APA Format: For Class Documents

Student Name(s)

Class Prefix, Number, Section, Class Name

Professor Joan Smith

2016, May 04

Figure 1
Writing in APA Style
(American Psychological Association, 2017)

All figures obtained from another source must contain:

- A label (Figure 1)
- A title (Writing in APA Style)
- If the source has no title, create one.
- A citation (Am. Psy. Assoc., 2017)
- A full reference for the citation at the end of the document.
Abstract
The abstract summarizes the article or paper. Scholarly journals typically require abstracts, but do not include one for class papers unless the professor requires it. Abstract paragraphs, unlike the paragraphs in the rest of the paper, are not indented. Note that the title, Abstract, is not bolded as section headings are.
APA format requires unlabeled section headings – no numerical or Roman numeral headings.

APA format does not use numbered or Roman numeral labels with section headings (1, 1.1, 1.2, 2, 2.1, 2.2, 2.3, etc. or I, A, 1., a., etc.) (Lee, 2009). Part of the reasoning behind this is that labels are confusing and distracting for the reader. Instead, APA designates section headings with only descriptive words. Such headings increase the smooth flow of reading because the reader knows exactly what is coming next. APA offers five levels of section headings. This sample shows the first three. To find all five, see the APA Style Blog referenced on the last page of this document under Lee, 2009 (https://blog.apastyle.org/apastyle/2009/07/five-essential-tips-for-apa-style-headings.html).
The introduction or first paragraph begins on page 2 unless a TOC and abstract are included. Paragraphs must contain a minimum of three sentences, and are usually limited to about eight lines of text. Each new topic or idea should begin a new paragraph. Do not add an “Introduction” section heading unless the professor requires it. The reader knows it is the introduction because it is the first paragraph (APA Style, 2019).

**Basic Paragraph Instructions**

Indent the first line of every paragraph ½ an inch or one tab space.

Level 1 section headings are bolded, centered, and in title case.

Level 2 section headings are bolded, left aligned, and in title case.

At least two lines of text in a paragraph must appear at bottom of page.

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Level 1 section headings are bolded, centered, and in title case.

Level 2 section headings are bolded, left aligned, and in title case.

At least two lines of text in a paragraph must appear at bottom of page.
At least 1 ½ lines of text in a paragraph must appear at the top of a page.

For Level 3 section headings, indent, bold, type in lower case (except for the first word and proper nouns and adjectives), and use a period at the end. The text immediately follows the period.


This page contains significant white space at the end because the next paragraph has only two lines followed by a bulleted list. When inserting a bulleted list, the introductory sentence and the list must all fit on one page.
Bulleted Lists

Like section headings, bulleted lists make the information easier and quicker to read and understand. Introduce a bulleted list with a sentence. A bulleted list should:

- Begin with a stem or introductory sentence,
- Contain one blank line before and one blank line after the list,
- Begin with the bullet two spaces to the right of the left margin,
- Begin the text two spaces from the bullet,
- Practice consistency in capitalization,
- Incorporate standard bullets,
- Use bullets instead of numbers unless a chronological or hierarchical reason exists,
- Contain at least three bullets,
- Be short phrases or short sentences,
- Be no longer than 1½ lines,
- Maintain parallel structure,
- Include all bullets on the same page, and
- Use the same logic for punctuation as in a sentence.

Sometimes, in business documents, the ending punctuation is omitted because the punctuation begins to look cluttered, but this is a decision not condoned by APA.

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In APA figures and tables must follow certain formatting and labeling rules. If it is not a table, it is a figure, so pie charts and graphs are considered figures. Tables and figures may be in the appendixes after the reference list, but in most documents, will be in the text of the paper. Figures are labeled Figure 1, 2, 3, etc., and tables are labeled Table 1, 2, 3, etc. consecutively.

Tables and figures must be introduced with a sentence and inserted immediately after the introductory sentence. For example: In addition to the operating costs, salaries for the full-time professionals will comprise the final budget portion, as itemized in Table 2.

<table>
<thead>
<tr>
<th>Table 2</th>
<th>Total Yearly Operating Costs for Soup Kitchen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Position</strong></td>
<td><strong>Estimated Salary</strong></td>
</tr>
<tr>
<td>Operation Manager</td>
<td>$100,000</td>
</tr>
<tr>
<td>Head Chef</td>
<td>45,000</td>
</tr>
<tr>
<td>Dietitian</td>
<td>70,000</td>
</tr>
<tr>
<td><strong>Total Annual Salary Cost</strong></td>
<td><strong>215,000</strong></td>
</tr>
<tr>
<td>Operating Cost</td>
<td>1,110,000</td>
</tr>
<tr>
<td><strong>Total Yearly Cost</strong></td>
<td><strong>$1,325,000</strong></td>
</tr>
</tbody>
</table>

*Note: Salaries estimated from: (United States Department of Labor, 2014)*
text text text. Text text text text text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text.

Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.
Sample Paper

A sample APA paper can be found in the link “sample papers” on the APA Style blog here (Lee, 2010): https://blog.apastyle.org/apastyle/2010/06/headings-and-the-use-of-boldface-type.html?_ga=2.118391625.198659677.1555619740-238014919.1555532009&_gac=1.190173401.1555619740.Cj0KCQjwq7XMBRCDARIsAKVI5QYp-92x_rMu4FMj0EtHrijrNn3ZFS104PzabFXYySiEio2B_jjMgmIaAg3tEALw_wcB

Basic Elements of an APA Reference

Author or Source. (Date of Publication). Title of article or work. Publication Information.

Retrieval Information

For complete APA information on citing, referencing, and paraphrasing, ask for the BCC handout, “APA Citations.”
References


