APA Titles And Headings

**This is an overview. Always check the full APA Handbook (Publication Manual of the American Psychological Association, 6th Edition) for complete information.**

Headings are used to carefully outline the hierarchy of the ideas you wish to present and to convey their sequence, organization, and levels of importance.

Use at least two subsection headings within any given section, or use none.

**Checklist for Headings**
- Do the levels of headings accurately reflect the organization of the paper?
- Do all headings of the same level appear in the same format?
- Are all major words in headings, subheadings, table titles, and figure legends capitalized?
  (Note: In table headings and figure captions, only capitalize the first word and proper nouns.)

**Levels of Headings**
There are five levels of headings in APA:
- Centered, Boldface, Uppercase and Lowercase Heading (Level 1)
- Flush Left, Boldface, Uppercase and Lowercase Heading (Level 2)
  Indented, boldface, lowercase paragraph
- heading ending with a period. (Level 3)
  Indented boldface, italicized lowercase paragraph
- heading ending with a period. (Level 4)
  Indented italicized lowercase paragraph
- heading ending with a period. (Level 5)

**Selecting Levels of Headings**
- In only one level of heading is needed, use Level 1. If two levels are needed, use Level 1 and Level 2. If three levels are needed, use levels 1, 2 and 3, and so forth.
- Use your own discretion in choosing numbers of levels. However, usually undergraduate papers require no more than three levels.

**Specific Headings**
- The introduction carries no heading of its own; it immediately follows the title of your paper.
- Your list of works cited in the body of your paper should be labeled “References.”

**Headings of Appendices**
- Appendices may have headings and subheadings.
- Appendices’ headings are separate from the body of the paper. If the body had three levels of headings, it is perfectly acceptable for the appendix to have only two levels.
Table Titles and Headings
- Type the word “Table” and its Arabic numeral, followed by the title in italics on the next line.
- Double space the title. If the title is longer than one line, this will show up better.
- Each heading (ex. “Food” below) should be centered above the column.

Table 1

Table Title

<table>
<thead>
<tr>
<th></th>
<th>Food</th>
<th>Gas</th>
<th>Motel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>12</td>
<td>17</td>
<td>10</td>
</tr>
<tr>
<td>Feb</td>
<td>17</td>
<td>11</td>
<td>21</td>
</tr>
<tr>
<td>Mar</td>
<td>22</td>
<td>29</td>
<td>14</td>
</tr>
<tr>
<td>Apr</td>
<td>14</td>
<td>10</td>
<td>17</td>
</tr>
<tr>
<td>May</td>
<td>12</td>
<td>17</td>
<td>10</td>
</tr>
<tr>
<td>Jun</td>
<td>19</td>
<td>15</td>
<td>20</td>
</tr>
</tbody>
</table>

Figure Legends and Captions
- Type the word “Figure” and its Arabic numeral, followed by the caption below the figure.
- Each figure must have a legend (ex: “Jan” etc. below)

Figure 1. Figure caption.