

APA Headings

Headings are similar to topics in an outline. Knowing APA's style for each heading (e.g. Level 1 is centered and in bold) allows readers to skim a paper and understand how it is organized.

- A level 1 heading is the broadest topic (like the roman numeral I in an outline).
- A level 2 heading is a subset of the level 1 topic (like the capital letter A in an outline).
- A level 3 heading is a subset of the level 2 heading (like the number 1 under the A under the I in an outline).

I. Broad Topic = Level 1

A. Subhead of I = Level 2

1. Subhead of A = Level 3

2. Another subhead of A = Level 3

B. Another subhead of I = Level 2

II. Next Broad Topic = Level 1

A. Subhead of II = Level 2

1. Subhead of A = Level 3

Please note: The outline form above should not be used in lieu of APA's requirements as depicted on p. 6 of the sample paper.

Review the APA sample paper. How many Level 1 headings are there? Level 2? Level 3?

Starbucks Reinvention Analysis (Title)

Starbucks Background and Finding (Level 1)

Mission Statement (Level 2)

Vision Statement (Level 2)

Gap Analysis and Change Goals (Level 1)

Human Resources Functions (Level 2)

Organizational development. (Level 3)

Starbucks benefits. (Level 3)

Health benefits. (Level 4)

Education benefits. (Level 5)

Note: Use title case (uppercase and lowercase) and don't use periods with Levels 1 and 2. Only capitalize the first word and start the text after the periods with Levels 3, 4 and 5. Indent Level 3, 4 and 5 headings and start the text after the period.