

## FORMATTING

- Include a title page.
- Set all four margins at 1 inch (2.5cm).
- Double space the entire paper, including the title page and the references
- Use one of the following fonts: 11 pt. Calibri, 11 pt. Arial, 10 pt. Lucinda Sans, 11 pt. Georgia or 12 pt. Times New Roman.
- Centre and bold the title at the top of the first page of text.
- Number the pages on the top right, beginning with the title page.
- Center and bold first-level headings.
- Indent the first line of each paragraph.
- Format each reference with a hanging indent (i.e. with the second and subsequent lines indented).
- Alphabetize references according to the last name of the first author.

## QUOTATIONS

If a direct quote is under 40 words, enclose it in quotation marks.

Sellars says that “it is the assumption of superiority on which this country’s history has been based that must change” (2016, p. 11).

If a direct quote is 40 words or more, format it as a block.

Sellars (2016) points out that:

Contrary to some modern views, a subsistence economy is not simple. Rather, it is a complex system that demands organized labour from practically every man, woman and child in the community and a deep understanding of the patterns and cycles of nature. (p. 48)

## TITLE PAGE

Please note that individual faculties, departments and instructors may have requirements for the title page that differ from those outlined here.

### **Title**

The title is bolded, centred and placed about 2 inches (5 cm) from the top of the page.

### **Other Information**

Below the title, place the rest of the required information, typically your name, your student number, your affiliation (department or faculty and institution), the course number and name, the instructor’s name, and the date.

1
<b>Long Term Effects of Unemployment on Health</b>
Student Name T00010001
Faculty of Nursing, Thompson Rivers University NURS 1000: Public Health
Instructor’s Name May 10, 2020

## HEADINGS

**Heading Level 1 (Centred)**

**Heading Level 2 (Left Aligned)**

**Heading Level 3 (Left Aligned).**

**Heading Level 4 (Indented).** Text begins here...

**Heading Level 5 (Indented).** Text begins here...

## REFERENCES

The reference list begins on a separate page, with **References** bolded and centred at the top.

10
<b>References</b>
Dorling, D. (2009). Unemployment and health. <i>BMJ: British Medical Journal</i> , 338 7703, 1091-1092. doi:10.1136/bmj.b829

# APA in a NUTSHELL



This brochure covers only the most common situations. For more information on APA Style, please see *Citing Sources in APA Style* available at <http://libguides.tru.ca/williamslake>.

This guide is based on the *Publication Manual of the American Psychological Association, 7th edition*. Always be sure to check with your instructor to see if their requirements differ from those described here.

## IN-TEXT CITATIONS

In-text citations appear in the text of the paper to indicate that a source is being cited. They include the last name of the author and the date of publication:

... (Sellars, 2016).

If the author's name is mentioned in the text, then just the date is included in the parentheses:

Sellars (2016) claims ...

For direct quotes, the page number is also included:

... (Sellars, 2016, p. 21).

If a source does not have page numbers, give the paragraph number preceded by the abbreviation "para."

...(Mayo Clinic, 2018, para. 6)

### Two Authors

... (Lind & Cohen, 2009).

Lind and Cohen (2009) found ...

### Three or More Authors

... (Jones et al., 2012).

Jones et al. (2012) determine ...

### No Author

Use the first few words of the title:

...(Oxford English Dictionary, 2011).

The Oxford English Dictionary (2011) lists ...

### Group Author

... (Statistics Canada, 2013).

Statistics Canada (2013) states that ...

When a group author has a commonly used abbreviation, use it along with the full name in the first citation and on its own in subsequent citations.

First Citation:

(Royal Ontario Museum [ROM]. 2019)

Subsequent Citations:

(ROM, 2019)

## REFERENCES

Include a Digital Object Identifier (DOI) whenever possible. If the DOI of a book or article is not readily available, go to <http://www.crossref.org> and search using the Metadata tab, or do a Google search for the title AND "doi."

### Journal Article with DOI

Simons, M., Bernaards, C., & Slinger, J. (2012). Active gaming in Dutch adolescents: A descriptive study. *The International Journal of Behavioral Nutrition and Physical Activity*, 9(1), 118-128. <https://doi.org/10.1186/1479-5868-9-118>

### Journal Article with no DOI (Print or Database)

Dahlke, S., & Fox, M. (2015). Navigating relationships: Nursing teamwork in the care of older adults. *Canadian Journal of Nursing Research*, 46(4), 61-79.

### Book with DOI

Weaver, H. N. (2017). *Trauma and resilience in the lives of contemporary Native Americans: Reclaiming our balance, restoring our wellbeing*. Routledge. <https://doi.org/10.4324/9781315109961>

### Book with no DOI (Print or Database)

Sellars, B. (2016). *Price paid: The fight for First Nations survival*. Talonbooks.

### Chapter in an Edited Book

Grypma, S. (2018). The development of nursing in Canada. In P. A. Potter, A. G. Perry, P. Stockert, A. Hall, B. J. Astle, & W. Duggleby (Eds), *Canadian fundamentals of nursing* (6th ed, pp. 34-47). Elsevier.

### Report by Government or Other Organization

Gilmour, H. (2018). *Unmet home care needs in Canada* (Statistics Canada Catalogue No. 82-003-X). Statistics Canada. <https://www150.statcan.gc.ca/n1/en/pub/82-003-x/2018011/article/00002-eng.pdf?st=5j9U7bke>

### Newspaper/Magazine Article (Website)

Renzetti, E. (2020, April 17). The aged: Lovely in theory, disposable in fact. *The Globe and Mail*. <https://www.theglobeandmail.com/opinion/article-the-aged-lovely-in-theory-disposable-in-fact/>

### Newspaper/Magazine Article (Print or Database)

Kahn, S. (2013, February 28). Beyond tolerance lies true respect. *The Globe and Mail*, p. A.15.

### Article from Online News Site

Grimley, N. (2020, August 13). *Coronavirus: How will the world vaccinate seven billion?* BBC News. <https://www.bbc.com/news/health-53741966>

### Webpage

Heerema, E. (2019, July 30). *How dementia is diagnosed*. Verywell Health. <https://www.verywellhealth.com/how-is-dementia-diagnosed-4121157>

### Online Video

Damania, Z. [ZDoggMD] (2020, March 21). *Do you want to be on a ventilator? Discuss your wishes now* [Video]. YouTube. <https://youtu.be/WcRoLWusm80>