

APA Formatting and Style Guide

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:

American Psychological Association (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington: American Psychological Association.

1. **Formatting**
2. **Four Major Sections of an APA paper**
3. **In-text Citations**
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	1
<p>Multiculturalism and Globalization: Conflicting Forces in Canada</p> <p>Sadaf Khan</p> <p>University of Toronto Mississauga</p>	

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.

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.

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

The Canadian International Development Agency (2006) notes that . . .

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.

Dorosz argues that . . . (as cited in Smith, 2008, p. 123).

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.

Blume, J. (2003). *Tales of a fourth grade nothing*. Toronto: Scholastic.

Book – Two authors:

Author, A. A., & Author, B. B. (Year of Publication). Title of book. Place of Publication: Name of Publisher.

Gaiman, N., & Pratchett, T. (2006) *Good omens: the nice and accurate prophecies of Agnes Nutter, witch*. New York: HarperTorch.

Book – Three to five authors:

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of book. Place of Publication: Name of Publisher.

Adams, M. P., Urban, C. Q., El-Hussein, M., Osuji, J., & King, S. (2017). *Pharmacology for nurses: a pathophysiological approach* (2nd Canadian ed.). Toronto: Pearson Canada.

Journal Article – Single author:

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

Hunter, D. R. (2001). Retrospective and prospective validity of aircraft accident risk indicators. *Human Factors*, 43 (4), 509-518.

Journal Article – Multiple authors:

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of article. *Journal Title*, volume (issue number if applicable), print page numbers.

Clark, A. E., Frijters, P., & Shields, M. A. (2008). Relative income, happiness, and utility: an explanation for the Easterlin paradox and other puzzles. *Journal of Economic Literature*, 46 (1), 95-144.

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.

Allsopp, J. F. (1976). Criminality and delinquency. In H. J. Eysenck & G. D. Wilson (Eds.), *A textbook of human psychology* (pp. 241-253). Lancaster: MTP Press Limited.

Entire Edited Book:

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

Eysenck, H. J., & Wilson, G. D. (Eds.). (1976). *A textbook of human psychology*. Lancaster: MTP Press Limited.

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.

Mazer, A. (2001). Introduction. In L. M. Montgomery, *Anne of Green Gables* (pp. i-iv). Toronto: Scholastic.

Abstract:

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

Hunter, D. R. (2001). Retrospective and prospective validity of aircraft accident risk indicators [Abstract]. *Human Factors*, 43 (4), 509-518.

Reference Book with no author:

Title (ed.). (Date). Place of Publication: Name of Publisher.

Concise rules of APA style (6th ed.). (2010). Washington, DC: American Psychological Association.

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.

Pursell, D. P. (2015). Review of Calculations in chemistry: An introduction [Review of Calculations in chemistry: An introduction]. Journal of Chemical Education, 92 (8), 1286-1287.

Article in Newspaper:

Last name, Initials. (Year, Month Day). Title of article. Newspaper Title, pages. volume, pages.

Ngabo, G. (2017, May 6). Young runners show how kids can make a difference. Metro Toronto, pp. 7.

Conference Proceedings:

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

Rudner, S. E. (Ed.). (2010). Employment Law 2010: Proactively Managing Legal Risk in Challenging Times. Toronto: Osgoode Hall Law School, York University, Osgoode Professional Development.

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.

Nishimura, Y. (Producer), & Takahata, I. (Director). (2013). The tale of Princess Kaguya [Motion picture]. Japan: Studio Ghibli.

Television Series:

Producer, A. A. (Producer). (Year of broadcast or copyright). Title of television series [Television series]. Country of origin: Studio or distributor.

Brooker, C. (Producer) and Jones, A. (Producer). (2011). Black mirror [Television series]. United Kingdom: Endemol UK.

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.

Des Hotel, R. (Writer), Batali, D. (Writer), & Semel, D. (Director). (1997). Never kill a boy on the first date [Television series episode]. In J. Whedone (Producer), Buffy the vampire slayer. United States: 20th Television.

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):

Author, A. A. (Year of Publication). Title of article. Title of Periodical, volume number (issue number if applicable), page range. doi:000000000/000000.

Vate-U-Lan, P. (2015). Transforming classrooms through game-based learning: a feasibility study in a developing country. *International Journal of Game-Based Learning*, 5 (1), 46-57. doi:10.4018/ijgbl.2015010104.

Online Periodical (without DOI):

Author, A. A. (Year of Publication). Title of article. Title of Periodical, volume number (issue number if applicable), page range. Retrieved from URL.

Patall, E. A. (2013). Constructing motivation through choice, interest, and interestingness. *Journal of Educational Psychology*, 105 (2), 522-534. Retrieved from <http://psycnet.apa.org/record/2012-27379-001>.

Online Lecture Notes:

Author, A. A. Title. [File Format]. Retrieved from URL.

Radhakrishnan, T. Chemical kinetics. [PowerPoint slides]. Retrieved from https://portal.utoronto.ca/webapps/blackboard/content/listContentEditable.jsp?content_id=_6468455_1&course_id=_940002_1&mode=reset.

Online Newspaper Article:

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

Boyle, T. (2018, May 4). Medical malpractice cases take too long and cost taxpayers too much, report finds. *The Toronto Star*. Retrieved from <https://www.thestar.com/news/gta/2018/05/04/medical-malpractice-cases-take-too-long-and-cost-taxpayers-too-much-report-finds.html>.

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/>

Looking for more learning strategies? Visit us at: <http://www.utm.utoronto.ca/asc/>.