

Table 1
APA formatting guide (Revised 2 March 2004)

| APA section | Keyword | Item |
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| 5.03 5.04 | Margins | Use one inch margins with double spacing. In Word, choose <i>Edit, Select All</i> , then use Ctrl+2). You can also use Ctrl+2 at the very top of a new document. |
| 5.02 | Font | Use either a 12 point Times Roman or Courier style font for the entire paper. It is never acceptable to use multiple type fonts or sizes within a paper, including the running head and page numbers! |
| 3.58 | Bold | APA formatting does not allow bold type. Do not use boldface type in any part of the paper, except for certain statistical symbols. |
| 3.19 5.10 | Italics | Italics may be used in the body of the text, especially when presenting an important new term or word for the first time in the paper, or in headings. Italics are also used in notes, the reference list, figure names and numbers. |
| 5.15 | Title page | Page 1 is a properly formatted title page that includes a running head for publication, the page header with page number 1, the paper's title, student name(s), and the university's name. <i>The course number and the submission date may also be included in student papers. Your instructor will tell you if these are needed.</i> |
| 1.06 5.06 | Running head | A running head must be used on page 1. This running head is an abbreviated title of 50 characters maximum, including spaces. |
| 5.06 | Page header | The page header the first two or three words of the title, and the current page number. The page header appears on the first line of every page including the title page (page 1). <i>In Word, do not use the Insert, Page Numbers command.</i> Instead, use the View, Header and Footer command to type the page header. Set a right tab or use align right to force the page header to the right margin. Do not use spaces to force the text to the right. Insert a page number field so that the correct page number appears. |
| 1.07 5.16 | Abstract | Page 2 is an abstract page. The abstract is a single unindented paragraph with a maximum of 120 words. |
| | Abstract content | <i>The abstract should be the final page the student writes before submitting the paper.</i> The abstract is an executive summary of the paper's contents. The abstract is not an explanation of how the paper is actually organized or formatted. The abstract is not a summary of a case, chapter, or article. |
| 5.08 | Body | The body of the paper starts on page 3. Indent the first line of each paragraph by 0.5 inches or 5 to 7 spaces. |

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| 3.19 5.02 | Underlining | Never use <i>underlining</i> in the body of the paper. However, <i>hyperlinks may be underlined</i> by using Word's hyperlink feature. |
| 3.30 3.31 5.10 | Headings | Use at least three levels of well-chosen, properly formatted headings in the body of the paper. Italics are required on level 2, 3, and 4 headings. Follow the example in section 5.10. |
| 3.32 | Number of levels | Use headings to organize your paper in a clear and logical manner. |
| 3.12 3.13 | Capitalization | Use appropriate capitalization in sentences, headings and references. Avoid using initial caps for common nouns and technical terms, unless the term includes a person's name or is really spelled with initial caps. |
| 3.33 | Numbering and seriation of lists | Use letters for items within the same paragraph, such as (a) the network, (b) the CPU, and (c) the hard disk drive. Use numbers such as 1. for a series of separate paragraphs. |
| 3.39 to 3.41 | Citations | Accurate reference citations in text must be included for <i>every</i> source, including any direct and indirect quotations used in the paper, except for general reference works like encyclopedias, dictionaries and glossaries. |
| 3.94 to 3.103 | | Every citation in the paper must have a corresponding entry in the reference list. |
| 3.34 3.35 | Quotations | All direct and indirect quotations must be properly formatted and cited. |
| 3.34 3.36 | Block quotes | Block quotes are double-spaced indented sections of text used for quotations that are more than 40 words in length. Quotation marks are not used. <i>Avoid using more than one block quote in your paper. Paraphrase or summarize the material instead of using block quotes.</i> |
| Chapter 4 5.18 | Reference list | Include an accurate and complete reference list after the last page of the body of the paper. The reference page is double-spaced (Ctrl+2) with hanging indentation (In Word, Ctrl+T) and proper formatting, and including all citations mentioned in the paper. Every item in the reference list must also be cited somewhere in the paper. |
| 4.16 | References | This section includes examples of almost any kind of reference in the proper APA style. <i>Students should use common sense in interpreting and adapting the instructions for specific references.</i> |
| 4.16.17 4.16.22 | Secondary sources | Secondary sources must be cited accurately, so that the reader will know that the primary source was not available to the author. Always try to find and cite the primary source, but use a secondary citation if the original source is not available. Include the secondary source in the reference list. |

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| 4.16.34 | Referencing an article, case or chapter | For an article, case or chapter in a book, list the article or chapter authors first. List the complete reference for the periodical, web page or book after the word “In”. |
| 4.16.71-95 | Hyperlinks and URLs | <p><i>Include an accurate, accessible URL whenever possible.</i> Hyperlinks can be underlined by using Word’s hyperlink feature. This also allows Acrobat Professional and other programs to automatically include the Web pages in the document.</p> <p>In EBSCO, use the “persistent link” entry for the article. Other services such as FindArticles.com embed session IDs or posted data that prevent readers from accessing the same page. For some Web pages, a link to a “printer-friendly” version of the page may be a good choice.</p> <p>Do not reference index pages, HTML framesets, or tables of contents, unless that is the actual source that you cited.</p> |
| | Supplemental pages | <p><i>Supplemental pages</i> such as appendixes, author notes, footnotes, figures, and tables should be used as needed and included after the reference list. These pages should be used for graphics, long lists, and other information that consume a large portion of a page and break up the flow of the text.</p> <p><i>Do not use lists, tables or figures to “pad” or extend the length of the paper’s body.</i> The paper’s body should consist of complete paragraphs of text, using full sentences and proper grammar.</p> <p><i>Do not repeat content</i> between the body of the paper and the supplemental pages. Summarize or analyze the supplemental content in the body.</p> |
| 3.73 5.21 | Notes | Always include a note at the bottom of the supplemental page, listing the reference and URL for any external sources. If the figure or table is not your own, use the note to provide proper credit. |
| 3.90 to 3.93 5.19 | Appendixes | <p><i>Appendixes</i> are used to organize supplemental pages into logical units. <i>Appendixes are never numbered.</i> If there is more than one appendix, they are identified by consecutive capital letters (A, B, C, etc.). Any tables in an appendix should be numbered. If there is more than one appendix, use the appendix letter in the number, such as “Table A1”. Figures are numbered separately from tables.</p> |
| 3.87 3.88 3.89 | Figures | <p><i>Figures can be used for graphics, text, and other information.</i> This is a good option for text that is difficult to format according to the APA table instructions. For student papers, some instructors may allow you to place each figure in the body of the paper at an appropriate location.</p> |
| 5.22 | Figure captions | Figure captions should be numbered and double-spaced. Place the figure caption below the figure. Figure pages always use the page header. |

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| 6.03 | Table spacing | For <i>tables</i> , APA requires double-spacing for manuscripts submitted for publication. For <i>student papers</i> , <i>tables may be single spaced</i> (p 325). |
| 3.62 | Table lines | Use a 1.5 point black line at the top and bottom of the table. Use a 0.5 point black line after the header row. Do not use left, right, or column borders. Additional horizontal lines may be used as needed, to group multiple rows together or to improve readability. The “Simple 1” table style in MS Word is a quick way to do this formatting, although you may need to change your lines colors to black. |

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| 3.69, pp. 160- 161 | Numerical tables | Tables that display numbers should use left alignment the row labels, and center alignment for the column labels and the numerical cells. |
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| 3.69, pp. 161, 168-169 | Word tables | Tables that include text should use left top alignment in each cell. |
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| 3.66 | Table titles | <i>Table titles</i> are placed above the table. Table pages always use the page header. |
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Note. This table was prepared by William A. Sodeman, Ph.D., Assistant Professor of Information Systems, wsodeman@hpu.edu, Hawaii Pacific University, Spring Semester 2004, with the assistance of Greg Arnberg. *The instructor’s suggestions and exceptions are in italics. RTFM!* See the listed sections, and review the example paper on pages 306 to 320 of the APA Publication Manual, 5th edition.