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

Your Name

University of North Carolina School of Social Work

# 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.*

###### Level 6:Page Break

# 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](mailto:SoSWwritingsupport@gmail.com)

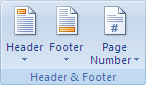
Table 1

*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

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Alcohol Consumption

Frugality

Amount that Gets Spent on Alcohol

Figure 1. This simple path model, adapted from results in a *Journal of Consumer Behaviour* paper, is an example of a figure.