

Format the Document (APA)

These American Psychological Association guidelines are standard for those studying undergraduate Humanities and Social Sciences (HASS). If you need to write business or science reports, check the following specifications with your lecturer. Some rules apply across all disciplines; others do not. The point is: you cannot just present work in a way that seems right to you. Academic conventions exist and should be followed.

For more details, check the APA style website - <https://apastyle.apa.org>

Topic	APA style	References (APA, 2020)
Paper Size	<ul style="list-style-type: none"> - Use A4 paper size. 	
Margins	<ul style="list-style-type: none"> - The margins on all four sides of your paper should be 1.0 inch (2.54 cm) - the default setting on your computer. - If your paper (thesis/dissertation) needs to be bound, make the left margin "1.5 inches" (3.81 cm). 	<p>2.22, p. 45</p> <p>2.22, p. 45</p>
Font Size and Type	<p>Choose either:</p> <ul style="list-style-type: none"> - 10-point Lucida - 11-point Calibri, Arial, or Georgia - 12-point Times New Roman 	2.19, p. 44
Cover Sheet	<ul style="list-style-type: none"> - Fill in the sections on the Sheridan College Cover Sheet (or title page) as this is APA compliant. - This cover sheet is page number 1. 	<p>2.3, p. 30</p> <p>2.18, p. 44</p>
Page Numbers	<ul style="list-style-type: none"> - Page numbers go in the top right-hand corner. - The page after the cover sheet is page number 2 and so on. 	<p>2.18, p. 44</p> <p>2.18, p. 44</p>
Essay Title	<ul style="list-style-type: none"> - Your title is written "on the first line of the first page" and takes the format of a Level 1 heading. - It does not need to be on every page (in the header) - unless your paper is being published. 	<p>2.11, p. 39; 2.27, p. 47</p> <p>2.8, p. 37</p>

<p>Order of Pages / Sections</p>	<ul style="list-style-type: none"> - Check your unit outline (and rubrics) to see which of the following sections you need: - Title page (is page 1) - Abstract (starts on a new page) - Essay text (starts on a new page) - References (starts on a new page) - Footnotes (at bottom of page or on a new page) - Tables (in essay body or on a new page) - Figures (in essay body or on a new page) - Appendix / Appendices (each start on a new page) 	<p>2.17, p. 43 2.17, p. 43</p>
<p>Spacing</p>	<p>Confirm these APA guidelines with individual lecturers as they will be the ones to mark your paper:</p> <ul style="list-style-type: none"> - “Double-space the entire paper.” - Table elements may be either double, 1.5, or single spacing (whatever looks good for the space you have!) - Footnotes (if any) should be single-spaced. - Do not add “blank lines before or after headings, even if a heading falls at the end of a page.” - Do not add blank lines between paragraphs. - Add a space after every punctuation mark, including for initials (e.g. A. M. Dench), but not after full stops in abbreviations (e.g., U.S., a.m.). 	<p>2.21, p. 45 2.21, p. 45 2.21, p. 45 2.21, p. 45 2.21, p. 45 6.1, 154</p>
<p>Paragraphs</p>	<ul style="list-style-type: none"> - Do not justify the text (which puts equal spaces between the words) - “Align the text to the left and leave the right margin uneven” - Indent each paragraph by 0.5 of an inch (1.27 cm) - the default position on your computer - Hit the <i>tab</i> button on your keyboard to enforce this indentation (see the paragraphs on page 3 of this handout) - Do not miss a line between paragraphs 	<p>2.23, p. 45 2.23, p. 45 2.24, p. 45 2.24, p. 45 2.21, p. 45</p>
<p>Headings</p>	<ul style="list-style-type: none"> - See the section titled Write Headings (APA). 	<p>2.27, p. 47</p>

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author.