

APA Quick Guide

APA Assignment Checklist

Font	12 pt. font, Times New Roman OR 11 pt. font, Calibri (Body)
Margins	1” margins
Double Spacing	Double space and indent the first line of each paragraph for all essays and generic assignments.
Single Spacing	Single space and block left align all lab reports, formal reports, and informal reports.
Title Page	Follow APA guidelines and attach to the front of every assignment handed in to a Confederation College instructor.
Paraphrases	Minimum of 90% of borrowed material is paraphrased within the body of all assignments; a maximum of 10% of borrowed material is directly quoted within the body of all assignments.
In-Text Citations	All borrowed information has a signal phrase with an embedded or parenthetical in-text citation. All in-text citations must have a matching reference entry.
References Page	The References page is a stand-alone page, and in an essay, is the last page of the assignment. All reference entries are listed in alphabetical order, are double spaced and have a hanging indent. All reference entries must have a matching in-text citation.
Graphic Layout	Ensure graphics are flush with the left margin, have a table or figure number in bold font, a title written in italics, and a copyright notation if the graphic was borrowed or adapted from another source.
Plagiarism Check	All borrowed information must have an in-text citation with a matching reference entry. The “author” portion of the reference entry and the in-text citation must be the same for each in-text citation and reference entry combination.

Common In-Text Citations

Source Type	Parenthetical In-Text Citation Example	Narrative In-Text Citation Example
One Author	(Katawazi, 2020, para. 25)	Katawazi (2020) claimed ... (para. 25).
Two Authors	(Freeman & Sanders, 2019, p. 45)	Freeman and Sanders (2019) stated ... (p. 45).
Three to Twenty Authors	(Bourgeois et al., 2020, para. 7)	Bourgeois et al. (2020) outlined ... (para. 7).
Corporate Author	(Confederation College, 2020, para. 22)	Confederation College (2020) identified ... (para. 22).
Corporate Author with an Abbreviation	1 st Citation: (Centers for Disease Control and Prevention [CDC], 2020, para. 5) Following Citations: (CDC, 2020, para. 7)	1 st Citation: The Centers for Disease Control and Prevention (CDC, 2020) identified ... (para. 5). Following Citations: The CDC (2020) defined ... (para. 7).
Source with No Date	(Godin, n.d., p. 66)	Godin (n.d.) stated ... (p. 66).
Unknown Author of an Article	(“Semicolons versus Colons,” 2020, p. 55).	As defined in “Semicolons versus Colons” (2020), ... (p. 55).
Film	(Cooper, 2018, 01:20:21)	Cooper (2018) depicted ... (01:20:21).
YouTube Video	(Bruce, 2017, 0:05:22)	Bruce (2017) outlined ... (0:05:22).
Information from a Specific Part of a Source.	(Charlton, 2018, Figure 5)	According to Charlton (2018), ... (Figure 5)

Common Reference Entry Examples

Source Type	Reference Entry Example
Book by One Author	Tanaka, M. T. D. (2016). <i>Learning & teaching together: Weaving Indigenous ways of knowing into education</i> . UBC Press.
Book by Two or More Authors	Motley, J. B., & Randall, A. R. (2009). <i>Early education</i> . Nova Science Publisher Inc.. https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.elsevier.com/login.aspx?direct=true&db=nlebk&AN=281154&site=eds-live&scope=site
Book with Editors and No Named Author	Hindmarch, S., Orsini, M., & Gagnon, M. (Eds.). (2018). <i>Seeing red: HIV/AIDS and public policy in Canada</i> . University of Toronto Press. https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.elsevier.com/login.aspx?direct=true&db=nlebk&AN=1809913&site=eds-live&scope=site
Book with an Edition #	Meyers, C. (2017). <i>Communicating for results: A Canadian student's guide</i> (4 th ed.). Oxford University Press Canada.
Specific Chapter in an Edited Book	Thompson, A. S. (2020). How learning a new language improves tolerance. In N. A. Caplan & S. R. Douglas (Eds.), <i>Q skills for success: Reading and writing</i> (3 rd ed., pp. 5-7). Oxford University Press.
Journal Article with One Author	Leydet, D. (2019, Summer). The power to consent: Indigenous peoples, states, and development projects. <i>University of Toronto Law Journal</i> , 69(3), 371-403. https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.elsevier.com/login.aspx?direct=true&db=rch&AN=136789668&site=eds-live&scope=site

Source Type	Reference Entry Example
Article with Two Authors	<p>Mayor, C., & Suarez, E. B. (2019, Spring). A scoping review of the demographic and contextual factors in Canada's educational opportunity gaps. <i>Canadian Journal of Education</i>, 42(1), 42-87.</p> <p>https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.eric.ed.gov/login.aspx?direct=true&db=eric&AN=EJ1210293&site=eds-live&scope=site</p>
Journal Article with Three to Twenty Authors	<p>Anthes, R. A., Maier, M. W., Ackerman, S., Atlas, R., Callahan, L. W., Dittberner, G., Edwing, R., Emch, P. G., Ford, M., Gail, W. B., Goldberg, M., Goodman, S., Kummerow, C., Onsager, T., Schrab, K., Velden, C., Vonderhaar, T., & Yoe, J. G. (2019, September). Developing priority observational requirements from space using multi-attribute utility theory. <i>Bulletin of the American Meteorological Society</i>, 100(9), 1753-1774. http://dx.doi.org/10.1175/BAMS-D-18-0180.1</p>
Article from a News Website	<p>Evans, P. (2020, May 6). <i>Shopify surges to within \$1B of Royal Bank for title of most valuable company in Canada</i>. CBC.</p> <p>https://www.cbc.ca/news/business/shopify-earnings-1.5557473</p>
Webpage on Government Website	<p>Government of Canada. (2020, March 13). <i>Government of Canada takes action on COVID-19</i>. https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse/government-canada-takes-action-covid-19.html</p>

Source Type	Reference Entry Example
Report by Government Agency or Other Organization	Children's Aid Society of Toronto. (2019). <i>Building bridges, brightening lives</i> . https://www.torontocas.ca/sites/torontocas/files/CAST_Annual_2018_EN.pdf
Webpage from a Website with a Group Author	Mayo Clinic Staff. (2019, August 21). <i>Women's health</i> . Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/womens-health/basics/womens-health/hlv-20049411
Webpage written by one author from a website	Dobson, S. (2019, September 16). <i>Edible cannabis could mean fresh challenges for employers: Newly available products stronger, last longer than inhaled ones</i> . Canadian HR Reporter. https://www.hrreporter.com/focus-areas/training-and-development/edible-cannabis-could-mean-fresh-challenges-for-employers/304573
Webpage Designed to Constantly Update	Messacar, D., & Morissette, R. (2020, May 6). <i>Work interruptions and financial vulnerability</i> . Statistics Canada. Retrieved May 6, 2020, from https://www150.statcan.gc.ca/n1/pub/45-28-0001/2020001/article/00010-eng.htm
Photograph from a Website	Rees, S. (2020, May 7). <i>The coronavirus has wiped out 95 per cent of demand for Greyhound's routes in Canada</i> [Photograph]. CBC. https://www.cbc.ca/news/business/greyhound-canada-coronavirus-1.5559180
Video from YouTube	WritingClass. (2009, April 11). <i>Schoolhouse rock prepositions</i> [Video]. YouTube. https://www.youtube.com/watch?v=yfExXGMX2JM
Video from TED	Rosenthal, A., & Thordarson, P. (2020, May). <i>Which is better: Soap or hand sanitizer?</i> [Video]. TED.

	<p>https://www.ted.com/talks/alex_rosenthal_and_pall_thordarson_which_is_better_soap_or_hand_sanitizer</p>
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If you are having trouble with an in-text citation or a reference entry, please consult the APA Guide for further clarification.