This guide will help you follow APA Style for Paper Format, In-text Citations and Reference List. Because each course may have different requirements, this Checklist is intended as a GUIDE only.

### APA STYLE

#### Paper Format

- Acceptable fonts include: 10-point Lucida Sans Unicode, 11-point Arial, Calibri, Georgia, 12-point Times New Roman.
- Same font used throughout paper.
- Entire paper is double spaced.
- Margins are 1” on all sides.
- Indent first line of each paragraph (except Abstract).
- Title page formatted as per APA or instructor. It should include:
  - Title, Student Name, Justice Institute of British Columbia, Course Number: Course Name, Instructor, Due Date, Word Count.
- Title of paper: Upper and Lower Case, bold, centred, upper half of page, keep it concise.
- No Running head required.
- Page number top of page, right-aligned (yes, page number goes on Title Page).
- If your paper requires an abstract:* 150 – 250 words, single paragraph, no indent.
  - Keywords appear indented and one double-space below the abstract.
- If your paper requires headings:* appropriate heading level used.

*For more information on Abstracts or Headings, refer to Sample Paper at [http://libguides.jibc.ca/apastyle](http://libguides.jibc.ca/apastyle)

#### In-Text Citations

- One or two authors: include author(s) name(s) in every citation, year.
- Three or more authors: **ALL** citations list **ONLY** first author, followed by et al., year.
- All reference sources and citations match.
- All in-text citations have a corresponding reference list entry, with some exceptions, such as personal communication.
- Quotation marks around “direct quotes”
- Page or paragraph number or section heading included for direct quotes.
- Block quotes used for direct quotes over 40 words:
  - Double space, indent all lines ½ inch from left margin, no quotation marks.
- Paraphrases are cited in-text, no quotation marks. Page or para. or section heading **encouraged but not required.**
References Page

- First page of references is titled **References** (centred, bold)
- Comes after the Conclusion of the paper, but before any Appendices.
- Double-space, with hanging indent for each reference.
- Alphabetical order by author surname.
- List up to, and including, 20 authors in reference entry:
  - 21 or more authors: first 19 in entry, followed by, . . . final author
- Author surnames for each reference *REMAIN* in the order that they appear in the article, book, chapter or webpage.
- If no author, title takes author position, followed by date.
- If no date, use (n.d.).
- References are in the correct APA format for the type of work cited (newspaper, book, journal, webpage, etc.).
- Italicization & capitalization are in APA format:
  - Example: *Book title* or *Journal Title* (notice font and capitalization).
  - Example: Book chapter or Article title (notice font and capitalization).
- Articles retrieved online include either:
  - DOI in format: [https://doi.org/](https://doi.org/)
  - If no DOI, direct link to where the source can be accessed.
  - If from Library database, **and no DOI**, then **NO** URL is included in the entry (it will appear as if from a print source).
  - Articles from Library database should **NOT** include a lengthy libproxy, ebsco, session manager URL.
  - Article number may replace page range in reference list (follows issue number):
    - If PDF includes page numbers, then page numbers appear in-text, but not in reference list.
- Books do **not** include publisher location:
  - If DOI available (whether print or eBook), it follows publisher name.
  - If from publisher or vendor website and **no DOI**: Publisher name. [http://website.com](http://website.com)
  - If from Library database and **no DOI**, then publisher name only.
- Websites:
  - Only treat a work as a website if it does not fit into a category such as: book, report, article, film, etc.
  - Use most specific date in format Year, Month Day e.g. (2020, April 27).
  - Do **not** include Retrieved from in front of URL, except as below.
- **Retrieved from date** rarely shows up in the Reference entry:
  - Only appears for works that are designed to be frequently updated, with **no** stable link.
  - Example: Retrieved April 27, 2020, from [http://www.xyz](http://www.xyz)
  - Note: because Wikipedia does include an archived link, no retrieval date required.

For more in-depth help, visit the JIBC Library’s **APA Subject Guide**.
It includes more examples, templates for papers, guides for headings, and more!

[http://libguides.jibc.ca/apa](http://libguides.jibc.ca/apa)