

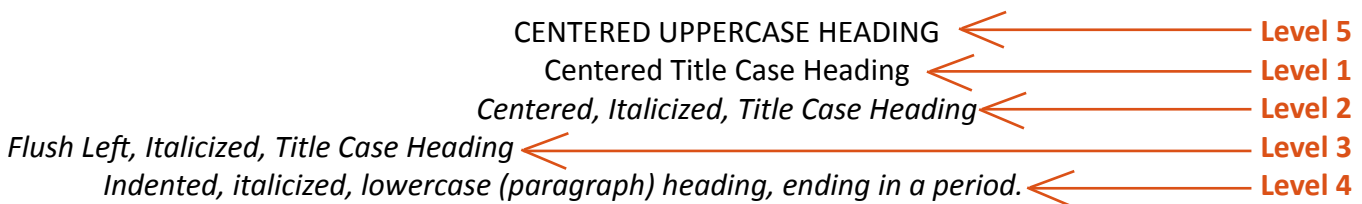
# APA FORMATTING TIPS

This quick reference should not be used as a style guide; it is only a reference tool to be used in conjunction with the most recent version of the APA style guide, indicated below:

American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association. <http://www.apastyle.org/pubmanual.html>

## HEADINGS AND SUBHEADINGS (PP. 113-114)

Guidelines are provided for up to five levels of headings/subheadings, identified as follows:



If your document has only 1 (level of) heading, use Level 1.

If your document has 2 (levels of) headings, use Level 1 (first) and Level 3 (next).

3 (levels of) headings, use Level 1 (first) and Level 3 (next), and Level 4 (last).

4 (levels of) headings, use Level 1-4 in that order.

5 (levels of) headings, use Level 5 (first) and then Levels 1-4 (see example above).

## FIGURES (PP. 176-201)

Figures include all types of illustrations (i.e., graphs, maps, charts, photographs, drawings, etc.). A figure title/caption is simply titled “Figure” and appears flush left below the figure, followed by an Arabic numeral and period, all in italics (see example below). The title/caption and/or legend (a concise explanation of symbols used in a figure) appear after the figure label, flush left and double-spaced. For example:

**THIS IS YOUR FIGURE.**

Figure 1. Overall brain activity during the first 5 minutes of REM. Those suffering from sleep deprivation show a significantly different pattern than the control group.

## TABLES (PP. 147-175)

All tables should appear as close as possible to corresponding text. Type “Table” above the corresponding table, flush left, followed by an Arabic numeral. A title/caption should appear flush left on the next line, title cased, italicized, and double-spaced. For example:

Table 1

*Imaginary Table Title for Imaginary Data*

**THIS IS YOUR TABLE.**