

**The Title is Centered, Bolded, and Written in Title Case**

Student's Name

Department Name, Name of University/College

Class Code: Title of Class

Professor's Name

Month Day, Year

### **Put the Title at the Top of the First Page of the Paper**

Occasionally, you may want to condense several citations into one, especially if multiple sources share a singular viewpoint and are saying the same thing. If done correctly, this can save space and can help your writing to flow better without having to break it up with multiple citations for sources that are essentially saying the same thing. Be careful to only include citations that support your immediate point. This method is sometimes referred to as a citation string. The citations should be listed alphabetically with semicolons separating them, like this example (Author A's Last Name, Year; Author B's Last Name et al., Year; Author C's Last Name, Year).

### **Level 1 Headings Are Centered, Bolded, and Written in Title Case**

Level 1 is the highest or main level of heading. Use only the number of headings necessary to differentiate distinct sections in your paper; short student papers may not require any headings at all. Additionally, be sure to avoid these four common errors related to headings: avoid having only one subsection heading within a section; just like in an outline, do not label headings with numbers or letters; double-space headings (do not switch to single spacing within headings); and do not add blank lines above or below headings, even if a heading falls at the end of a page.<sup>1</sup>

### **Level 2 Headings Are Left-Justified, Bolded, and Written in Title Case**

Level 2 is a subheading of level 1, and the paragraph text starts on the next line.<sup>2</sup> Words are used to express numbers zero through nine in the text, including the abstract, and any number that begins a sentence, title, or heading (when possible, reword the sentence to avoid beginning

---

<sup>1</sup> Footnotes go at the bottom of the page to support the body paragraphs in a variety of ways. Footnotes are not often used in APA, but they can be required in certain instances.

<sup>2</sup> When used, footnotes can provide citation or copyright information, particularly for figures and charts, and they can also provide additional information that the reader might find helpful.

with a number). Use numerals when expressing numbers 10 and above; numbers immediately preceding a unit of measurement; numbers representing statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles; and numbers representing time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals.

### ***Level 3 Headings Are Left-Justified, Bolded, Italicized, and Written in Title Case***

Level 3 is a subheading of level 2, and the paragraph text starts on a new line. Lists help readers understand a related set of key points within a sentence or paragraph. When a list within a sentence contains three or more items, use the serial comma before the final item. However, if any item in a list of three or more items already contains commas, use semicolons instead of commas between the items. Lettered lists may also be used to draw attention to items, but not as much attention as a numbered or bulleted list. Use commas or semicolons between items.

Use a numbered list to display complete sentences or paragraphs in a series. Use the numbered list function of your word-processing program to create the numbered list; this will automatically indent as well. Select the option for Arabic numeral followed by a period but not enclosed in or followed by parentheses. Capitalize the first word after the number (and the first words in any subsequent sentence), and end each sentence with a period or other punctuation as appropriate.

Numbered lists may connote an unwanted or unwarranted ordinal position among the items. Use bullets to identify items in a series to achieve the same effect as numeral lists without the implication of ordinality. Use the bulleted list function of your word-processing program to create the bulleted list; this will automatically indent the list as well. Symbols such as small circles, squares, dashes, and so forth may be used for the bullets. If bulleted list items are

complete sentences, begin each sentence with a capital letter and finish it with a period or other end punctuation. If bulleted list items are phrases or sentence fragments, begin each bulleted item with a lowercase letter. When bulleted items contain both phrases and sentences, various formats are possible, but the presentation should be consistent and logical.

**Level 4 Headings Are Indented, Bolded, Written in Title Case, and End with a Period.** Level 4 is a subheading of level 3, and the paragraph text starts on the same line. In active voice, the subject of a sentence is presented first, followed by the verb, and then the object of the verb. In passive voice, however, the object of the verb is presented first, followed by the verb, and then the subject. Both active and passive voices are permitted in APA style, but many writers overuse passive voice. Use the active voice as much as possible to create direct, clear, and concise sentences. When it is important to know who performed the action, use the active voice. When focus is on the object or recipient of the action rather than the actor, use the passive voice. However, your professor may specify which voice they prefer.

***Level 5 Headings are Indented, Bolded, Italicized, Written in Title Case, and End with a Period.*** Level 5 is a subheading of level 4, and the paragraph text starts on the same line. Writers should use the singular “they” to refer to (a) a person who uses “they” as their pronoun, and (b) as a generic third-person singular pronoun to refer to a person whose gender is unknown or irrelevant to the context of the usage. The use of the singular “they” is inclusive of all people, helps writers avoid making assumptions about gender, and is part of APA style.

**Table 1***Table Title*

Column 1	Column 2	Column 3

*Note.* This is a place for further explanation or supplemental information about the table.

## References

### **Article/Chapter in Edited Book/Textbook:**

Author's Last Name, Author's Initial(s). (Director). (Year of publication). Title of chapter. In Editor's Initial(s), Editor's Last Name (Ed.), *Title of work: Capital letter also for subtitle* (pp. pages of chapter). Publisher. DOI Number (or URL if DOI is unavailable for the text)

### **Article from a Scholarly Journal:**

Author's Last Name, Author's Initial(s). (Year of publication). Title of article. *Title of Journal*, volume #(issue #), page range. DOI number if available (use URL if DOI is unavailable and source is online)

### **Citing Personal Communications in the Text\*:**

Author's Initial(s) Surname (personal communication, Month Day, Year)

\*Because readers cannot retrieve the information in personal communications, personal communications are not included in the reference list; they are cited in the text only. Give the initial(s) and the surname of the communicator, and provide as exact a date as possible.

### **Edited Book with Author:**

Author's Last Name, Author's Initial(s). (Year of publication). *Title of work: Capital letter also for subtitle* (Editor's Initial(s), Editor's Last Name, Ed.). Publisher. DOI Number (or URL if DOI is unavailable)

### **Edited Book with No Author:**

Editor's Last Name, Editor's Initial(s). (Ed.). (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher. DOI Number (or URL if DOI is unavailable)

**Entire Book:**

Author's Last Name, Author's Initial(s). (Year of publication). *Title of work: Capital letter also for subtitle.* Publisher. DOI (if available)

**Federal and State Statute:**

Name of Act, Title # Source § Section # (Year). URL

**Film or Video:**

Director's Last Name, Director's Initial(s). (Year of publication). *Title of work.* [Description].  
Production Company.

**Order of Works with the Same Author and Same Date:**

Author, F.M. (2021a)\*\*. Title of article. *Title of Journal, volume #(issue #),* page range. DOI number if available (use URL if DOI is unavailable and source is online)

Author, F.M. (2021b). Title of article. *Title of Journal, volume #(issue #),* page range. DOI number if available (use URL if DOI is unavailable and source is online)

\*\*First, compare the dates. References with only a year precede those with more specific dates, and specific dates are placed in chronological order. Second, if the references have identical dates, alphabetize the references by title (disregarding "A," "An," and "The" at the beginning of a reference title).

**Report by an Individual Author at a Government Agency or other Organization:**

Author's Last Name, Author's Initial(s). (Year of publication). *Title of report.* Publisher Name.  
DOI (if available) or URL

**Report by a Government Agency or other Organization:**

Name of Group (Year of publication). *Title of report* (Report No.). Publisher Name\*\*\*. DOI (if available) or URL

\*\*\*When the publisher is the same as the author, omit the publisher from the source element.

**US Supreme Court Decision:**

Name v. Name, Volume # U.S. Page # (Year). URL

**Webpage on a News Webpage**

Author's Last Name, Author's Initial(s). (Year of publication, Month Day). *Title of work*. Site Name. URL

**Webpage on a Website with a Group Author:**

Name of Group. (Year of publication, Month Day). *Title of work*. Site Name, page range  
Retrieved Month Day, Year, from URL



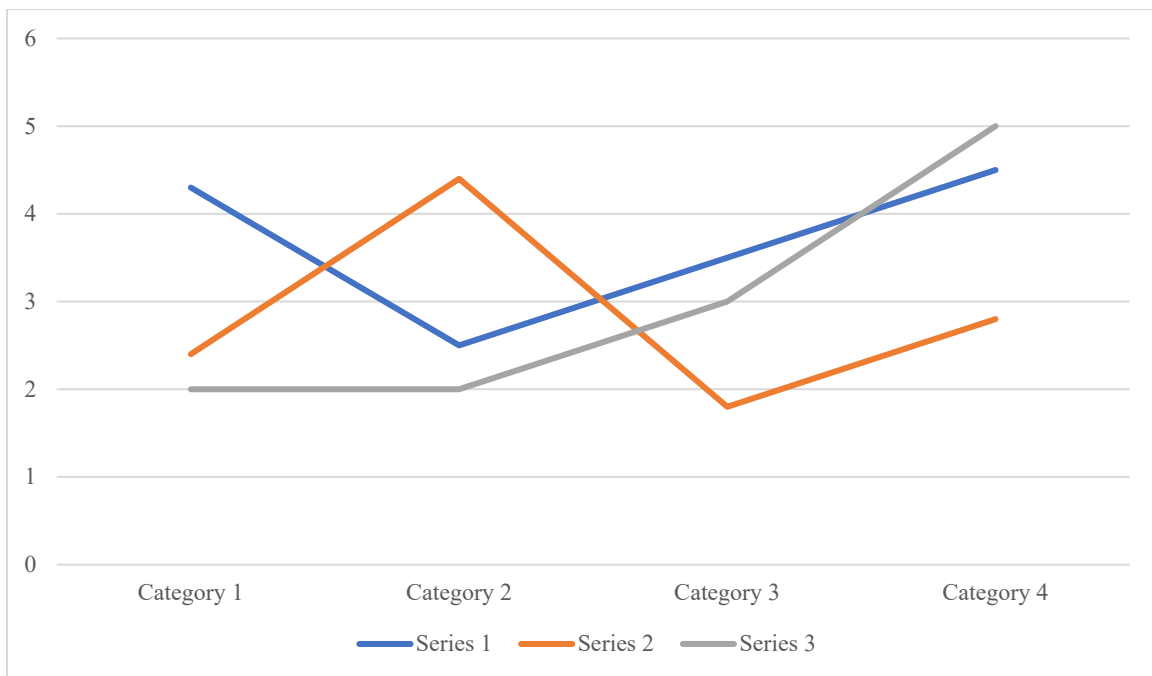
## Appendix A

### Subject of Appendix

Appendices are used when supplementary information cannot or does not fit within the body of the paper, which can help the reader to avoid distraction while still receiving helpful information that may aid them in better understanding the content. According to Purdue Online Writing Lab (2019), appendices are “Primarily used to introduce research materials, specific details of a study, or participant demographics, appendices are generally concise and only incorporate relevant content. Much like with footnotes, appendices may require an acknowledgement of copyright and, if data is cited, an adherence to the privacy policies that protect participant identities.”

#### Figure 1

*Title of Figure*



*Note.* This is a place for further explanation or supplemental information about the figure.