

**\*\*This is an overview. Always check the full APA Handbook (Publication Manual of the American Psychological Association, 6<sup>th</sup> 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, 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**

- 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, 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, followed by the caption below the figure.
- Each figure must have a legend (ex: “Jan” etc. below)

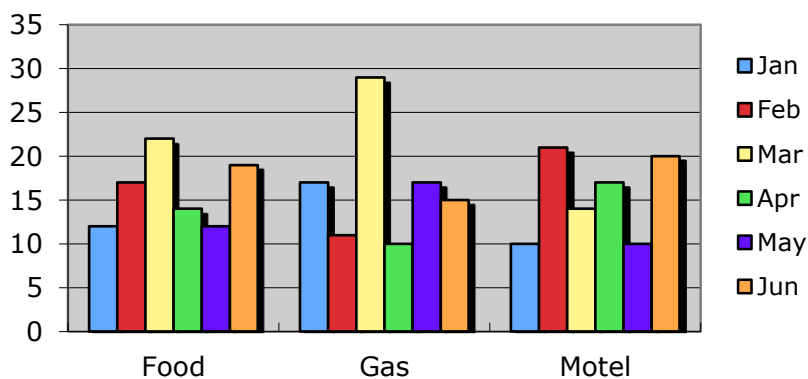


Figure 1. Figure caption.