Levels of heading indicate the major subdivisions of a paper. Similar to an outline, they present the organizational plan chosen by the writer. APA Style comprises five levels of heading. This handout describes and models how each level of heading should be formatted.

The Full Title of the Paper

The title of the paper is centered above the introductory paragraph and in upper and lower case letters. The introductory paragraph begins immediately after it.

First Level Goes Here

The first level heading is centered on a new line. Letters are in upper and lower case and are bolded. For an experimental research paper, the first level may be headings such as “Method,” “Results,” and “Discussion.”

Second Level Goes Here

The second level of heading begins at the left margin on a new line. Letters are in upper and lower case and are bolded. The second level may be subheadings such as “Participants” or “Materials.”

Third level goes here. The third level is indented, and the paragraph begins on the same line as the heading. A period separates the heading from the text. Letters are bolded, and only the first word and any proper nouns are capitalized.

Fourth level goes here. The fourth level is bolded, italicized, and indented, and the paragraph begins on the same line as the heading. A period separates the heading from the text. Only the first word and proper nouns are capitalized.

Fifth level goes here. This heading is italicized and indented, and the paragraph begins on the same line as the heading. A period separates the heading from the text. Only the first word and any proper nouns are capitalized.
Note

» There is no extra spacing between any of the headings and paragraphs.

» All paragraphs within each level must be indented.

**APA provides the following guidelines while writing in point or list format.**

» Use numbers to indicate chronology or hierarchy. Ex:

   1. President
   2. Vice President
   3. Provost

» Use bullets for information that does not need to be listed in chronological or hierarchical order. Ex: For this recipe you will need

   › Butter
   › Flour
   › Sugar

» Points/Lists may also be in paragraph format. Use letters to indicate this, and separate each point within the list with a comma.

For this position, the tutor has to possess a) knowledge of effective writing, b) ability to clearly articulate and model writing concepts, c) flexibility to work with each unique client and need, and d) skill at fostering an atmosphere of collaboration by encouraging and valuing the client’s contribution.