To insert your own header,

1. *Double click* on the words "SHORT FORM OF TITLE" at top left of the page to open the header box..
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4. For other questions, call the Writing Center at 612-728-5154 or e-mail [tcwrite@smumn.edu](http://sgppinet.smumn.edu/library/WC/ProgramSpecific%20Documents/CP-MFT/tcwrite%40smumn.edu)
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**Indentation and Headings**

Level 1 heading

Place title on first page of text, 1 double-space above the first line or first heading. Title does not count as a level of heading.

 Indent paragraphs ½ inch (not five spaces). Use the Tab key, which is preset to indent ½ inch. All lines in the paper are separated by one double space—never more, never less. Repeat the paper's title, centered, on the first line of the first page of text. APA papers never contain underlined text.

 Level 1, 2, and 3 headings are boldface. The title of the paper and titles of the abstract page, table of contents page, reference page, and appendix pages and not considered headings, and should not be boldfaced. Capitalization and format of headings depend upon level of heading (see APA manual or Writing Center). Do not begin a new page with each new heading. (Only the abstract, table of contents, first page of paper, reference page, and appendixes begin on new pages.) This paper illustrates three levels of heading: styles, 1, 3, and 4. The paragraphs have been shortened in this model in order to illustrate headings in a brief space. Paragraphs in an actual paper should never be shorter than three sentences.

Level 1 heading

**In-text Citations**

 In-text citations consist of author's last name, followed by year of publication. Citations may appear in the running text or within parentheses. Here are some examples:

Level 2 heading

Level 2 heading

**Example One**

 Rogers and Hewitt (2001) reported that . . . (paragraph continues)

**Example Two**

 Feeny and Swartz (2001) argued that. . . (paragraph continues) . . . (Feeny & Swartz).

 In the paragraph above, note that the word *and* is spelled out in running text, but replaced by an ampersand (&) within parentheses. The date must immediately follow the author's name.

 **First subdivision of level two.** If you need to subdivide a Level 2 heading into sections, use Level 3 headings as illustrated here.

Level 3 heading

Level 3 heading

**Second subdivision of level two.** Remember that you need at least two headings at each level. If you need more levels of heading than three, check your APA manual for directions.

**Quotations**

Level 1 heading

 Avoid direct quotes; paraphrase instead (i.e. put the idea into your own form of expression). However, if you must insert a quote, remember to place it inside quotation marks and include the page number on which the quote was found (e.g., "p. 12"). Periods and commas are always placed inside (to the left of) quotation marks. Paraphrases still require source citation; however, a page number is not necessary as it would be with a quote.

 Paper continues . . .

Never use the pronoun *you* in an academic paper.

References

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Title is not a heading and should not be boldfaced.

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* Use hanging indents, but do not create them manually. Instead, create auto-hanging indents (p. 64, Intro to APA).
* If your references have been formatted with auto-hanging indents, you can alphabetize quickly with auto-sort:
1. Highlight the list from first word to last word, *excluding* the "References" heading.
2. On the Home tab, find and click the Sort icon.
3. Select settings for Paragraphs, Text, Ascending (these are default settings)
4. Click Ok.
* Notice the variation in formatting of titles on the reference page. Follow the APA manual (p. 185, section 6.29).

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