Title of Your Assignment Here

Student Name Here

Course Code Here (LBST 1006 EL 02)

Prof. Name Here

Assignment Due Date Here

Note: For Header: Insert Page Number, Right- Top of Page, move cursor to left of p# and type your header, leave 5 spaced between you header title and page number

Your Title Should be Mixed Case and Not Bolded

Put Title of Assignment Here Again

Notice that the title is the same size as the rest of the text. You’ll also note that the running head is in the same font as the rest of the document. It needs to actually be in the designated header area of the document, and you will find this under the “Insert” menu. Do not simply type your header in the margins of your document. Remember to indent each new paragraph. You only need to hit the TAB key once. The entire paper should be double-spaced.

Quotations under 40 words should be in quotation marks, but need not be stylized any differently, as demonstrated here, “This is APA style” (Dumas, 2018, p.2). However, if you were to elaborate by using more than 40 words, then you would apply the block quote format, and NOT use quotation marks. For example, Dumas (2018) noted the following:

APA style is frustrating and finicky. I don’t like it much better than the rest of you. But, it does formalize a professional style and make it easier, overall, to read your texts. So, the best thing to do is just accept it. (p.2)

Notice that the period goes before the page citation in brackets; this is only for block quotes. When paraphrasing, you must still recognize the author. Dumas (2018) asserts that we should just suck it up and learn APA (p.2). In this case “suck it up” are your words, not mine (or those of an author). That works. So does this: sucking it up and learning APA is the best course of action (Dumas, 2018, p.2).

If the author is an organization and not an individual, cite the organization as the author (Laurentian University, 2018, p.65). If you cannot find an author, organization, or company, don’t use the information! If you cannot locate the date, don’t use the information! When you are citing from an online document, state the paragraph number if there are no page numbers indicated and use the abbreviation “para.” for this (Dumas, 2018, para. 4).

Within your assignment, capitalize and italicize the titles of any books and periodicals. For example, *Vanity Fair* is part trashy tabloid, part investigative prose. If you are referring to a specific chapter or article within book or periodical, use quotation marks. For instance, “Women Can’t Have it All” was the most popular article ever published in *The Atlantic.* A way to remember this is that longer texts (books, periodicals) require italics, whereas shorter texts (chapters of books, articles in periodicals) only require quotation marks.

Be warned: the rules are different for citing these sources on your references page! Some titles should be italicized (book titles, video titles, periodical titles), but others should not be (article titles). Also, remember you must apply the APA capitalization rules to the sources in your references list. The rules are: only capitalize the first letter of the first word in the title and the subtitle, as well as proper nouns.

Remember to use a textbook (*Cites & Sources)* or an online guide such as Purdue OWL to help you because it is not a guessing game! Scroll on down to the next page to see what the proper spacing and indenting of the references page will look like.

References

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[-obvious-things-i-learned-too-late-in-life/](https://www.macleans.ca/society/life/some-painfully-obvious-things-i-learned-too-late-in-life/)

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| ***What to notice?***   * The title is not bolded, italicized, or larger than the rest of the text * All sources are listed in alphabetical order * The references page is double-spaced * A **hanging indent** is applied * Page numbers continue onto this page as it is simply the last page of your assignment * Skip to the second word for alphabetical order for any organizations that use the word “The” in their title (***ex:*** The Canadian Press → Canadian Press) |