



CENTENNIAL COLLEGE

Style Guide

Guidelines for Research Paper, Reports, and Essays
According to the APA 7th Edition Style Manual
Revised August 9th, 2023

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.

To number your pages, go to “Insert”, “Header and Footer”, click on “Insert Page Number”, click on “Align Right”.
- 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.

In the upper half of the title page, centre and bold the title. Leave an extra space below.

Then type your name, the department and college, the course, the teacher, and the due date.
- Titles & Headings:** Put your title in bold in the first page of your essay.

Level 1 headings are centred in bold. Level 2s are placed at the left-hand margin in bold. An example is shown on the next page.

Examples of Formatting

Title page

1

Illiteracy in our Schools

Theodor Geisel
Centennial College
Introduction to Sociology
Ms. Goodall
October 31, 2012

Body of the paper

5
4
3
2

Title

Level 1 Heading

Level 2 Heading

Hockey Culture in Canadian Contexts

Introductory paragraph begins here.....
(including thesis statement or hypothesis)

Example of Subheading

Text.....

Example of a Sub-Subheading

Text

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" (p. 56).

**All citations
MUST appear in
the "References"
section at the end**

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.

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 CultureEducation: 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

****Please note that this is not an exhaustive list. Refer to other resources for a more complete list.**

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, p.9).

OR

The author is named directly in your essay, with the date following and page numbers appearing at the end e.g. Blake (2009) has determined that items in people’s short-term memory are lost very quickly unless the information is repeated mentally or orally without delay (p.9).

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 using an ampersand for “and”.

Example: (Hills & Clyman, 2006 p. 46).

When a work has *three authors* or more, cite only first author's surname, followed by et al.

Example: (Rogers et al, 2008, p. 215).

CITING QUOTATIONS

Short quotations (LESS than 40 words) have quotation marks within the text. Depending on how you structure your sentence, the citation can be Option A) embedded in the text when the author is mentioned within the essay **OR** Option B) at the end of your sentence e.g. (Carson, 2000, p.119). An example of Option A can be found below:

Carson (2000, p.119) 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.”

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, p.5)

APA REFERENCING

Internet sources

Online Scholarly Journal Article

Please note: "Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code (Purdue University, n.d.) "

Lastname, F. M., & Lastname, F. M. (Year). Title of article. Title of Periodical, Vol.(Issue), page numbers. DOI

Drollinger, T., Comer, L. B., & Warrington, P. T. (2006). Development and validation of the active empathetic listening scale. *Psychology & Marketing*, 23(2), 161-180.
<https://doi.org/10.1002/mar.20105>

- **Cite in text:** (Drollinger et al, 2007).

Web page with no author:

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

Group name. (Year, Month Date). Title of page. Site name. URL

American Society for the Prevention of Cruelty to Animals. (2019, November 21).
 Justice served: Case closed for over 40 dogfighting victims.

<https://www.asPCA.org/news/justice-served-case-closed-over-40-dogfighting-victims>

- **Cite in text:** the title and the year. Example: (ASPCA, 2019).

Online Newspaper Article:

If the source does come from a site with an associated newspaper, leave the title of the article unformatted, but italicize the title of the newspaper. *If the source doesn't come from a site with an associated newspaper, please see additional resources on our College website.

Lastname, F. M. (Year, Month Date). Title of article. Title of Publication. URL

Richards, C. (2019, December 9). Best music of 2019: Lana Del Rey sings lullabies about the end of America. *Washington Post*. https://www.washingtonpost.com/entertainment/music/best-music-of-2019-lana-del-rey-sings-lullabies-about-the-end-of-america/2019/12/06/6e82c5ec-15d8-11ea-a659-7d69641c6ff7_story.html

- **Cite in text:** (Richards, 2019).

TedTalk

Author, A. A. (Year, Month Date). Title of talk [Video]. TED. URL

Al-Mutawa, N. (2010, July). Superheroes inspired by Islam [Video]. TED.

https://www.ted.com/talks/naif_al_mutawa_superheroes_inspired_by_islam#t-4909

- **Cite in text:** (Al-Mutawa, 2010).

Print Sources

Book

Note: If available, APA 7 requires a DOI for all works that have one — whether print or digital. If a print work does not have a DOI do not include it in the reference citation.

BASIC FORMAT FOR BOOKS

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Publisher Name.

DOI (if available)

Stoneman, R. (2008). Alexander the Great: A life in legend. Yale University Press.

- **Cite in text:** (Andreakis, 2008, p. 7).

Magazine

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication, Month

Day if Given). Title of article: Subtitle if any. *Name of Magazine*,

Volume Number (Issue Number), first page number-last page number.

Abramsky, S. (2012, May 14). The other America 2012. *Nation*, 294(20), 11-18.

- **Cite in text:** (Abramsky, 2012, p. 14).

Newspaper

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication,

Month Day if Given). Title of article: Subtitle if any. Name of Newspaper,

SectionPage.

Aulakh, R. (2012, June 13). From surviving to thriving. *Toronto Star*, GT1, GT4.

- **Cite in text:** (Aulakh, 2012).

Encyclopedia or Dictionary w/ Known Author

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). Title of entry. In Editor's First Initial. Second Initial if given. Last Name (Ed.), Name of encyclopedia or dictionary (Volume number, pp. first page of entry-last page of entry). Publisher Name often shortened.

King, P. N., & Wester L. (1998). Hawaii. In *The world book encyclopedia* (Vol. 9, pp. 88-110). World Book.

- **Cite in text:** (King & Wester, 1998, p. 90).

Example of reference page format:

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References

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

Blackwood, J. (2007). *Violence for fun* (4th ed.). New York, NY: Gotham Press.

Fernandez, J. A. (2001, March). Redirecting violent impulses. *The Internet Journal of Mental Health*, 9(3). Retrieved from <http://amha.org/ijmh/>

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>

Richards, L. D. (2008, October). New perspectives on childhood aggression. *Mind Magazine*, 89, 56-70

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

Other Resources

1. Purdue University

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

2. Columbia College

<https://columbiacollege-ca.libguides.com/c.php?g=713274&p=5082914>

3. Dawson College

<https://www.dawsoncollege.qc.ca/academic-skills-centre/wp-content/uploads/sites/98/APA-Style-Booklet-7th-ed.pdf>