

Additional Parts of a Paper–APA Style

Summarized below are a few of the sections that may appear in many papers written following the APA style and citation format.

	Description	Formatting
Title Page	<ul style="list-style-type: none"> • First page of a document • Used in almost all types of ALA-style papers • Ensure title briefly describes purpose of the paper and indicates main idea, argument or concepts. 	<ul style="list-style-type: none"> • Running title head: Top left with words “Running head: Short title (≤ 50 characters) • Halfway down page, on separate lines: <ul style="list-style-type: none"> • Full title, • Author’s Name • School Name
References	<ul style="list-style-type: none"> • Full bibliographic information from every source used in the paper 	<ul style="list-style-type: none"> • Begin with new page after end of paper’s body
Footnotes	<ul style="list-style-type: none"> • Use for additional information that may too long or detailed for inclusion but may be on interest to some readers. • NOTE: some disciplines or style use footnotes extensively (Legal) and they contain essential information for the reader • APA emphasizes conservative use of footnotes 	<ul style="list-style-type: none"> • Place footnote number immediately following any punctuation mark, EXCEPT after dashesBottom of page being ½ inch indent • Use superscript number • Double-space the note
Headings	<ul style="list-style-type: none"> • Provide organization of the paper • Even for 3-5 page papers or reading response paragraphs, organization is key to creating a substantive and thorough presentation of analysis or synthesis 	<ul style="list-style-type: none"> • 1st level headings are centered and bolded • 2nd level headings are flush left & bolded • 3rd level headings are indented and bold, ended with a period (.) and the text follows on the same line
Appendices	<ul style="list-style-type: none"> • Used to provide review of things such as survey instruments, raw data tables (if appropriate), codebooks and other tools 	<ul style="list-style-type: none"> • Placed at very end of the document in order of mention in body of paper
Visuals	<ul style="list-style-type: none"> • Examples include charts, graphs, infographic, tables, diagram, flowcharts, photographs, map 	<ul style="list-style-type: none"> • Label each table with number and title • The “Table #” in regular type • The title in <i>italic</i> • If outside data source is used such as United States Census Bureau, indicate that in a note below the table. <i>Note:</i>

Adapted from Diana Hacker’s *A Pocket Style Manual*, (APA Edition), pp. 41-47, 50-52