FORMATTING

- Double-space the entire paper, including the title page, reference list, and block quotes.
- Set all four margins to 1 inch (2.5 cm)
- APA recommends one of the following fonts: 11 pt. Calibri, 11 pt. Arial, 10 pt. Lucinda Sans Unicode, 11 pt. Georgia, 12 pt. Times New Roman, or 10 pt. Computer Modern
- Include a title page and references page
- Indent the first line of each paragraph
- No "running head" is necessary for student papers
- Insert page numbers at the top right, beginning with the title page

HEADINGS

Heading Level 1 (centred, **bold**)

Heading Level 2 (left-aligned, **bold,** title case)

Heading Level 3 (left-aligned, **bold,** *italicized*, title case)

Heading Level 4. (indented, **bold,** title case, followed by a period, text begins on same line as heading)

Heading Level 5. (indented, **bold**, *italicized*, title case, followed by a period, text begins on same line as heading)

QUOTATIONS

If a direct quote is fewer than 40 words, use quotation marks: Ratsoy suggests that "faculty encourage students to publicly disseminate their work and distribute it to a wider audience" (2016, p. 10).

If the quotation is 40 words or more, format it as a block quotation with a new paragraph indented 0.5" (0.127cm) from the left margin:

> Co-curricular academic experience like research can enrich student learning outcomes. In regards to student research, Ratsoy notes:
>
> > Whether through a student undergraduate conference, a guest lecture in a class, a teaching and learning centre workshop, or a peer-reviewed conference on or off-campus, when students co-present, their belief in the significance of their research is affirmed by the audience's interest in it. (2016, p. 10)
>
> Communicating learned information with fellow academics allows students to reflect on their learning and invite new perspectives.

TITLE PAGE

- Titles use title-case and are **bolded** and centre–aligned roughly 1/3 of the way down the page. After one double-spaced blank line, include:
- Author(s): first name, middle initial, last name
- Affiliation (name of university attending)
- Course name and number
- Instructor's name
- Assignment due date

1

Long Term Effects of Unemployment on Health

Jane D. Smith

Thompson Rivers University

NURS 1000: Public Health

Dr. Sandra Kaur

February 16, 2022

REFERENCES PAGE

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

- Alphabetize references according to the last name of the author
- Format each reference with a **hanging indent** (i.e. with the second and subsequent lines indented)

10

References

Dorling, D. (2009). Unemployment and health. *BMJ: British Medical Journal, 338*(7703), 1091-1092. doi:10.1136/bmj.b829

Seales, A. (Host). (2018–present). *Small doses with Amanda Seales* [Audio podcast]. Starburns Audio.

APA IN A NUTSHELL

This guide covers only the most common situations. For more information on citing sources in APA style, visit these online resources:

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

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IN-TEXT CITATIONS

In-text citations appear in the text of the paper to indicate that a source is being cited. APA uses the author—date citation system, which includes the last name of the author and the date of publication:

> …(Williams, 2002).
> Williams (2002) claims …

For **direct quotes**, the page number is included. (If the source does not have page numbers, provide paragraph or section number/info instead.)

> …(Williams, 2002, p. 21).
> …(Mayo Clinic, 2018, para. 6).
> …(Lee, 2022, Analysis section).

Secondary citations indicate content first reported in another source. Best practice is to locate and cite the original/primary source. If you can't, cite from the secondary source as follows:

> Smith (2022, as cited in Doe, 2024) notes that…

Only the secondary source (Doe) is in the References page.

Two Authors
> …(Lind & Cohen, 2009).
> Lind and Cohen (2009) found…

Three or More Authors
> …(Jones et al., 2012). ["et al." means "and others"]
> Jones et al. (2012) determine…

Corporate Author
> …(Statistics Canada, 2024).
> Statistics Canada (2024) reports…

No Author
> …(*Oxford English Dictionary*, 2011).
> The *Oxford English Dictionary* (2011) lists…

No Date
> …(Wilson, n.d.)

Artificial Intelligence/GenAI (such as ChatGPT)
> …(OpenAI, 2023).

It is important to *also* include **written acknowledgement** of the GenAI tool used, the **prompt(s)**, and your **modifications**. You may also wish to put the original output in an appendix of your paper or in online supplemental materials.

Personal Communication
Do not include personal communications in the reference list.

> …(N. Kaur, personal communication, February 24, 2020).

REFERENCES

Journal Article with DOI
A Digital Object Identifier (DOI) is a string of numbers, letters, and symbols used for permanent digital identification of a document. Include the DOI hyperlink whenever possible:

Pocock, L. (2019). Nursing in an era of climate change. *Middle East Journal of Nursing*, *13*(3), 18-21. https://doi.org/10.5742MEJN.2019.93699

Journal Article with no DOI
If a journal article has no DOI, is accessed online, and is **not** part of a subscription database (i.e.: EBSCOhost, JSTOR, etc.), include the URL of the article at end of the reference.

Sidani, S. & Epstein, D. R. (2003). Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing Research, 35*(3), 26-38. https://pubmed.ncbi.nlm.nih.gov/14603567

Book with DOI (Online) and no DOI (Print)
Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000

Kaplan, J. S., & Hayn, J. (2012). *Teaching young adult literature today: Insights, considerations, and perspectives for the classroom teacher.* Rowman & Littlefield.

Chapter in Edited Book (Online)
Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Iwamasa & P. A. Hays (Eds.), *Culturally responsive and cognitive behavior therapy: Practice and supervision* (2nd ed., pp. 287-314). American Psychological Association. https://doi.org/10.1037/0000119-01

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

Charlebois, B. (2024, December 6). From Taylor Swift tattoos to ice cream, Vancouver businesses have you covered. *The Globe and Mail.* https://www.theglobeandmail.com/arts/music/article-from-taylor-swift-tattoos-to-ice-cream-vancouver-business-have-you/

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Novotney, A. (2019, November 1). Better ways to combat anxiety in youth. *Monitor on Psychology*, *50*(11), 20. https://www.apa.org/monitor/2019/12/combat-anxiety

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Pearson, C. (2015). *The impact of mental health problems on family members*. Statistics Canada. https://www150.statcan.gc.ca/n1/pub/82-624-x/2015001/article/14214-eng.pdf

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PowerPoint slides from a Classroom Website
St. John-Stark, A. (2023). *Dr. Jekyll and Mr. Hyde Lecture.* [PowerPoint slides]. Moodle. https://moodle.tru.ca/login/index.php

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

Video (Online)
Harvard University. (2019, August 28). *Soft robotic gripper for jellyfish* [Video]. YouTube. https://www.youtube.com/watch?

Podcast
Seales, A. (Host). (2018–present). *Small doses with Amanda Seales* [Audio podcast]. Starburns Audio.

Wikipedia Entry
Oil painting. (2019, December 8). In *Wikipedia*. https://en.wikipedia.org/w/index.php?title=Oil_painting&oldid=929802398

Clip Art or Stock Image
Common sources include iStock, Getty Images, Adobe Stock, Shutterstock, Microsoft Word and PowerPoint. If the license associated with clip art or a stock image states "no attribution required," then do not provide an APA Style reference, in-text citation, or copyright attribution. Otherwise:

Denali National Park and Preserve. (2013). *Lava* [Photograph]. Flickr. https://www.flickr.com/photos/denalinps/8639280606/

Artificial Intelligence/GenAI (such as ChatGPT)
OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. https://chat.openai.com/chat