APA Format Template: Title of Paper Goes Here Not Bold 12 pt. Font

Your Name

University of North Carolina School of Social Work

Title of Paper Repeated Exactly As It Appears On Title Page

This template was developed by Paul Rose of Southern Illinois University Edwardsville. To make the template more practical for typical class papers, we have made minor alterations to Dr. Rose's template (e.g., omitting Author Note, Abstract sections). If submitting a paper for publication, use Dr. Rose's full template, which is available for free download at www.siue.edu/~prose/classes/APAFormatTemplate.doc

To use this template, begin the body of your paper (your introduction) as the first paragraph beneath the title. Note that APA does not use the Introduction header: just plunge in. Add your text and delete the placeholder text used in the template. The rest of the text in this template provides hints about properly generating all the parts of your APA-formatted paper.

APA style specifies that major components of the paper (abstract, body, references, etc.) each begin on a new page with the heading centered at the top of the page. The body of the text is typically divided into sections with headings such as Method, Results, and Discussion. For an example of a paper properly formatted per the APA Manual, Sixth Edition, go to http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf Some papers have multiple studies in them so the body could have multiple sections and subsections within it.

Sections can be further divided into subsections with headings. An example is a Method section divided into Participants, Materials, and Procedure subsections. Unlike in earlier editions of the APA manual, the sixth edition tells you to bold headings (but not the title above or anything on the title page). Below are examples.

Heading Level 1

A Level 1 heading (centered, headline style caps, bold font, separate line) is used for a major section of a paper such as the Background, Literature Review, or Discussion sections. A

Level 2 heading (flush left margin, headline style caps, bold font, separate line) would be used to designate a subsection of a major section; a Level 3 heading (indented ½", sentence style caps, bold font, ends with a period, runs into paragraph text) designates a subsection under a Level 2 heading, and so on. Most student papers will use no more than three levels of headings.

The five levels of headings are shown below.

Level 1: Major Section With Upper and Lowercase

Level 2: Flush Left Margin

Level 3: Sentence style caps, runs into text. One space and then start your paragraph

Level 4: Like above but set in italics .This level is rarely used in student papers.

Level 5:Similar to Levels 3 and 4, but not bold. This level is rarely used in student

papers.

Citations and References

Your papers should use the citation and reference formats shown in the APA Manual, Sixth Edition. The (Author, Date) system of in-text citations is used to give credit to the words, work, and ideas of others on which you are building your argument. The Reference section starts on a separate page after the body text of the paper. If you need help formatting citations or references, check out the APA Quick Reference Guide that is available on the School of Social Work website: http://ssw.unc.edu/files/web/pdf/APA_Quick_Reference_Guide.pdf

About a References Section

An example of a References section is located further down in this template. Note that APA uses the "hanging indent" style for references. The easiest way to create hanging indents is to type each reference without worrying about the hanging indent. Then, when you are finished, select all the references at once (and nothing else) and apply the hanging indent.

Many APA format rules are not mentioned or demonstrated in this document. If APA formatting is driving you crazy and you'd like a distraction, how about alleviating people's suffering with a simple click? The Hunger Site *(*http://www.thehungersite.com/) is just what Wikipedia says it is. (The link to the Hunger Site was included by the template's creator; this is the only time you will find the Writing Support Team coming close to endorsing Wikipedia!)

Tables and Figures

Check with your instructor about whether you should embed tables and figures in the text or attach graphic elements at the end of the paper. If your instructor asks that you attach tables and figures on separate pages at the end of the text (typical format for papers being submitted for publication) then the manuscript order is Title Page, Body Text, Reference Section, Appendix (if any) , Tables, and Figures.

APA format for tables omits the gridlines. See the APA Quick Reference Guide for table formatting rules. In addition, if you need instruction on creating tables in Word, you'll find a variety of helpful videos posted on YouTube. I recommend the following tutorial for creating tables in Word http://www.youtube.com/watch?v=0KVBaM4N3zw If you find a helpful resource, please pass along the information to the Writing Support Team at SoSWwritingsupport@gmail.com

Table 1

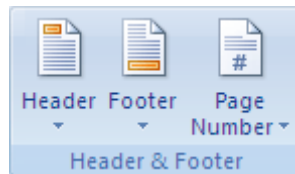*Correlations Among and Descriptive Statistics for Key Study Variables*

	M (*SD*)	Sex	Age	Income	Educ.	Relig.	Dist. Intol.
Sex	1.53 (.50)		.07	-.09	.02	.14	.06
Age	31.88 (10.29)			.08	.19*	.20*	.01

Income	2.60 (1.57)	.04	-.14	-.09	
Education	3.44 (1.06)		-.29*	-.06	
Relig.	1.21 (.30)			-.19*	
Dist. Intol.	3.75 (1.19)				

Note. *N*'s range from 107 to 109 due to occasional missing data. For sex, 0 = male, 1 = female. BHF = babies hoped for. Dist. Intol. = distress intolerance. Relig. = religiosity.* $p < .05$.
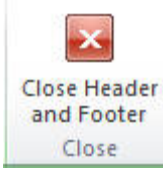
Using Headers in Word

Your paper's page number and running head are located in the Header section of the page. To edit the Header section, click on the "Insert" tab and choose the Header or Footer option that looks like the figure below.

Selecting the Header icon will open a drop-down box; select "Edit Header" from the bottom of the box. Enter your running head, and then close the Header section by clicking on the

red box at the far right of the Word ribbon.

References

Ajournalarticle, R. H., & Seabreeze, R. M. (2002). Example of journal article reference entry :Title of article goes here, sentence-style caps, no italics. *Journal Title in Italics and Headline Style Caps, 22,* 236-252. doi:10.1016/0022-006X.56.6.893

B'authorsurname, I. M. (2010). *Example of a book reference: Book title in sentence style caps and italics.* Publisher city, ST: Publisher. doi:10.1016/0022-006X.56.6.893

Cmagazinearticle, B. E. (1999, July). Note that names on this page also identify what kind of source it is: Each source type has to be formatted in a different way. [Special issue]. *Prose Magazine, 126* (5)*,* 96-134.

Donlinemagazineornewsletterarticle, B. E. (1999, July). Did you notice alphabetical references. [Special issue]. *Hot Prose, 126* (5). Retrieved from http://www.hotprose.com

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Rnewspaper articles without authors appear to sharply cut risk of schizophrenia. (1993, July 15). *The Washington Post,* p. A12.

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┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│              │      │ Amount that  │      │   Alcohol    │
│  Frugality   │─────▶│ Gets Spent   │─────▶│ Consumption  │
│              │      │ on Alcohol   │      │              │
└──────────────┘      └──────────────┘      └──────────────┘
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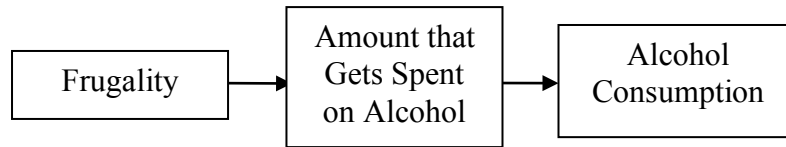
Figure 1. This simple path model, adapted from results in a *Journal of Consumer Behaviour*
paper, is an example of a figure.