

****This is an overview. ALWAYS check the full APA Handbook (Publication Manual of the American Psychological Association, 7th Edition) for complete information.****

Headings are used to carefully outline the hierarchy of 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, Bold, Uppercase and Lowercase Heading (Level 1)

Text begins as a new paragraph.

Flush Left, Bold, Uppercase and Lowercase Heading (Level 2)

Text begins as a new paragraph.

Flush Left, Bold, Italic, Uppercase and Lowercase Heading (Level 3)

Text begins as a new paragraph.

Indented, Bold, Upper and Lowercase Heading, Ending With a Period. (Level 4) Text begins on the same line and continues as a regular paragraph.

Indented, Bold, Italic, Uppercase and Lowercase Heading, Ending With a Period. (Level 5) Text begins on the same line and continues as a regular paragraph.

Selecting Levels of Headings

- If 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 has 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 in bold font, 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

	Food	Gas	Motel
Jan	12	17	10
Feb	17	11	21
Mar	22	29	14
Apr	14	10	17
May	12	17	10
Jun	19	15	20

Figure Legends and Captions

- Type the word “Figure” and its Arabic numeral in bold font, followed by title in italics on the next line.
- Each figure must have a legend (ex: “Jan” etc. below)

Figure 1

Figure Title

