# APA Format Template with Notes on Different Sections

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# Author Note

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# Abstract

The abstract provides a brief, comprehensive summary of the paper. Abstracts are generally 150-250 words, unless otherwise stated. Be sure and highlight the major ideas of the paper. For example, this paper is designed to enlighten people how to use APA formatting through a somewhat silly example. Important considerations such as formatting, headings, citations within the text, and references are addressed (not undressed).

*Keywords:* APA, formatting, headings, references, stuff

# APA Format Template with Notes on Different Sections

Begin typing introduction here. In the first few sections below I show how to do the headings. Then, I go into specifics of what might appear in the paper.

# First Level Heading Information

All major headings are centered, bold, and title case. What is title case? Well, it means that each of the main words is capitalized (e.g., “Each of the Main Words is Capitalized”).

## Second Level Headings

All subsection headings are left justified and bold. Title case is also used for subsection headings. Notice that there are no extra lines between the headings and the preceding and following paragraphs. Everything in the document is double-spaced.

### Sub-Sub Headings

Sub-sub headings use title case, bold, and italics. By the way, these headings are actually not called “sub-sub headings”, but I just like saying ‘sub-sub’.

### Other Notes About Headings

You should try to avoid having only one subsection. It is best to have at least two subsections in any section; otherwise, there is little reason to use a subsection heading. This document assumes that your paper will only use three levels of headings. If you are using more levels of headings then refer to the most recent edition of the *Publication Manual of the American Psychological Association*.

## What Should Appear in an Introduction

The introduction should include a review of relevant literature, but it is more than a review of literature. The introduction should justify and set up the study. The introduction should also include (a) the purpose of the study, and (b) the research question(s) and/or hypotheses. In general, the introduction should answer the questions of “so what?” and “why is this study important?” In other words, what is unique about this study? How does this study contribute to the literature?

# Methodology

## Procedures

Describe how the data were collected here. The procedures should be specific enough that other researchers could replicate the procedures. Some of the items that might be included follow: (a) Institutional Review Board (IRB) statement; (b) How were the data collected and what type of data? (e.g., self-report survey, interview, focus group, observation) (c) What was the research design? (d) What type of sampling procedures was used? (e) What type of consent/assent was required? (f) Where were the data collected? (g) Who collected, coded, and entered the data? (h) Were additional procedures used to verify the accuracy of the data? (i) What were the inclusionary/exclusionary criteria (i.e., criteria used to decide who could be included in the study and who should be excluded); (j) Was there an incentive?, and (k) Was any deception involved? And if so, were participants debriefed?

## Sample Characteristics

Describe sample here. Generally, the following should be included: age range and mean, gender distribution, and ethnic composition. Other demographics that are relevant to the study should be included. For example, if the study is on immigrants, then the number of years in the country would be helpful, as well as the percent from each country of origin.

## Measurement

Describe how the variables were measured here. The next paragraphs show some sample measurement paragraphs.

### Name of First Variable

The measurement of a multi-item scale should include how many items in the scale, the name of the scale, the citation for the scale, a sample item, and the response choices (e.g., 1 = *strongly disagree*, 2 = *disagree*, 3 = *agree*, and 4 = *strongly agree*). If relevant, the number of reverse-coded items should be stated. Also, the scoring procedure for the items should be described (e.g., summed, averaged). Ideally, information about the reliability and validity of the scale in other studies should be given. And finally, the psychometric properties (e.g., reliability) using the current data should be provided.

### Name of Next Variable

For a single-item measure, the actual item and response choices should be provided, along with the citation for the item. Any validity data from previous studies should be provided.

### Name of Next Variable

If a variable is measured by combining items that are not part of a scale, then those items should be described along with response choices and psychometric properties using the current data.

### Name of Next Variable

If the variable is measured through observation or some other method, then this should be described.

# Results

## Type of Analysis

Describe the analyses and what results were found. Do not include discussion or interpretation of results. Sometimes articles will include a separate section that outlines the data analysis strategy.

## Type of Analysis

Describe the analyses and what results were found. No discussion.

# Discussion

Give a brief overview of purpose and summary of results. Discuss why you think you found each of the results (significant and non-significant). Relate the results back to theory, research, and/or what the author(s) believe.

## Limitations & Research Implications

Describe limitations of study. Provide implications for future research based on the limitations of the study.

## Implications (when applicable)

How can these results be used by practitioners (e.g., policy makers, educators, mental health practitioners, community leaders).

## Conclusions

What are the most important points you want the reader to walk away with?

# References

Type reference in here using hanging indent. Blah blah blah blah blah blah blah blah blah blah blah blah blah

# Footnotes

1Although you should try to avoid footnotes, if you do need to include them, they would appear on this page in this format.

**Table 1**

*Ranges, Means, Standard Deviations, and Alphas for Each Measure*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Variables | Range | *M* | *SD* | *α* |
| Gender1 | 0-1 | .49 | .50 |  |
| Level of animal aggression | 0-100 | 57.01 | 12.93 | .89 |
| Size of animals | 0-10 | 6.82 | 2.57 | .90 |

1Male animals = 0, female animals = 1

**Figure 1**

*A Grey Box for No Reason at All*

***Note***. Grey means emptiness