

APA PAPER FORMAT

A basic guide

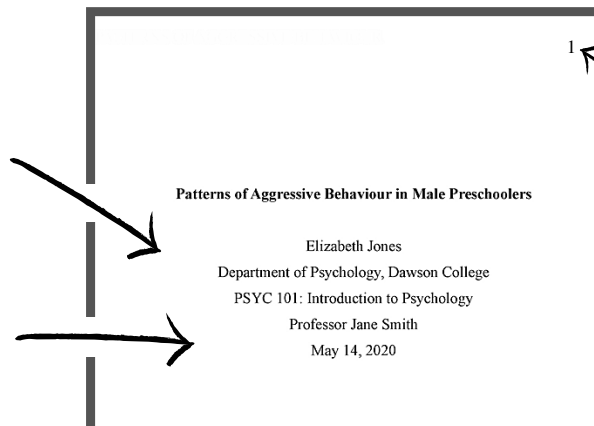
THE BASICS:

- Use **12-point type** in Times New Roman or a similar plain font.
- **Double-space** the entire paper, including title page, block quotations, and the References page.
- **Indent** each paragraph by half an inch (1.25 cm).

TITLE PAGE:

In the upper half of the title page, **centre and bold** the title. Leave an extra space below.

Put your **name, the department and college, the course, the teacher, and the due date.**



The header should contain the **page number** on every page, including the title page.

A TYPICAL PAGE:

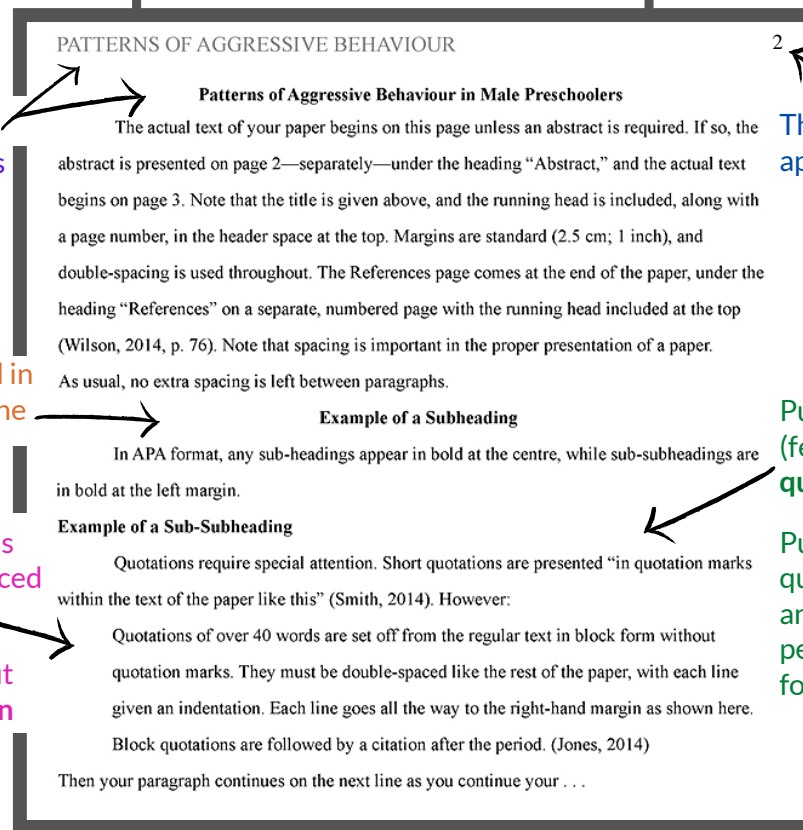
Put a **running head** (a short version of the title) in all caps in the header.

Put your **title** in bold in the first page of your essay.

Level 1 headings are centred in bold. **Level 2s** are placed at the left-hand margin in bold.

Put quotations over 40 words as a **block quotation** introduced with a **colon**.

Indent each line once without quotation marks. The **citation** follows the period.



The **page number** appears in the header.

Put **brief quotations** (fewer than 40 words) in **quotation marks**.

Put a **citation** after quotations, summaries, and paraphrases. A **period or comma** may follow it.

Tip: You can apply indents and other formatting automatically in word processors such as Microsoft Word.

ADDING PAGE NUMBERS:

- In Microsoft Word, click Insert > Page Number. Select the option which places the page number at the top right.
- In Google Docs, click Format > Page Numbers.



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Continued

IN-TEXT CITATIONS:

- All research information—whether quoted, paraphrased, or summarized—must be cited.
- An in-text citation usually consists of an **author's family name** and the **publication date** (Smith, 2004), but sometimes with a title if there is no named author.
- See the Academic Skills Centre's **APA Citations** handout for models and instructions.

REFERENCES PAGE:

The **References** page appears at the end of your essay or research paper. **Centre and bold** the heading.

Entries should be in **alphabetical order**. Ignore "A," "An," or "The."

After the first line of each entry, the text is indented. This is called a "hanging indent."

If an author appears **more than once**, put three dashes (---) instead of their name for the following entries.

PATTERNS OF AGGRESSIVE BEHAVIOUR	12
References	
Adams, D., Azim, A., Smith J., Chakrabarti, H., Heinz, C., & Ono, Y. (2011). Understanding childhood aggression. <i>Canadian Psychology</i> , 126(6), 110–115. https://doi.org/10.1376/0361-4362.21.885	
Aggression. (2006). In A. C. Jones & T. J. Holt (Eds.), <i>College encyclopedia of psychology</i> (3rd ed., pp. 267–274). http://www.psychsource.com/aggr	
Blackwood, J. (2007a). <i>Violence for fun</i> (4th ed.). Gotham Press.	
---, (2007b). Is there a link between childhood aggression and video games? <i>PsychToday</i> , 23(5), 122–130. https://doi.org/10.4802/9393018525	
Chakrabarti, H. [@PsychWiz]. (2017, May 2). We can all do our part to curb schoolyard bullying [Infographic attached] [Tweet]. <i>Twitter</i> . https://twitter.com/PsychWiz/status/1830254957105738546	
Fernandez, J. A. (2001, March). Redirecting violent impulses. <i>The Internet Journal of Mental Health</i> , 9(3). http://amha.org/ijmh/	
Health Canada. (2010). Depression in Canadian children (Cat. No. 0-662-3267-315).	
Richards, L. D. (2008, October). New perspectives on childhood aggression. <i>Mind Magazine</i> , 89, 56–70. https://doi.org/10.1035/7409703247	
---, (2011, July). Violence prevention in schools. <i>Education Quarterly</i> , 4(2), 32–45. https://doi.org/10.1054/3812803828	
Wilson, B. R. (2008). Understanding schoolyard bullying [ebook]. <i>Phoenix Digital Editions</i> . https://doi.org/10.1036/0904748645	

If two works by the same author have the **same date**, distinguish the dates using **lowercase letters in alphabetical**.

Include the letters in your in-text citations too:

Blackwood (2007a) / (Blackwood, 2007b)

Provide active **DOI** links when available. Otherwise, use **URLs**.

Do not break the links over multiple lines.

How to Create Hanging Indents:

- **Highlight** all entries in your Works Cited. Go to the **horizontal ruler** just above the page. **Drag** the lower triangle **halfway to the number 1**, keeping the upper marker at the margin.



For more information, consult the **APA manual** or contact the **Academic Skills Centre**.