



<b>Spacing</b>	<p>Confirm these APA guidelines with individual lecturers as they will be the ones to mark your paper:</p> <ul style="list-style-type: none"> <li>- “Double-space the entire paper”</li> <li>- Table elements may be either double, 1.5, or single spacing (whatever looks good for the space you have!)</li> <li>- Footnotes (if any) should be single-spaced</li> <li>- Do not add “blank lines before or after headings, even if a heading falls at the end of a page”</li> <li>- Do not add blank lines between paragraphs</li> <li>- Add a space after every punctuation mark, including for initials (e.g. A. M. Dench), but not after full stops in abbreviations (e.g., U.S., a.m.)</li> </ul>	<p>2.21, p. 45</p> <p>2.21, p. 45</p> <p>2.21, p. 45</p> <p>2.21, p. 45</p> <p>2.21, p. 45</p> <p>6.1, 154</p>
<b>Paragraphs</b>	<ul style="list-style-type: none"> <li>- Do not justify the text (which puts equal spaces between the words)</li> <li>- “Align the text to the left and leave the right margin uneven”</li> <li>- Indent each paragraph by 0.5 of an inch (1.27 cm) - the default position on your computer</li> <li>- Hit the <i>tab</i> button on your keyboard to enforce this indentation (see the paragraphs on page 3 of this handout)</li> <li>- Do not miss a line between paragraphs</li> </ul>	<p>2.23, p. 45</p> <p>2.23, p. 45</p> <p>2.24, p. 45</p> <p>2.24, p. 45</p> <p>2.21, p. 45</p>
<b>Headings</b>	<ul style="list-style-type: none"> <li>- Write an introduction, “but do not begin a paper with an ‘Introduction’ heading”</li> <li>- There are five different levels of headings (see page 3 of this handout); you may need only two or three levels for an essay</li> <li>- Which words get capital letters? See Section 7 on page 4 of this handout</li> </ul>	<p>2.27, p. 47</p> <p>2.27, pp. 47-48</p> <p>6.17, p. 167</p>

### **How To Write a Level 1 Heading**

This heading is an example of a Level 1 heading. Note how the text follows onto the very next line under the heading; do not miss a line between any heading and the body of your essay. Level 1 headings should be in the centre of the page. They are written in bold type and title case (see Section 7 on the following page for information about capital letters). Remember the title of your paper is treated as a Level 1 heading and is written on the first page of your essay whereas your introduction is included but does not get a heading.

### **How To Write a Level 2 Heading**

This heading is an example of a Level 2 heading. As for a Level 1 heading, the text starts on the next line as an indented paragraph. Do not show levels of headings using numbers (e.g. 3.2, 3.3) or letters (e.g. A, B, C). Level 2 headings should be against the left-hand margin. They are written in bold type and title case (see Section 7 on the following page).

### ***How To Write a Level 3 Heading***

This level of heading is a subheading, so it is possible to write your whole paper without needing one of these. Follow the same format as for a Level 2 heading except write the Level 3 heading in italics (the / icon for letters on a slant).

**How To Write a Level 4 Heading.** This heading is different from a Level 2 heading in two ways: the heading is indented (as for a paragraph) and there is a full stop after the heading. There is a difference with the text, too. Start writing your first sentence on the same line as the heading.

***How To Write a Level 5 Heading.*** This level of heading is similar to a Level 4 heading except it is in italics. The text starts on the same line as the heading.

### Capitalisation

Use capital letters for		Examples	References (APA, 2020)
1	"the first word in a complete sentence"	Everybody knows this, don't they?	6.13, p. 165
2	"the first word after a colon [:] if what follows the colon is a complete sentence"	Here's some good advice: <b>H</b> ave this handout next to you when writing an essay.	6.13, p. 165
3	"proper nouns" and "brand names"	Sheridan <b>C</b> ollege (but not college), Department of <b>E</b> ducation (but not department or education), <b>C</b> hinese heritage, <b>P</b> inciples of <b>F</b> inance 201, the <b>I</b> nternet, <b>W</b> oolworths, ...	6.14, p. 165
4	"a job title or position" - when it comes before the person's name	<b>P</b> rime <b>M</b> inister Scott Morrison, <b>E</b> xecutive <b>D</b> irector Darren Smith, Darren Smith is the executive director, I have <b>P</b> rofessor Tuovinen, and he's a wonderful lecturer.	6.15, p. 166
5	specific "titles of ... tests and measures"	Have you taken the <b>M</b> yers- <b>B</b> riggs Type Indicator questionnaire?	6.18, p. 168
6	"nouns followed by numerals or letters that denote a specific place in a series"	Table 1, <b>P</b> art 6, <b>A</b> ppendix C, <b>T</b> ests 2 and 3, <b>C</b> hapter 4, <b>T</b> able 2 on page 5 (Do not capitalise <i>page</i> or <i>paragraph</i> - unless they are sentence starters.)	6.19, pp. 168-169
7	title case: "titles of works and headings"	For headings in tables, figures, and the body of your paper, every word should get a capital letter <b>except for</b> : <ul style="list-style-type: none"> <li>- an article (a, an, the)</li> <li>- a conjunction less than four letters (for, as, and, or, nor, but, yet, so, if)</li> <li>- a preposition less than four letters (at, by, for, in, off, per, to, up, via, ...)</li> </ul> <p>These exceptions do get a capital letter if they are sentence starters.</p>	6.17, p. 167

### References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author.