

**THE**

**CENTENNIAL  
COLLEGE**

**STYLE GUIDE**

**Guidelines for  
Research Papers, Reports, and Essays  
according to the APA Style Manual**

Revised: 12/2009

## GETTING STARTED

- PAPER:** Use plain white letter-size paper (8.5 by 11 inches.)
- FONT:** Use 12 point font size, Times New Roman, as is shown here. You may also use Courier New, 12 point, as is shown in this sentence. **Use only ONE style of font throughout your paper**
- LINE SPACING:** All work should be double-spaced.
- JUSTIFICATION:** Do not justify the lines, that is, do not use the feature that makes all lines start and end at the same point.
- Instead use the *align left* feature that will have the right edge of your page with a ragged, uneven edge.
- Do NOT divide words at the end of a line and do NOT hyphenate a word at the end of a line.
- INDENTATIONS:** The first line of each new paragraph should be indented 5-7 spaces, or ½ inch (1.25 cm.).
- MARGINS:** Leave one-inch (2.5 cm.) margins at the top, bottom, and on both the left side and the right side of the text.
- PAGE NUMBERS / HEADERS:** Number your pages consecutively, beginning with the title page, placed in the upper right-hand corner of the page. Do not put the page number on the title page. The Header is the short version of the title in the upper right-hand corner of the page (but not on the title page).
- [On the Main Toolbar: Click on **VIEW**, Click on **HEADER and FOOTER**, type in title, Click on **INSERT PAGE NUMBER**, Click on **ALIGN RIGHT**. On the Main Toolbar: click on **FILE**, click on **PAGE SETUP** and check box Different First Page. Click on **OK**, click on **CLOSE**]
- COVER PAGE:** All lines must be centered; Font size 12 (Same as text: Times New Roman or Courier New); 1 inch (2.5 cm.) margins on all sides. See sample on page 3.

**HOW YOUR PAPER SHOULD LOOK**

**Title page**

Illiteracy in our Schools

Submitted by: (Par)  
Theodor Geisel

Submitted to: (Pour)  
Ms. Goodall (M./Mme)

Introduction to Sociology

October 31, 2010  
(Le 31 octobre 2010)

**Body of the paper**

Illiteracy 5

Illiteracy 4

Illiteracy 3

Illiteracy 2

**Introductory paragraph**  
(including thesis statement or hypothesis)

**Supporting arguments with citations:**

**Example:** Lemieux (2003) states that “Quebec schools are catering to students “who are functionally illiterate” (p. 56).

**All citations MUST appear in the “References” section at the end**

**Conclusion**

Illiteracy 6

Your conclusion should summarize the major points of your paper and state whether your hypothesis or thesis statement has been proven or not.

**References**

Illiteracy 7

References

Dyer, W.W., Dr. (Speaker). (2004). *The power of intention: Learning to co-create your world your way* (4-Cassette Abridged Set ISBN 1-4019-0315-0). Carlsbad, Cal.: Hay House Inc.

Lemieux, D. (2003). *Education: Facts, myths, and future prospects* (3<sup>rd</sup> ed.). New York: McGraw-Hill.

<b>SAMPLES OF REFERENCES</b>
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**BOOK**

Boyd, M., & Norris, D. (1999, Spring). The crowded nest: Young adults at home. *Canadian social trends*. Statistics Canada, Cat. No. 11-008, 2-5

**MAGAZINE**

Cook, P. (1996, January). Brave new worlds. *Report on business magazine*, pp.28-31

**ONLINE ARTICLE**

Frederickson, B.L. (2000, March 7). Cultivation of positive emotions to optimize health and well-being. *Prevention & treatment*, 3, Article0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre003001a.html>

**NEWSPAPER ARTICLE RETRIEVED FROM SEARCH ON DATABASE**

Hilts, P.J. (1999, February 16). When forecasting their emotions, most people flunk out. *New York times*. Retrieved October 18, 2003, from <http://www.nytimes.com>

**NEWSPAPER**

Schwartz, B. (2004, June 26). Major drawbacks to Celebrex and other anti-cholesterol drugs. *The Gazette*, pp. D1, D12

**TELEVISION PROGRAM, VIDEO, DOCUMENTARY ETC**

King, L. (Executive Producer). (2001, September 9). *Larry King live*. [Television broadcast]. New York: CNN

**MOTION PICTURE**

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures

**ENCYCLOPEDIA**

Woodhouse, P.G. (1995). Economics. In the *Encyclopedia Britannica*. (Vol. 4, pp.501-508). Chicago: Encyclopedia Britannica

## QUOTATIONS

### SHORT QUOTATIONS

Short quotations (fewer than 40 words) generally appear in quotation marks within the text of your essay, double-spaced, and enclosed with double quotation marks.

Carson (2000) notes that excessive dosages of amphetamines, often “results in heightened blood pressure, enlarged pupils, unclear or rapid speech, sweating, tremors, excitability, loss of appetite, confusion, and sleeplessness” (p. 404).

### LONG QUOTATIONS

A quotation of **40+** words should be presented in a freestanding block without quotation marks. Start a *block quotation* on a new line and indent the block 5 spaces from the left margin (in the same position as a new paragraph). **Keep the right margin the same as in the regular text.** If there are additional paragraphs within the quotation, indent the first line of each new paragraph an additional 5 spaces. **The entire quotation should be double-spaced.** Use a period at the **end of the block quotation** followed by the author’s name, year, and page number(s) in brackets **without a period** after the closing bracket:

Many athletes feel that steroid use improves their ability. Many are unaware however that there may be serious health risks involved, including compromising the immune system:

Our immune system is what helps us fight off infections. Long-term steroid use may decrease our defenses against the thousands of viruses, bacteria, and fungi to which we are exposed. This same immune system also takes care of the occasional cancer cell. The reduction of immune function by steroids may let cancer cells develop. (Lukas, 2002, p. 50)

**When a work has TWO authors,** always cite both names in every reference in the text:

Hills and Clyman (2004) suggest that the release of Bill Clinton’s autobiography will not reveal anything to the American public that they don’t already know. Their conjecture is that “the Monica Lewinsky affair will receive nominal mention” (p. 16).