

## General Rules

Text (body) format. The body of the text should be left-aligned, with the first line of each paragraph indented by pressing the tab key once. The paragraphs should be double-spaced.

No first names. Authors' names are inverted (last name first), followed by first and middle initials if available for all authors of a work (up to and including three authors).

Multiple authors. In the references page, when there 2 to 20 authors, include an ampersand (&) before the last author. For 21 or more authors, include the first 19, use an ellipsis (...), and add the last author's name.

Journal titles. Present a journal title in full and maintain the

## Heading Levels

## Tables and Figures

### APA Heading Level 1

Centered, Boldface, Title Case (Uppercase and Lowercase)

This heading level (level 1) is on its own line, and the text begins on a new line as demonstrated here.

APA Heading Level 2 Left-aligned, Boldface, Title Case (Uppercase and Lowercase)

Like level 1, this heading level (level 2) is on its own line, and the text begins on a new line.

*APA heading level 3 Left-aligned, italic, boldface, Title Case (Uppercase and Lowercase)*

Like level 1 and 2, this heading level (3) has its own line, and the text begins on a new line.

APA heading level 4 Indented 0.5 inches, boldface, Title Case (Lowercase and Uppercase) with a period. Text begins on the same line and continues into the same

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