

Title Page

All parts of an APA report are double-spaced, beginning with the title page. The **page header** includes a shortened version of the title followed by the page number. It begins on the title page and appears in the top right-hand corner of every page of the report. The **running head** is an abbreviated form of the title with a maximum of 50 characters. It is flush left, all caps, and appears only on the title page.

Respiratory Illnesses	1
Running head: RESPIRATORY ILLNESSES IN THE UNITED STATES	
Respiratory Illnesses in the United States Between 1980 and 1990 Author(s) Author Affiliation Course Name & Number Professor's Name Date	

Headings and Levels

APA uses headings and levels to effectively organize reports. A **heading** is a title used to label sections of a report. Headings are formatted according to the **Five Levels of Headings** (see next column). The term **Levels** refers to the hierarchical organization of headings, which is the same as an outline. Below is an outline with three levels.

- I. Infant Respiratory Illnesses
 - A. Illnesses Caused by Air Pollution
 - 1. Asthma in overpopulated cities.

*The headings used in the outline can be used as headings in the report. The number of subheadings will determine how many levels to use.

Five Levels of Headings

Level 5: CENTERED UPPERCASE HEADING

Level 1: Centered Uppercase and Lowercase Heading

Level 2: *Centered, Italicized, Uppercase and Lowercase Heading*

Level 3: *Flush Left, Italicized, Uppercase and Lowercase Heading*

Level 4: *Indented, italicized, lowercase paragraph heading ending with a period.*

Using Levels in a Report

If a report needs only one level of heading, use the **level 1** format (see above) for each heading. In a report with two levels, use **level 1** headings for main sections and **level 3** headings as subheadings within the main sections. In a report with three levels, **level 4** headings will be added as even more detailed subheadings of **level 3** (see below).

One level. Use Level 1 heading:

Infant Respiratory Illnesses (**level 1**)

Two levels. Use Level 1 and 3 headings:

Infant Respiratory Illnesses (**level 1**)

Illnesses Caused by Pollution (**level 3**)

Three levels. Use Level 1, 3, and 4 headings:

Infant Respiratory Illnesses (**level 1**)

Illnesses Caused by Air Pollution (**level 3**)

Asthma in overpopulated cities.(**level 4**)

Four levels. Use Level 1, 2, 3, and 4 headings.

Five levels. Subordinate all levels to Level 5, and use Level 1, 2, 3, 4, and 5 headings.

Tables and Figures

Tables and figures are labeled numerically beginning with Table 1 or Figure 1. A detailed caption functions as both an explanation of the table or figure and as a title.



Figure 1. WSU Writing Center Logo.

From the Weber State University website. Writing Center link. Retrieved February 2, 2006 from <http://departments.weber.edu/writingcenter/>

Figure Captions Page

All figure captions should be listed on a figure captions page at the end of a report. This page includes the page header, the label Figure Captions centered at the top, and a list of captions formatted as seen below.

Respiratory Illnesses	14
Figure Captions	
<i>Figure 1.</i> WSU Writing Center Logo.	
<i>Figure 2.</i> Figure captions should be listed in numerical order, double-spaced, and flush left.	
<i>Figure 3.</i> To cite a borrowed figure, place a citation below the figure and the caption, not on the figure captions page (see Figure 1).	

In Text Citations

APA citations should include the author's name, the year of publication, and the page number where the information was found. Citations go before the period.

Works by one author:

(Hawthorn, 1994, p. 3).

Works by two authors:

(Ibsen & Red, 2001, p. 184).

Works by three to five authors:

(James, Smith, & Clark, 2001, p. 7).

*In subsequent citations of works by three to five authors, use the last name of the first author followed by et al. as shown in the next example of works by six or more authors.

Works by six or more authors:

(James et al., 2001, p. 17).

Works from a secondary source:

(as cited in Newman, 1974, p. 154).

Works with no author:

("The Common Cold," 1982).

Government documents:

(U.S. Environmental Protection Agency, 1992).

Block Quotations

Use a block quote format for quotations 40 words or longer. Double space the quote and start it on a new line, usually after a colon:

Indent the entire quotation—as shown here. Do not use quotation marks. Citations for block quotes go after the period. (West, 2006, p. 3)

References

All sources that are cited in a report must be listed on a references page that starts on a new page after the body of a report. The label References should be centered at the top of the page like a title. All references are double-spaced and flush left with a hanging indent. References are listed in alphabetical order according to the first word.

Book:

Hawthorn, J. (1994). *A glossary of literary theory* (2nd ed.). London: Arnold.

Periodical:

Ibsen, R., & Red, A. (2001). Competition among writing processes. *American Journal of Psychology*, 7, 175-192.

Newspaper article:

Jackson, T. (2001, November 20). Rethinking globalization. *Boston Daily News*, pp. A1, A8.

Online sources:

Rich, C. (2000). *Scale, or the fact of*. Retrieved January 2, 2002, from <http://kelty.org/or/papers/scale.pdf>

Works with no author:

The common cold brings pain and suffering to millions each year. (1982, January 24). *The Kentucky Times*, p. C1.

Government document:

U.S. Environmental Protection Agency. (1992). *Health effects of passive smoking*. (EPA Publication No. 600/6-90/006 F). Washington, DC: Author.

Information gathered from the *Publication Manual of the American Psychological Association* (5th ed.).

Arranged and Edited by Tyler Whitby

APA DOCUMENTATION QUICK REFERENCE GUIDE

WEBER STATE UNIVERSITY
Writing Center

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(click on the "handouts" link)