FORMATTING

- Double space the entire paper, including the title page and reference list.
- Set all four margins at 1 inch (2.5cm).
- Use 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.

HEADINGS

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

Heading Level 2 (left aligned, **bold**)

Heading Level 3 (left aligned, **bold,** *italicized*)

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

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

QUOTATIONS

If a direct quote is under 40 words, use quotation marks.

Ratsoy (2016) suggests that "faculty encourage students to publically disseminate their work and distribute it to a wider audience" (p. 10).

If the quotation is 40 words or more, format it as a block quotation.

Ratsoy (2016) says the following:

> 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. (p. 10)

TITLE PAGE

- Title is **bolded**, centred and placed roughly 1/3 of the way down the page.
- Number the pages on top right, beginning with title page.
- No "running head" is necessary.
- Author(s), including full names (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

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

- Alphabetize references according to the last name of 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

APA 7th IN A NUTSHELL

This guide covers only the most common situations. For more information on citing sources in APA style, please see the TRU *APA Citation Style Guide (7th Edition)* at https://libguides.tru.ca/apa

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. They include the last name of the author and the date of publication:

… (Williams, 2002).

If the author's name is in the sentence, include the year of publication in parentheses:

Williams (2002) claims …

For direct quotes, the page number is included:

… (Williams, 2002, 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). ["Et al." means "and others"]
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 …

Corporate Author
… (Statistics Canada, 2013).
Statistics Canada (2013) states that …

No Date

…(Wilson, n.d.)

Personal Communication (conversation, email, etc.)
… (N. Kaur, personal communication, February 24, 2020).
Do not include personal communication in reference list.

References

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Journal Article with DOI
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 (Print or through a Database)
Sidani, S. & Epstein, D. R. (2003). Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing Research, 35*(3), 26-38.

N.B. If journal article has no DOI, is accessed online, and is not part of subscription database, include URL of article at end of reference

Book with DOI or no DOI
Moghissia, H. (2013). *Women, power and politics in 21st century Iran.* https://doi.org.10.1080/13552074.2013.767529

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
Sweller, J. (2005). Implications of cognitive load theory for multimedia learning. In R. E. Mayer (Ed.), *The Cambridge handbook of multimedia learning* (pp. 19-30). Cambridge University Press. https://doi.org/10.1017/CBO9781139547369

Government Report
British Columbia. (2018). *Climate action in B.C.: Progress to targets.* https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/progress-to-targets/2018-progress-to-targets.pdf

Newspaper/Magazine Article (Website)

Renzetti, E. (2019, October 22). After a sad joke of a federal election, it's time to make every vote count. *The Globe and Mail.* ttps://www.theglobeandmail.com/opinion/article-making-every-vote-count-its-time-for-electoral-reform

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
Gallagher, J. (2015, November 1). *Antibiotic apocalypse.* BBC News. http://www.bbc.com/news/health-21702647

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?v=guRoWTYf