

The Portable Editor

APA Style Updates

This issue takes a look at heading styles, which saw some significant changes in the sixth edition of the *Publication Manual of the American Psychological Association*. We also offer a few tips on when and how to create and use tables. On a side note, you may have heard that the newest manual hit the shelves with more than a few errors. APA has admitted the mistakes and posted corrections here: <http://supp.apa.org/style/pubman-reprint-corrections-for-2e.pdf>. Though they are not monumental, they are still worth reviewing.

As always, for more writing resources information, go to <http://ssw.unc.edu/students/writing>.

Headings

The new heading styles are more reflective of print journal formats than the previous heading style. In addition, the levels have been renumbered so they are used in a top-down sequence depending upon the number of subsections in your paper. Most papers will use no more than three levels of headings. Heading styles apply to the body text of the paper, that is, the title page, appendices, and references don't follow these heading styles.

Below is an example of how your paper might look with the new headings.

Chapter 2: Main Heading for Chapter
[APA Level 1, centered, boldface, Headline-style caps]

Second-Level Heading [APA Level 2, flush left, boldface, headline-style caps]

Begin the first line of text two line spaces under the subheading (i.e., use double-spacing). Use a consistent 1/2 in. indentation for the first line of each paragraph. Provide one space after sentence ending punctuation.

Third-level heading. [APA Level 3, indented, boldface, ends with a period, sentence-style caps] Begin the first line of the paragraph immediately after the heading. Refer to the APA manual for guidelines pertaining to capitalization in headings.

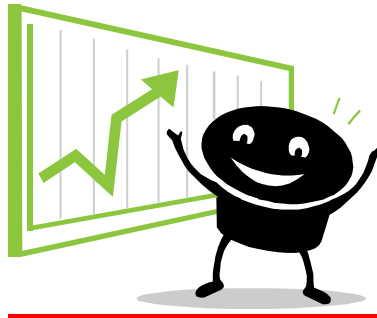
Fourth-level heading is a subsection of above topic. [APA Level 4, indented, boldface, italics, ends with period, sentence-style caps.] APA journals will require authors to comply with sixth edition formats by January 2010. But, why wait?

Fifth-level heading is a subsection of above topic. [APA Level 5, indented, not bold, italics, sentence style caps, ends with period.] Your paragraph text starts in line with the heading...

Tables

When to use tables and what to put in them can be challenging questions. The APA Manual (2006) advises "tables that communicate quantitative data are effective only when the data are arranged so that their meaning is obvious at a glance" (p. 128).

Tip for drawing tables in Word: Go to YouTube and search for “drawing tables” + your version of Word or Open Office. Thankfully, a lot of software-savvy people have the time and talent to post video tutorials that uncover the tricks of creating the structure for tables.



Simple Table Rules

1. Each table should have an individual title, italicized, and in title case. Example:

Table 1 [Table label not in italics]

Correlations Between Age and Test Scores [Separate line from table label]

2. One table per page; tables begin on a separate page (don’t embed in text).

3. All elements of the table should be double spaced.

4. All tables should be referenced in the text of the paper (supplement to – not a replacement for – text)

5. Tables are last, follow reference list (but precede figures and appendices).

- Do not include table lines or grids.
- White space separates individual listings.
- Add notes as needed to explain data—reader should be able to interpret table without relying on text.

Subfield	N of programs	Acceptance rate				Enrollment rate				Total Students Enrolled
		M	Mdn	Q1	Q3	M	Mdn	Q1	Q3	Sum
Clinical	211	21.2	11.1	6.2	32.4	14.3	7.4	4.1	20.9	3,324
Clinical neuropsychology	20	25.8	22.4	13.3	40.5	17.2	14.6	8.6	23.1	213
Community	12	31.0	26.4	18.7	47.6	21.2	14.3	8.6	30.2	43
Counseling	64	21.5	17.0	9.3	25.2	15.4	10.2	7.1	19.3	447
Health	12	30.9	21.5	6.1	48.8	21.4	15.0	5.5	39.3	87
School	52	37.4	31.2	18.3	47.8	27.8	18.5	13.4	33.3	392
Other health service provider subfields	49	25.7	21.9	7.7	38.8	19.4	14.3	6.6	27.6	477
Cognitive	88	32.4	26.1	14.4	43.4	22.0	14.3	7.8	29.4	351
Developmental	99	27.2	20.7	12.5	34.8	19.0	14.0	8.5	21.7	374
Educational	31	50.0	50.0	33.3	70.0	34.0	30.0	16.7	48.3	170
Environmental	2	39.1	39.1	11.5	66.7	29.1	24.8			10
Experimental	31	37.6	30.0	16.7	50.0	26.7	18.2	11.8	30.0	163
Industrial/organizational	53	25.7	17.4	12.1	31.6	16.3	11.0	5.9	16.7	281
Neuroscience	49	26.9	25.0	13.9	32.5	19.7	16.0	8.3	25.0	148
Personality	15	19.2	12.5	7.1	19.5	9.0	8.7	3.8	11.4	45
Physiological	4	39.4	33.9	11.9	72.5	27.0	20.0	8.5	52.5	12
Psychobiology	13	25.0	25.0	11.2	35.2	13.7	8.3	7.0	17.6	34
Quantitative	14	42.6	36.0	21.1	64.6	27.0	20.0	6.7	51.9	32
Social	80	19.4	15.0	9.4	27.1	11.3	8.0	5.3	15.0	270
Other research subfields	76	33.2	27.3	16.7	50.0	24.2	20.0	11.3	33.1	339
Other fields	8	22.9	22.5	9.6	36.6	14.7	13.6	4.7	20.0	36
Total	981	27.4	20.8	10.6	38.9	18.8	13.0	6.7	25.0	7,247

Note: Acceptance rates are computed by dividing the number of students accepted to a program by the number of applications. Enrollment rates are the number of students who enrolled in a program divided by the number of applications. Source: 2005 Graduate Study in Psychology.