

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** (not necessary in many student papers) is an abbreviated form of the title with a maximum of 50 characters. It is flush left, all caps, titled Running head, and appears only on the title page.

| | |
|--|---|
| Respiratory Illnesses | 1 |
| (If a Running head is necessary for your paper, it will appear here.) | |
| Respiratory Illnesses in the United States Between 1980 and 1990 Author(s) Author Affiliation | |

Abstract

The abstract in an APA paper gives specific information about the paper's content that researchers can use to decide if the paper will be useful in their own research. The abstract defines terms peculiar to the paper and includes the paper's main concepts and/or conclusions.

The abstract is no longer than 120 words, is titled Abstract as its Level 1 heading, and is placed directly after the title page if the paper does not include a table of contents.

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 (students will usually only need 3 levels)**. 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.

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**)

Levels of Headings

Level 1: Centered Uppercase and Lowercase Heading

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

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

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. The note following the caption gives copyright information for the figure.



Figure 1. WSU Writing Center Logo.

Note. From the Weber State University website.

Writing Center link. Retrieved February 2, 2006 from <http://departments.weber.edu/writingcenter/>