

## How to Format Headings in APA

The *Publication Manual for the American Psychological Association* has a very clear guide on how and where to place headings in an academic paper. Most of their examples are for scientific studies which require differentiated sections for methods, results, and discussion; however, for anyone using the APA style for their paper (study or not), it is useful to know the rules. I will lay out the rules provided by the *Publication Manual for the American Psychological Association*, and then provide a sample for quick visual reference.

There are five levels listed for use in APA. How many you use depends on your paper, but they should always be used in order from one to five.

<b>Level</b>	<b>Format</b>
<b>1</b>	Centered, boldface, upper and lowercase heading
<b>2</b>	Flush left, boldface, uppercase and lowercase heading
<b>3</b>	Indented, boldface, lowercase paragraph heading ending with a period
<b>4</b>	Indented, boldface, italicized, lowercase paragraph heading ending with a period
<b>5</b>	Indented, italicized, lowercase paragraph heading ending with a period.

Example:

**This is Level One**

**This is Level Two**

**This is level three.**

*This is level four.*

*This is level five.*

**Now Let's Play with the Levels**

**Maybe You Only Need Two**

**But You Need Many of Them**

**That's Completely Okay**

**Maybe You Will Go Back and Forth**

**Using Them All**

**Or just one.**

**No Problem.**

**As long as you remember to use them in order.**

*You can use as many or as few as you like.*

**Remember: Level One**

**Then Level Two**

**Moves to level three.**

*Followed by level four.*

*And finished by level five.*

**Have Fun!**