



CENTENNIAL COLLEGE

Style Guide

Guidelines for Research Paper, Reports, and Essays According
to the APA Style Manual

Formatting

- Paper:** White letter-size paper (8.5 by 11 inches.)
- Font:** Times New Roman, font size 12
Use only **ONE** style of font throughout your paper
- Line Spacing:** Double-spaced throughout
- Justification:** Use the *align left* feature that will have the right edge of your page with a ragged, uneven edge.
- Indentations & Margins:** The first line of each new paragraph should be indented 5-7 spaces, or ½ inch (1.25 cm.). 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 pages consecutively, beginning with the title page, 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).
- To find this feature in Word, go to “View”, “Header and Footer”, type in title, click on “Insert Page Number”, click on “Align Right”. Next, click on “File”, “page setup”, check box, “Different First Page, “Ok”, “Close”.
- Cover Page:** All lines must be centered, Font size 12 (Same font style as the text), 1 inch (2.5 cm.) margins on all sides.

Examples of Formatting

Title page

Illiteracy in our Schools

Submitted by:

Theodor Geisel

Submitted to:

Ms. Goodall

Introduction to Sociology

October 31, 2012

Body of the paper

Hockey Culture 5

Hockey Culture 4

Hockey Culture 3

2

Introductory paragraph
(including thesis statement or hypothesis)

Supporting arguments with citations:

Example: In the article, Lemieux (2003) states that “Quebec hockey fans have high expectations and a robust knowledge of the game.”

Hockey Culture (p. 56).

Conclusion References

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.

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

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). *Hockey Culture Education: Facts, myths, and future prospects* (3rd ed.). New York: McGraw-Hill.

CITATION

When to “Cite” in Your Work:

You cite every time you enter information or ideas into your paper that you found while researching your paper. Ask yourself, “Did I spend the time researching, carrying out the studies and/or the experiments, and putting the material together?” If the answer is “no”, then you need to cite. Specifically, you should cite the following:

- All facts
- Opinions and/or ideas that are not yours
- Graphs
- Photos,
- Youtube videos
- Movies

Citations must go immediately after the information you wrote in your sentence e.g. author’s last name, date of publication, page numbers e.g. (Blake, 2009).

When NOT to “Cite”:

Common knowledge is an exception to the rule of citation. You do NOT need to cite information that is generally known outside of your course, or in the public domain. For example, you do not need to cite a fact such as “John A. McDonald was the first Prime Minister of Canada” because it is generally known in the public domain.

Books with a Number of Authors:

When a work has *two authors*, cite both names in every citation.

Example:

(Hills and Clyman, 2006 p. 46).

When a work has *three authors* or more, cite only the names of the first two authors, followed by et al.

Example:

(Rogers and Blake et al, 2008, p. 215).

CITING QUOTATIONS

Short quotations (LESS than 40 words) have quotation marks within the text, and are double-spaced. Example:

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. 119).”

Long quotations (MORE than 40 words):

- 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. Example:

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).

APA REFERENCING

Internet sources

Online Article

Gabora, L. (2007). Self-other organization: Why early life did not evolve through natural selection. *Journal of Theoretical Biology*. Retrieved May 2, 2012 from <http://cogprints.org/5583/01/soo.htm>

- **Cite in text:** (Gabora, 2007).

Web page with no author:

When there is no author for a web page, the title moves to the first position of the reference entry. Example:

New child vaccine gets funding boost. (2001). Retrieved March 21, 2001, from http://news.ninemsn.com.au/health/story_13178.asp

- **Cite in text:** the title and the year. Example: (New Child Vaccine, 2001).

Online Dictionary:

hacker. 2011. In *Merriam-Webster.com*.

Retrieved May 8, 2011, from <http://www.merriam-webster.com/dictionary/hacker>

- **Cite in text:** (Hacker, 2011).

Online Newspaper:

Brown, L. (2011, January 14). Pets relieve anxiety. *The New York Times*. Retrieved from <http://www.nytimes.com>

- **Cite in text:** (Brown, 2011).

Government publication

Statistics Canada. (2008). Aboriginal peoples in Canada in 2006: Inuit, Metis and First Nations, 2006 census. Retrieved on February 6, 2013, from <http://www12.statcan.ca/census-recensement/2006/as-sa/97-558/pdf/97-558-XIE2006001.pdf>

- **Cite in text:** (Statistics Canada, 2008).

Print Sources

Book

Andreakis, F. (2009). *A beginner's guide to psychology*. (3rd ed.) New York, NY: McGraw-Hill.

- **Cite in text:** (Andreakis, 2009, p. 215).

Magazine

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

- **Cite in text:** (Cook, 1996, p. 29).

Newspaper

Schwartz, B. (2004, June 26). Major drawbacks to Celebrex and other anti-cholesterol drugs.

The Gazette, pp. D1, D12

- **Cite in text:** (Schwartz, 2004).

Television Program, Video, Documentary etc.

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

- **Cite in text:** (King, 2001).

Motion Picture

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

- **Cite in text:** (Scorsese, 2000).

Encyclopedia

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

- **Cite in text:** (Woodhouse, 1995, p. 504).

Example of reference page format:

Disorders 10	Sleep
References	
<p>Andreakis, F. (2009). <i>A beginner's guide to psychology</i>. (3rd ed.) New York, NY: McGraw-Hill</p> <p>Blackwood, J. (2007). <i>Violence for fun</i> (4th ed.). New York, NY: Gotham Press.</p> <p>Fernandez, J. A. (2001, March). Redirecting violent impulses. <i>The Internet Journal of Mental Health</i>, 9(3). Retrieved from http://amha.org/ijmh/</p> <p>Hilts, P.J. (1999, February 16). When forecasting their emotions, most people flunk out. <i>New York times</i>. Retrieved October 18, 2003, from http://www.nytimes.com</p> <p>Richards, L. D. (2008, October). New perspectives on childhood aggression. <i>Mind Magazine</i>, 89, 56-70</p> <p>Schwartz, B. (2004, June 26). Major drawbacks to Celebrex and other anti-cholesterol drugs. <i>The Gazette</i>, pp. D1, D12</p>	