SAULT COLLEGE

APA QUICK GUIDE

Revised 3rd Edition

Includes *Publication Manual of the American Psychological Association*, 7th edition updates

September 2024, Language and Communication Department, Sault College

For more help with APA or any College writing, visit Language and Communication Faculty on our **MS Teams channel**.

For our hours of operation, see our **Sault College webpage**.

Sault College APA Quick Guide

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Introduction

Welcome to the 3rd edition of the *Sault College APA Quick Guide.* This edition captures the updates to the APA style as per the *Publication Manual of the American Psychological Association* (7th edition). Easily noticeable changes include simpler paper formatting guidelines, streamlined reference entries, and choice of font, to name a few. But any academic writer employing the 7th edition APA style will be wise to double-check every formatting detail, as many not-so-noticeable changes have also been made. To assist in that process, the third edition of the *Sault College APA Quick Guide* features colour-coded tables and hyperlinks to bookmarks within the document.

Using a style guide such as this is highly helpful in academic and professional settings. Conventional formatting allows the reader to easily follow one's writing; in this way, it aids in teaching and editorial feedback. Adherence to a style guide establishes the writer's credibility by demonstrating one's understanding of professional standards and intellectual property. The practice of documenting one's sources directs the reader to additional research and is necessary to avoid plagiarism. All of this is essential to maintaining academic integrity.

Where this guide does not answer an APA query, other credible and reliable sources include:

- *Publication Manual of the American Psychological Association* (7th edition)
- The Basics of APA Style at https://apastyle.apa.org/blog/basics-7e-tutorial
- APA Style Blog at https://apastyle.apa.org/blog
- Purdue Owl: APA Formatting and Style Guide at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

When using this or any style guide, pay close attention to the details of the examples. Line and character spacing, punctuation, typeface (e.g., bold or italics), case (e.g., Title Case), indentation, etc., are all very important and impact the meaning of the information presented.

Table 1: References

References contain bibliographical information to help the reader retrieve the source material. In APA, references include only the sources cited in your text; however, some professors want to see all your research material, so it is advisable to check with your professors for their preference. Regardless of the formatting of the source, adhere to APA guidelines. Except for journal articles, which include only the year, provide whatever date information is given with the source (not the copyright), in this order: YYYY, Month, D. Using reference-generating software is not recommended as it is generally wrong and hard to change. For further formatting guidelines, refer to Table 3, p. 11, and Table 9, p. 17, of this guide.

Journal article For the date, include in parentheses only the year of publication. The article title and subtitle are in sentence case; the journal title is in italics and title case. The volume 28 is italicized; the issue (4) immediately follows the volume, no space; the full page range is given with an en dash.	Last Name, Initial. Initial. Only include year for journal articles. Postle, K. (2009). Detecting and deterring plagiarism in social work students: Implications for learning for practice. *Social Work Education, 28*(4), 351–362. Volume Issue Pages with en-dash in page range

<u>With DOI</u> (Digital Object Identifier)
 	
After page range and period, add "https://doi.org/xx.xxxxxxx" (no period after URL); keep hyperlink, which must be live and active.
	Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the
	     survival times of terminally ill patients. *Health Psychology, 24,* 225–229.
	     https://doi.org/10.1037/0278-6133.24.2.225
	For this reference, no issue number is included because none was given with the source.

<u>With URL</u> (web address) After page range and period, add https://www.full-url.com" (no period after address; do not break a long URL, though you may research how to retrieve a short URL).	Bernstein, M. (2002). 10 tips on writing the living web. *A List Apart: For People Who Make* *Websites, 149*. https://www.alistapart.com/articles/writeliving This example contains only a volume number; the source did not give issue or page numbers.

Online news article Note that the article title and subtitle are italicized, each in sentence and separated by a colon, and the website is regular typeface.	Include all date information given in this order: (YYYY, Month D). The Canadian Press. (2024, May 24). Ottawa puts up more money to transform historic Hudson's Bay building in Winnipeg into Indigenous hub. *The Globe and Mail.* https://www.theglobeandmail.com/canada/article-ottawa-puts-up-more-money-to-transform-historic-hudsons-bay-building/
Webpage or article from website Individual as author Author. (YYYY, Month D). *Title of webpage in italics, sentence case.* Website Name in Regular Typeface, Title Case. https://full/url.com	Mayo Clinic Staff. (2018, May 4). *Anxiety disorders*. Mayo Clinic. https://www.mayoclinic.org/diseases-conditions/anxiety/symptoms-causes/syc-20350961
No author Organization, Government, Corporation, etc., as author	M Libraries. (n.d.). *Why is it important to communicate well?* https://open.lib.umn.edu/businesscommunication/chapter/1-1-why-is-it-important-to-communicate-well// Include whatever date info is provided. In this example, "n.d." means "no date," as none was given.
Newspaper article For an online article, follow the guidelines as per online news article above. For a hardcopy newspaper, follow the example to the right.	Hess, A. (2019, January 3). Cats who take direction. *The New York Times,* C1.

Book	
List the authors in the order given by the source. The title and subtitle are italicized and in sentence case. Do not include the place of publication.	Guffey, M. E., Loewy, D., & Almonte, R. (2018). *Essentials of business communication.* Cengage Learning. Murakami, H. (1998). *The wind-up bird chronicle.* Vintage International.
Chapter in book or anthology When the publication date of the original material differs from the referenced book, indicate this in parentheses at the end of the reference entry.	Rettie, J. C. (2000). But a watch in the night: A scientific fable. In S. V. Buscemi and C. Smith (Eds.), *75 readings plus* (5th ed., pp. 360–364). McGraw Hill. Note the placement of the initials of the author vs. of the editor. Also note that the abbreviation of editor is "Ed." to distinguish it from "ed." for edition. The ordinal is not superscript. In the example above, which is an edition other than the first, the page range is included with the edition number; for a book with no indicated edition, the page range is alone in parentheses. Lewin, K. (1999). Group decision and social change. In M. Gold (Ed.), *The complete social scientist: A Kurt Lewin reader* (pp. 265–284). American Psychological Association. https://doi.org/10.1037/10319-010 (Original work published 1948) Note that there is no period at the end of the entry above.
Translated book Author, A. (Year). *Book title: Subtitle* (B. Translator Surname, Trans.). Publisher. (Original work published YEAR).	Zamyatin, Y. (1993). *We* (C. Brown, Trans.). Penguin Books. (Original work published 1924) Note: The entry above ends without a period.
eBook Add the DOI or URL to the standard book information for the entry; do not end with a period.	Boddy, K. (2010). *The American short story since 1950*. Edinburgh University Press. http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=345917&site=eds-live&scope=site

Dictionary or encyclopedia If no specific author is given for the entry, the publication takes the place of the author. If the source material is periodically updated, use "n.d." for the date and include a retrieval statement	Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved May 5, 2019, from https://www.merriam-webster.com Note: This entry contains a retrieval statement because the content of the source is changed regularly.
Blogs Blog post The reference is similar to an online news article.	McAdoo, T. (2016, April 5). How to cite a blog post in APA style. *APA Style Blog*. https://blog.apastyle.org/apastyle/2016/04/how-to-cite-a-blog-post-in-apa-style.html
Blog comment – in response to a blog For the author, use the username given with the comment. The title is the title or the first 20 words of the comment. After the title, state in brackets the title of the original blog.	KS in NJ. (2019, January 15). From this article, it sounds like men are figuring something out that women have known forever. I know of many [Comment on the article "How workout buddies can help stave off loneliness"]. *The Washington Post*. https://www.washingtonpost.com/lifestyle/wellness/if-youre-a-lonely-guy-consider-finding-workout-companions/2019/01/14/d1bb0bf8-1370-11e9-b6ad-9cfd62dbb0a8_story.html
Visual media For sources like videos, photos, etc., give the title in sentence case and italics, followed with the type of media in brackets, sentence case.	Meslin, D. (2010, October). *Dave Meslin: The antidote to apathy* [Video]. TED Conferences. https://www.ted.com/talks/dave_meslin_the_antidote_to_apathy Van Gogh, V. (1889, June). *The starry night* [Painting]. https://www.moma.org/collection/works/79802

Studio film Follow the instructions for non-standard media (above). Include the producer(s) and director for the author. After the title and media type, give the country of origin and the studio or distributor.	Olsen, M., Goldstein, A., Astrachan, J., & Najor, R. (Producers), & Cretton, D. D. (Director). (2013). *Short term 12* [Motion picture]. Cinedigm.
AI In its current form, Artificial Intelligence (AI) uses algorithyms to electronically match input with possible solutions. Examples of AI include Microsoft Spell Checker, Grammarly, Copilot, ChatGPT, Perchance, and more. Submitting AI-generated assignments and omitting a citation and reference for an AI-generated image or phrase are examples of academic integrity infractions. To avoid academic dishonesty and sanctioning, familiarize yourself with the College's and professor's fair- and best-use practices and policies.	When prompted with "Is the left brain right brain divide real or a metaphor?" the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, "the notation that people can be characterized as 'left-brained' or 'right-brained' is considered to be an oversimplification and a popular myth" (OpenAI, 2023). **Reference** OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. https://chat.openai.com/chat The above examples are from https://apastyle.apa.org/blog/how-to-cite-chatgpt. Visit this resource to learn more about AI, APA, and academic integrity.

Table 2: Integrating and Citing Sources

Cite all quotes, paraphrases, statistics, i.e., any ideas, information, or language that are not your own. Failure to cite all sources is plagiarism.

Citation	
Given in parentheses immediately after a quote, paraphrase, statistic, etc. Include only the name of the author, the year of publication, and the page number or what stands for it. In a paragraph, include the year of publication after the first signal phrase mention of the author; subsequent signal phrase mentions in that paragraph do not require the year. See Table 3, p. 11 of this guide for details regarding authors' names.	Parenthetical citation: "Quote" or paraphrase (Author, Year, p. 2). Narrative citation: According to Author (Year), "Quote" or paraphrase (p. 2). Page number: lowercase "p" + period + space + number → p. 2 Multiple pages: lowercase "pp" + period + space + number → pp. 23–25 Include page numbers or what stands for them for all quotes. Page numbers, etc., for paraphrases are not required but may be included to help readers find a passage in a long text, e.g., a book.
Citation – No page numbers	Source contains headings: Include the heading of the section and start counting paragraphs from that heading: Heading in Title Case + section + comma + para + period + number → (DeAngelis, 2018, Musical Forays section, para. 4). If the section heading is very long, you may abbreviate it and indicate the abbreviation with quotation marks: quotation mark + Shortened Title in Title Case + comma + quotation mark + para + period + number → (Centers for Disease Control and Prevention, 2017, "What Can You Do" section, para. 1). Source contains no headings: Start counting paragraphs from beginning of source: para + period + space + number → para. 3 Time signature for videos, songs, etc.: hh:mm:ss → 1:01:35 mm:ss → 24:08
Quote A passage taken word for word from a source, inserted with quotation marks into the text. On rare cases a quote can stand alone, but usually for coherency a signal phrase before or after the quote is advised.	Pfeiffer (2011) asserts, "A practical purpose underlies all on-the-job writing" (p. 2). *or* "A practical purpose underlies all on-the-job writing," continues Pfeiffer (2011, p. 2). *or* "A practical purpose underlies all on-the-job writing" (Pfeiffer, 2011, p. 2).

Paraphrase An idea or fact taken from a source and put into one's own words. Patchwriting—merely replacing a word here and there—is unacceptable; the grammar must be restructured. For a long paraphrase, i.e., a paragraph, it is sufficient to provide a narrative citation only in the first sentence.	Original: "A practical purpose underlies all on-the-job writing" (Pfeiffer, 2011). Paraphrase: All workplace writing is purposeful (Pfeiffer, 2011). ☑ Synonyms used ☑ Sentence restructured ☑ Concise ☑ Cited
Work cited in secondary source When citing author A who cites author B, include author B in a signal phrase and give the parenthetical citation for author A, beginning with the phrase "as cited in". Do not include any citation or reference for author B.	Klingensmith argues that students' limited secondary education does not adequately teach them about plagiarism (as cited in Snodgrass, 2014, p. 79). Some professors will accept the following method, which is not given by APA: Student's limited secondary education does not adequately teach them about plagiarism (Klingensmith, as cited in Snodgrass, 2014, p. 79).
Block quote Block a quote of 40 words or more by indenting its left margin ½ inch (one tab). A block quote is generally introduced with a colon and is always double-spaced consistently with the paragraph, and has no quotation marks unless there are quotes within the block. If the quote contains more than one paragraph, indent by an additional tab the first line of any paragraph after the first. The citation follows the period. "Cap" a block quote with a sentence or two rather than finish a paragraph with a block quote.	When considering the predominance of argumentation in our lives, it becomes clear why mastering the rhetorical skill is necessary: Argument may be our most important form of communication because it helps us to get what we want in life. The main reason people argue is to persuade someone or something. When you want to get a certain job, sell your car, or borrow some money, you need to present your request clearly and convincingly. (Flachmann, 2017, p. 381) Further to making arguments, one must be able to recognize a presented argument to better maintain one's own position.

Quotes within quotes	
When including a quote that itself includes a quote, use double quotation marks to signify the material you are using, and single quotation marks for the quote within your quote. If you are quoting only the quote within the quote, use double quotation marks.	Underwood (2002) wrote, "On any occasion when she asked her dad about the details of the flight, he would answer, 'Read my book'" (p. 3). Underwood (2002) described how whenever Lindbergh's daughter asked him about his famous flight, he would reply, "Read my book" (p. 3).
Personal communication	
A quote or a paraphrase from an informal medium such as an interview, lecture, email, etc., is cited as follows and not included in the references.	"Quote" or paraphrase (J. Smith, personal communication, February 1, 2018).
Editing a quote	
Use ellipses . . . to remove material from the middle of a quote (not the beginning or end). Ellipses should be reserved for long quotes such as block quotes. Ellipses are made by typing three periods with a space between each and at the beginning and end; where an ellipsis follows a sentence, there will be four periods. Use brackets [around a replaced, corrected, or added term] for accuracy and clarity, or add [*sic*] directly after a language error. In all cases, ensure that the quote makes logical sense, adheres to the original meaning of the passage, and is grammatically correct. Rather than apply ellipses, brackets, etc., it is advisable to break the quote up, integrating it with a paraphrase.	<u>Content removed from middle of sentence</u>: "Argument may be our most important form of communication because it helps us to . . . persuade someone" (Flachmann, 2017, p. 381). <u>Content removed from between sentences</u>: "Argument may be our most important form of communication because it helps us to get what we want in life. . . . When you want to get a certain job, sell your car, or borrow some money, you need to present your request clearly and convincingly" (Flachmann, 2017, p. 381). <u>Correction using brackets</u>: "Probably none of the contestants sleep[s] before the big audition" (R. Andrew, personal communication, June 18, 2019). <u>Indication of error in original passage</u>: "The performer seemed crestfallen by Simone Cowells' [*sic*] remarks" (R. Andrew, personal communication, June 18, 2019).

Table 3: Authors in Citations and References

Author	Citations with signal phrase Date after author's name in sentence; page at the end. If signal phrase occurs at end, combine date and page in parentheses: . . . according to Walker (2017, p. 2).	Citations with no signal phrase Author's name not in sentence; name, date, and page at the end.	References
One author	Walker (2017) . . . (p. 2).	(Walker, 2017, p. 2).	Walker, J. (2017).
Two authors	Walker and Allen (2014) . . . (p. 2)	(Walker & Allen, 2014, p. 2).	Walker, J. & Allen, T. (2014).
Three to twenty authors	Nguyen et al. (2019) . . . (p. 2).	(Nguyen et al., 2019, p. 2).	Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019).
More than 20 authors	*Infer from example above.*	*Infer from example above.*	*Eight or more authors: Put an ellipsis . . . in the place of authors between the sixth and last*
Same author with publications from same year	Lee (2012b) and Lee (2012a)	(Lee, 2012b) and (Lee, 2012a)	*Arrange alphabetically by title; series go in publication order*
Authors with same last name	I. Light (2006) . . . (p. 2). M. A. Light (2008) . . . (p. 2).	(I. Light, 2006) . . . (p. 2). (M. A. Light, 2008) . . . (p. 2).	Light, I. (2006). Light, M. A. (2008).

Groups identified with abbreviations*	*Only citation from author:* Canadian Mental Health Association (2019) . . . (p. 2). *First citation with more from author to follow:* Canadian Mental Health Association (CMHA, 2019) . . . (p. 2). *Subsequent citation(s)* CMHA (2019) . . . (p. 2).	*Only citation from author:* (Canadian Mental Health Association, 2019, p. 2). *First citation with more from author to follow:* (Canadian Mental Health Association [CMHA], 2019, p. 2). *Subsequent citation(s)* (CMHA, 2019, p. 2).	Canadian Mental Health Association. (2019).
Groups not identified by abbreviations	University of Pittsburgh (2005) . . . (p. 2).	(University of Pittsburgh, 2005, p. 2).	University of Pittsburgh. (2005).

* See Table 1, p. 4, for more guidelines regarding referencing organizational authors, and Table 13, pp. 21–22 for more examples re: abbreviations.

Table 4: Source Title Formatting

Note: Proper nouns (names of people, places, organizations, etc.) are always capitalized. Titles of online news or periodicals are *Title Case and Italicized.* Follow these guidelines no matter how the title is formatted in the source.

Source type	In the body of essay/report	References
Journal	*Title in Title Case and Italicized*	*Title in Title Case and Italicized*
Large work, e.g., book, film, album, television series—not journal (see above)	*Title in Title Case and Italicized*	*Title in sentence case and italicized*
Small work in large work, e.g., article, chapter, song, television episode	"Title in Title Case and Quotation Marks"	Title in sentence case: No quotation marks
Website	Title in sentence case (Proper Nouns are capitalized)	Title in sentence case (Proper Nouns are capitalized)

Table 5: Capitalization of Document Titles

Always capitalize these words essay/report titles, subtitles, and level one and two headings (see Table 7, p. 15, in this guide for more heading guidelines):	• The first word in a title • The first word in a subtitle (following a colon) • Nouns, verbs, adjectives, and adverbs • Pronouns (e.g., Her, I, It, . . .) • All words four letters or longer	**Do not capitalize** these words except when they are at the beginning of a title or subtitle or are four letters or longer:	• Articles (a, an, the) • Conjunctions (e.g., and, but, so, yet, . . .) • Prepositions (e.g., in, on, of, to, . . .)

Each word in a hyphenated compound word (words joined by a hyphen) that would be capitalized on its own is capitalized. → Mother-in-Law

Where a document title includes a source title, treat the source title as you would for an in-text mention of the title (see Table 4, p. 12, of this guide for specifics regarding source titles). The titles to the right are correct:	How to Write an APA Paper: A Student's Self-Help Guide Water as Metaphor for Experiential Immersion: A Critical Analysis of Hemingway's *The Old Man and the Sea* "Successfully Incorporating Writing Across the Curriculum With Advanced Writing in Nursing" Academic Article Summary
Note that in text (not in a title), theories, scientific laws, etc., are not capitalized, except where they include a person's name (if your document title or a heading includes a theory, etc., use the capitalization rules outlined above and in Table 6, p. 14, of this guide).	The class learned about Erikson's eight stages of psychosocial development.

Tip

Open source and collaborative word processing applications like Google Docs are especially helpful for working on group projects or when on a tight budget. However, such software can have limited formatting functions, so to ensure all your APA is correct, always finish your work on Microsoft Word prior to submission.

Table 6: Font

For accessibility and flexibility, APA now supports the use of sans serif fonts, and suggests Calibri 11, Arial 11, and Lucida Sans Unicode 10; Times New Roman 12 and Georgia 11 are serif options. However, the Language and Communication Department (L&C) finds Calibri and Georgia quite small at 11 pt, and Arial and Lucida scrunched and stretched, respectively. Therefore, L&C recommends the fonts below, chosen for their legibility at 12 pt, professional design, and consistent appearance both on screen and paper. Fonts such as Georgia, with digits that do not reach the cap line, were ruled out.

Serif fonts	Sans serif fonts
Cambria 12 A key feature of font is whether it is serif, with stylized finishes, or sans serif, which is simpler and considered easier to read. Next is kerning, or spacing between characters. Other distinguishing elements are x-height and how far letters like j extend below the baseline. **Palatino Linotype 12** A key feature of font is whether it is serif, with stylized finishes, or sans serif, which is simpler and considered easier to read. Next is kerning, or spacing between characters. Other distinguishing elements are x-height and how far letters like j extend below the baseline. **Times New Roman 12** A key feature of font is whether it is serif, with stylized finishes, or sans serif, which is simpler and considered easier to read. Next is kerning, or spacing between characters. Other distinguishing elements are x-height and how far letters like j extend below the baseline.	**Calibri 12** A key feature of font is whether it is serif, with stylized finishes, or sans serif, which is simpler and considered easier to read. Next is kerning, or spacing between characters. Other distinguishing elements are x-height and how far letters like j extend below the baseline. **Franklin Gothic Book 12** A key feature of font is whether it is serif, with stylized finishes, or sans serif, which is simpler and considered easier to read. Next is kerning, or spacing between characters. Other distinguishing elements are x-height and how far letters like j extend below the baseline. **Aptos 12** A key feature of font is whether it is serif, with stylized finishes, or sans serif, which is simpler and considered easier to read. Next is kerning, or spacing between characters. Other distinguishing elements are x-height and how far letters like j extend below the baseline.

Table 7: APA Headings

Note: Essays include a title on the title page and second page, but do not include headings. Use headings in reports only.

Level	Format
Title of paper on title page and second page; references, appendices	**Centred, Boldface, Title Case**
Heading 1	**Centred, Boldface, Title Case** Paragraph begins on next double-spaced line, indented one tab.
2	**Left-Aligned, Boldface, Title Case** Paragraph begins on next double-spaced line, indented one tab.
3	***Left-Aligned, Boldface Italic, Title Case*** Paragraph begins on next double-spaced line, indented one tab.
4	**Indented One Tab, Boldface, Title Case, Period.** Paragraph begins on same line.
5	***Indented One Tab, Boldface Italic, Title Case, Period.*** Paragraph begins on same line.
Important terms	*Italics. Case depends on term.*

Table 8: Title Page Format

KEYWORDS FROM TITLE   1

Title in Title Case, Bold

Student Name

Social Service Worker Program, Sault College

CMM110-10: College Communication Skills

Professor Sam Boissoneau

November 13, 2019

For more guidelines, visit
https://apastyle.apa.org/instructional-aids/student-title-page-guide.pdf

This title page suits the purpose of submitting assignments for grading, rather than manuscripts for publication. BScN students should refer to the *Publication Manual of the American Psychological Association* for the official format.

Header

APA does not require headers for student papers. However, creating effective headers involves practical skill and adds cohesion to a paper, so some professors require their inclusion. A header should contain key words from the title, but they do not need to be the same parts of speech or follow the same order as in the title.

Type the header then tab once or twice, depending on the length of the header, to bring the cursor to the right margin. Select the "Page Number" button in the "Design" tab, then "Current Position," then "Plain Number." Close header.

Title Page

Same font and font size throughout document, including header (Times New Roman or font specified by professor).

Double-spaced. One-inch margin (2.54 cm on Macs) all around for whole document.

Title page content is centred.

Three or four line spaces (two double spaces) between the first line and title.

One double space between the title and student name.

Course title format:
Course code/ hyphen/ section number/ colon / space/ course title

After the date line insert a page break.

Table 9: Document and References Format

COLLEGE WRITING   2

Professional College Writing

    It has been estimated that in the average business, a worker will spend roughly 12.5 hours out of every 40-hour week writing (Gerson & Gerson, 2010, p. ii). It is no wonder, then, that professional writing is integral to the college curricula. The social media and traditional

COLLEGE WRITING   5

References

American Psychological Association. (2020).

    Publication manual of the American

    Psychological Association (7th ed.). Author.

Farthing, T., & Oates, P. P. (2010). *The compendium of*

    kittens (2nd ed.). Cat Press.

Schultz, C. (2014, April 22). Scientists confirm that cats a)

    are pretty smart, b) don't really care what you want.

    Smithsonian Magazine.

    https://www.smithsonianmag.com/smart-

    news/scientists-confirm-cats-are-pretty-smart-b-dont-

    really-care-what-you-want-180951194/

Gerson, S. J., & Gerson, S. M. (2010). *Technical*

    communication: Process and product (7th ed.).

    Longman.

Body

The title is repeated on first line of the second page. Note that an essay does not include headings—only reports do. In a report, no heading is included for the introduction.

No extra spaces between paragraphs—in Microsoft Word, make sure to select "Don't add space between paragraphs of the same style" in the Paragraph dialogue box. Each new paragraph is indented one tab.

After the last paragraph of your essay or report, insert a page break; this will allow you to make edits to the body without affecting the References page, which always begins on a new page.

References

References begin on a new page, before the appendices.

The heading "References" is centred, bold, and always pluralized.

References are given in alphabetical order of the names of the authors cited in your text. Where an author is an article title that begins with "A," "An," or "The," use the second word of the title for the alphabetization of the references list. Where an entry begins with digits (a number), alphabetize the digits as though they were spelled out.

The page is consistently double spaced, each entry offset with a hanging indent.

If your report contains an appendix, add a page break after the last reference entry to ensure the appendix starts on a new page.
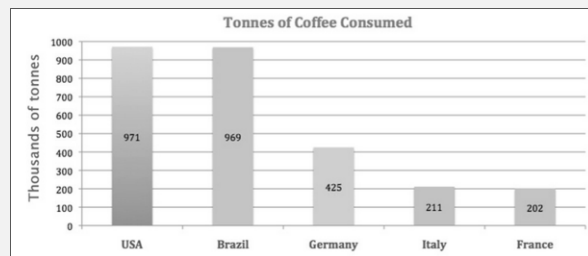
Table 10: Appendices

COLLEGE WRITING   6

Appendix A:

Coffee Consumption Internationally

Tonnes of Coffee Consumed

Note: The top five coffee-consuming nations. From Caffeine Informer. (n.d.). Caffeine (coffee) consumption by country. https://www.caffeineinformer.com/caffeine-what-the-world-drinks

Appendices appear in the order they are referred to in your text. They are labelled Appendix A, Appendix B, and so on, in the order referred to in-text. A sole appendix is labelled "Appendix" with no letter.

The label and title are in bold.

The appendix title follows a colon after the appendix label. The lines are double-spaced, as is the caption.

If the appendix contains only one table or figure, the appendix title stands for the table or figure title.

If the appendix contains more than one table or figure, label appendix figures and tables with a letter and number that corresponds to the appendix number, e.g., **Figure B1** or **Table A1**.

Where an appendix contains paragraphs, use the same paragraph formatting as in the body of your paper.

Include any reference information for an appendix figure or table in the figure or table caption, not the references page. Since the information is in the caption, no hanging indent is required.

If your report contains more than one appendix, add a page break at the end of each appendix so the next one will start on a new page.

Tip

Appendices can include tables, graphs, maps, diagrams, surveys, business letters, photographs, activity or care plans, artwork, and more. Use creative and critical problem solving skills to decide what kinds of content to include in appendices to complement and enrich your report. Plan ahead to allow time for retrieving, referencing, creating, and formatting information, and be prepared to use various tools (e.g., cell phones or scanners) to capture, convert, and send material.

Table 11: Figures and Tables

Figure 1

The Number of Student Papers Submitted per Program per Term
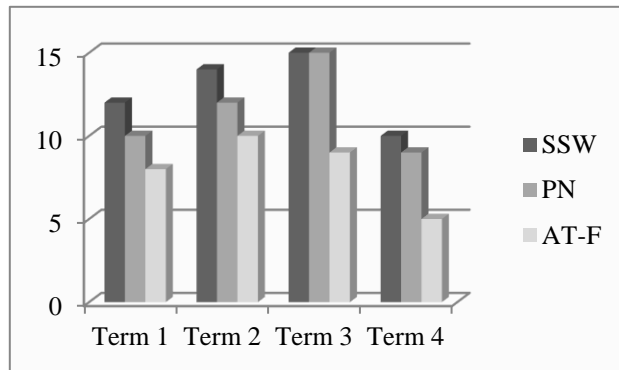
Note: Data was collected over the years 2016–2018.

Table 1

The Number of Student Papers Submitted per Program per Term

	1	2	3	4
SSW	12	14	15	10
PN	10	12	15	9
AT-F	8	10	9	5

Note: Data was collected over the years 2016–2018.

Figures and tables are labelled with numbers corresponding to their mention in your text. Small or simple figures and tables should be placed beside or below where they are mentioned in the text; large or comprehensive figures and tables should go in the appendices.

The title for either is left-aligned, boldface; the note, indicated by an italicized "Note" and colon, directly follows the figure or table. Any writing in the title or caption is double-spaced.

For graphs, darker shades should correspond with higher numbers.

For figures and tables in appendices, see Table 10, p. 18 of this guide for more formatting guidelines.

Figures and tables should always be centred.

Tip

Experiment with SmartArt, found under the Insert tab of Microsoft Word, to create interesting graphs and such. The function works alongside Excel, and even if you are unfamiliar with that program, it is very easy to input data and change parameters. Word also offers a lot of variety and flexibility for tables under the Table Tools tab. Keep in mind that the final product should be clean and professional.

Table 12: Numbers

Read all of these rules, as exceptions to earlier rules are given further on.

- All whole numbers one to nine are spelled; numbers 10 and over are given in digits.

- Use the word "million," "billion," etc., for large rounded numbers greater than one million.

     The human population of the planet has passed the eight billion mark.

- Do not begin a sentence with a number given in digits; rearrange the sentence so the number appears later or spell out the number.

- For percentages, use digits and the percentage sign (%) unless the sentence begins with the number; in such instances, spell out the number and use the word "percentage."

     On Tuesdays, 8% of professors sleep in.
     Nine percent of students sleep in on Wednesdays.

- Where two sets of numbers of different values are given in a sentence, use words for one and digits for the other to avoid confusion.

     The study involved three 2-point scales.

- Numbers in mathematical functions are expressed in digits.

     Divided by 4, a ratio of 1:16, 7 times more.

- Spell out common, low fractions (up to one fifth); use digits for uncommon fractions. Where a spelled-out fraction is used as an adjective, it must be hyphenated. Do not use ordinal suffixes (st, nd, rd, th) for fractions given in digits. Ordinal suffixes are not superscripted.

     The bill received a two-thirds majority vote.
     She has completed 1/16 of the activity.
     The 7th edition of the style guide contains many updates.

- Use digits for any unit of measurement or time. Include a space between the numeral and unit.

     He walks 2 km to school every day.
     It took her 3 hours to complete the examination.

For numbers containing more than three digits, place commas after every three digits from the right. Exceptions: page numbers, binary digits, serial numbers, temperature, Hertz, and degrees of freedom.

> Canada is 9,306 km from the Atlantic to the Pacific.

- With the exception of Quebec, in Canada, the dollar sign precedes the number → $100.50

Table 13: Abbreviations

Acronyms and initialisms	APA
Acronyms use initials to spell a word (e.g., NASA); initialisms cannot be sounded out like a word (e.g., OCSWSSW). In APA, do not use periods or spaces between the letters, except for a person's initials, which uses both.	College Association for Language and Literacy (CALL)
	T. S. Eliot
When introducing an acronym or initialism in text, spell out the whole term then give the initials in parentheses. From there on, use only the initials, except at the beginning of a sentence. There is no need to give the initials if you are using the term only once, or if the acronym/initialism is widely recognized.	**Citations**
	Only inclusion:　According to the Ontario College of Social Workers and Social Service Workers (2008), . . . (p. ii).
	First inclusion, author in signal phrase:　The College of Nurses of Ontario (CNO, 2019) states that . . . (p. 7).
	Subsequent inclusions:　Nurses in the province are provided with professional guidelines by the CNO (2019) . . . (p. 8).
Note how to handle the initials of an organizational author when giving a citation. Always use the full term, not the initials, in the references.	First inclusion, author not in signal phrase:　Sault College Students are advised to always cite their sources (Language and Communication Department [LCD], 2018, p. 4).
	Subsequent inclusions:　The *Sault College APA Quick Guide* provides some tips on formatting figures and tables (LCD, 2019, p. 12).

Units of measurement		
There are some variances between national and professional abbreviations, so familiarize yourself with your professional guidelines and know your audience.	15 cm	centimetres
	305 CAD	Canadian dollars
In APA, the unit of measurement follows a space and there are no spaces or periods within the abbreviation. Do not pluralize the unit of measurement.	125 km/h	kilometres per hour
	19 mL	millilitres

Places				
Use a credible source to find out the abbreviation you need. In cases of confusion (e.g., UK vs. GB), you will have to do some research.	UK	United Kingdom	NY	New York
	US	United States	ON	Ontario

Common phrases	e.g., for example,	i.e., in other words,	etc. etcetera	vs. versus

Table 14: Punctuation

Punctuation mark	Rules and usage	Example
Quotation marks " "	Indicate that less than 40 words have been taken word for word from another source or that a term is idiomatic (an everyday expression).	A new term that means "cool" nowadays is "sick." *Note the placement of the period in non-cited quotation marks.*
Period . **Exclamation mark** ! **Question mark** ?	There is no period at the end of a cited quote; the period follows the citation. Only a question or exclamation mark can be included at the end of a quote if either is part of the original passage and impacts the meaning of the quote. In these cases, a period will still follow the citation. One character space follows a period. (See "Editing a quote" on p. 9 for more about ellipses.)	"Much of the story is carried by dialogue" (Engkent & Engkent, 2006, p. 105). "What is the trap and why is Gillespie against it?" ask Engkent and Engkent (2006, p. 271).

Comma ,	If a quote is included mid-sentence, a comma should be included at the end of the quote within the quotation marks when grammatically required. Include the comma in the quotation marks even if the original passage does not contain a comma.	"Learning styles define the method of how you best take in information and/or learn new ideas," explain Anderson and Bolt (2011, p. 6).
Colon :	Introduces a block quote (see Table 2, p. 9 of this guide) and a list that does not flow grammatically in a sentence.	He likes to eat the following fruit: apples, oranges, and bananas.
Dashes - – —	A hypen is short, surrounded by no spaces, and joins words. An en dash is as wide as the letter "N". In APA it is used for number ranges. To insert an en dash in Microsoft Word, go to the Insert tab, select "Symbol," click on "More Symbols," open the "Special Characters" tab, and select "En Dash." An em dash is the width of the letter "m" and used to make an aside. Type two hyphens directly after a word and follow directly with another word—no spaces around the hyphens—and Microsoft Word will auto-format the hyphens into an em dash.	Antique wind-up toys are collectible. pp. 62–63 She's been working for hours—now she is hungry.

Glossary

APA – American Psychological Association

article – A written piece of work, generally several pages long, comprising research and published in a periodical such as a journal or newspaper.

bibliographical information – Information provided to help the reader retrieve the original source material.

block quote – A quotation of 40 or more words, indicated by a ½ inch indentation of the left margin and not by quotation marks.

boldface – Font that is thicker than standard typeface, created by pressing Ctrl + b

brackets – Square punctuation marks [ ] used to show an insertion to a quotation or material within parentheses.

case – The capitalization of a word.

citation – Key retrieval information given in parentheses directly after a quote or paraphrase. To add a citation is to cite.

DOI – Digital Object Identifier, a persistent internet link number assigned to an article.

figure – Any supportive material in printed, visual form, e.g., graph or illustration.

header – A band along the top of the page, containing keywords from the title and the page number.

in-text – Material included directly in an essay or report, i.e., not in a citation.

italics – Typeface slanted to the right, used for some source titles and languages other than English in an English paper. Created by pressing Ctrl + i

journal – A periodical similar to a magazine, generally comprising researched, peer-reviewed, professional articles.

lowercase – In a term or phrase, no letters are capitalized.

para. – Paragraph, used to indicate a paragraph number.

paraphrase – To put someone else's ideas into your own words.

parentheses – Rounded punctuation marks ( ) used to insert information not essential to the meaning of a sentence, reserved in academic writing for citations and defining terms.

passage – A specific section (e.g., a paragraph) in source material referred to when reading. When a passage is taken from a source and put into one's own writing, it becomes a quotation and needs to be indicated as such.

plagiarism – A serious academic and professional offense where one presents someone else's ideas or words as one's own.

quotation – A passage taken from a source and integrated verbatim, using formatting appropriate to the word count, into one's own writing. To use a quotation is to quote.

References – Bibliographical information of sources directly referred to in the essay or report, presented at the end of the text; formatted in such a way to help the reader determine type and origin of source.

sentence case – In a title or sentence, only the first word and proper nouns are capitalized.

signal phrase – A group of words used to introduce a quote or paraphrase, providing coherency to the essay or report.

source – Research material used to provide basis and substantiation for one's discussion.

table – Information presented on a grid, usually with headings along the top and down the left side and the cells filled in correspondingly.

title case – In a title, the first letter of every important word is capitalized

typeface – The graphic treatment of a font, e.g., italics or bold, used to signify the contextual meaning of a word. Regular typeface means no graphic treatment is applied.

uppercase – All letters in a word are capitalized.

URL – Uniform Resource Locator, i.e., web address of a webpage.