of Publication). *Title of book*. Place of Publication: Name of Publisher.


**Book – Two authors:**
Author, A. A., & Author, B. B. (Year of Publication). *Title of book*. Place of Publication:

Name of Publisher.


**Book – Three to five authors:**

**Journal Article – Single author:**
Author, A. A. (Year of Publication). Title of article. *Journal Title, volume* (issue number if applicable), print page numbers.


**Journal Article – Multiple authors:**


**Chapter in edited book:**
Author, A. A. (Year of Publication). Title of chapter. In A. A. Editor (Ed.), *Title of book* (pp. page numbers). Place of Publication: Name of Publisher.


**Entire Edited Book:**
Author, A. A., & Author, B. B. (Eds.). (Year of publication). *Title of work*. Place of Publication: Name of Publisher.


**An Introduction, Preface, Foreword, or Afterword:**
Author, A. A. (Year of Publication). Title of Section. In B. B. Author, *Title of book* (pp. page numbers). Place of Publication: Name of Publisher.

Abstract:
Author, A. A. (Year of Publication). Title of article [Abstract]. *Journal Title, volume* (issue number if applicable), pages.


Reference Book with no author:
Title (ed.). (Date). Place of Publication: Name of Publisher.


Review of a Book:
Author, A. A. (Year of Publication). Title of review [Review of the book/article Title].

*Journal Title, volume* (issue number if applicable), pages.


Article in Newspaper:


Conference Proceedings:
Author, Initials. (Ed.). (Date). *Title of Conference*. Place, Publisher.

**Motion Picture:**
Producer, A. A. (Producer), & Director, A. A. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.


**Television Series:**


**Single Episode of a Television Series:**
Writer, A. A. (Writer), & Director, A. A. (Director). (Date of publication). Title of episode [Television series episode]. In A. Producer (Producer), *Series title*. City of origin: Studio or distributor.


**Electronic Sources: References**
The following information is based on the APA's 2010 modifications of rules governing the documentation of electronic sources.

- Generally, online articles follow the same rules for printed articles. For example, if an online journal has volume and issue numbers, then you should include that information in your entry.
- Retrieval dates are necessary only for sources that are likely to change (blogs, institutional websites, etc.). Online periodicals are unlikely to change once they are published, and so retrieval dates are not necessary.
- URLs often change, so you should try to include a Digital Object Identifier (DOI) in your entry. Many publishers include DOIs on the first page of a document.
Online Periodical (with DOI):


Online Periodical (without DOI):


Online Lecture Notes:
Author, A. A. *Title*. [File Format]. Retrieved from URL.


Online Newspaper Article:
Author, A. A. (Year, Month Day). Title of article. *Name of Newspaper*. Retrieved from URL.

More resources for citations and research
Do you want to discuss your research paper? Book an appointment with an Instructor: http://www.utm.utoronto.ca/asc/appointments-undergraduate.

Check out these resources to get more help and information on citations and research:
  Reference and Research Help – University of Toronto Mississauga Library https://guides.library.utoronto.ca/ReferenceUTML/ReferenceUTML
  Citing Sources – University of Toronto https://guides.library.utoronto.ca/citing
  APA Formatting and Style Guide – Purdue Online Writing Lab https://owl.english.purdue.edu/owl/resource/560/01/