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Table of contents template apa

The American Psychological Association (APA) created a writing style that helps create consistency in the format of documents submitted within the field. The style has served as a guide to formatting the papers of researchers and students alike within the field. APA format does not necessarily require a table of content. However, you may need to include an APA table of contents when you've been instructed to add one. A content table is useful when your paper is long; for example, a thesis or thesis. So, if you need to include a table of contents in your paper, it must adhere to the general guidelines of the APA format. (Also read more about the table of contents in the Chicago and MLA format) A content table is a roadmap of your paper that should contain all the headings of your paper. Also, it's the last thing you add to your paper if it's used to display the location of each section of your paper. General guidelines for creating an APA table of contents The table of contents must contain all important headings and subdivisions that are included in the body of your paper, including the preliminary pages and additional pages. While the APA does not specify the contents statement guidelines, it must follow the basic format for APA-style page layout, which uses 12 pt Times New Roman font, double-spread, and the use of one-inch margins on all sides. In case your instructor doesn't specify the layout you need to follow, use the following: You're expected to wear the Table of Contents centered and bold at the top of the page. Flush all main headings to the left Subheading five spaces Indent All text must be written in title case Identify the page number where each heading and subdivision begin and attach them to Dotted Lines between the headings and page number to improve readability You include lower-level headings, but you need additional indentation for each level The table of contents must contain no more than two pages to generate your APA table of contents with Microsoft Word with Microsoft use Word, you automatically set up an APA table of contents that automatically updates the page numbers for each headline and subhead. Follow the steps below to enable you to generate an APA table of content for your paper. Manually set the styles for the APA levels of heading. To do this, navigate the Home to Style tab, right-click heading 1, and change a pop-up window, then edit the style to meet the APA layout guidelines. Change the layout, alignment, and s cnns that match the APA format guidelines. Repeat the same for the next level of heading until you've been given the number of levels you want in your content table Then apply each heading style to each heading and subdivision in your text. You do this by marking the heads and subdivisions and the right style in the style ribbon under the Home tab. After you select a style for all the header and subdivisions in your paper, you now generate a table of contents. Go to the page you plan to be the table of contents, and then navigate to the reference tab. Click table of contents and click custom table of contents. A pop-up window opens, and here you select how many levels of heading you want to include in your content table. After you choose the number of levels, click ok. Microsoft Word automatically generates your content table. If you continue to work on your paper, it's critical to update the content table, as the page numbers can change. To do this, right-click the content table and select the Update field. Then you choose to update all information or just the page number. However, it is advisable to update all information to avoid errors. This article reflects the Guidelines for the 7th edition of the APA. Click here for APA 6th edition guidelines. A table of contents is not required in an APA style document, but if you include one, follow these guidelines: Include all level 1 and level 2 categories (other levels are optional). Specify different head levels with indentations. Stick to the general APA format in terms of font, distance, etc. Automatically create the table of contents by applying APA header styles in Word. APA-format guidelines for the table of contents In a thesis or thesis, the table of contents comes between your abstract and your introduction. It should be written in the same font and size as the rest of your text (usually 12 pt Times New Roman). Write at the top of the Content page, centered and bold. In APA style, you can use up to five head levels, each with its own formatting style. In the table of contents, you must include all level 1 and 2 headings, left-aligned and formatted as plain text. Level 2 heads have been indented. Including lower-level headings in the table of contents is optional. Add an extra indentation for each level. If you have a lot of headlines in your text, you may not include them all: your table of contents may not be more than two pages long in total. Generate a table of contents in Word To automatically generate a table of contents in Word, you must first apply header styles to your text. Then you generate the table of contents. First, go through your text to make sure that each level of headline is in line with the APA-style rules. Then update the heading styles that are on the Home tab at the top: Mark a level 1 heading right-click the Heading 1 style, and select Update Heading 1 to match selection Do the same for each heading level Once you've done so, you quickly update other headings using the header styles. Make sure all the heads are in the right style before you Generate the table of contents Now you generate your table Content. First, write the content title (in the style of a heading level 1). Then place the cursor two lines below and go to the References tab. Click table of contents and select Custom Table of Contents... In the pop-up window, select how many levels of heading you want to include (at least two) under Display Levels, and then click OK: Now you have a table of contents based on your current headings and page numbers. If you continue to work on your text after this, you'll need to go back to the end and update your table of contents, as headings and page numbers can change. To do this, right-click the table of contents and select the Update field. Then you choose whether you want to update all the information or just the page numbers. It's best to update everything, just to be sure. By: Theresa Bell Last updated: December 20, 2019 Views: 11504 APA 6th Edition The reason you can't find information about creating a table of contents in the American Psychological Association's Publication Manual (2010) is because the primary audience for the magazine articles manual are authors, and journal articles do not contain tables of contents. Contact your instructor or academic supervisor to find out what the expectations are for your table of contents, and then use the automatic tables with the contents feature in Word to make the list on the headlines in your document. For more information, see Create a table of contents, and see the table of contents in the Help Guide for an example. APA 7th Edition The reason you can't find information about creating a table of contents in the American Psychological Association's Publication Manual (2020) is because the primary audience for the journal articles manual are authors, and journal articles do not contain table of contents. Contact your instructor or academic supervisor to find out what the expectations are for your table of contents, and then use the automatic tables with the contents feature in Word to make the list on the headlines in your document. For more information, see Create a table of contents. APA doesn't require a table of contents, but your instructor can specifically ask you to include one in your assignment. Check out the document below for help. A table of contents is like a roadmap of your paper. It should contain all the heads in the body, just as they are formulated inside. Make sure you have attachments. The left and right sides should be evenly lined up. To meet APA style requirements, simply use APA formatting: 1 inch margins, one of six accepted type surfaces, and standard double-sized. Check out the document below for more guidelines. Set uniform margins of at least 1 inch (2.54 cm) at the top, left and right of each page. Use your word processing software to add a header that appears at the top of each page that it head and page number. The header appears within the top margin, not below it. Learn More Publication Manual (6th ed., section 8.03, pp. 229–230) From the APA Style Blog: Back to top on the page There are five levels of sections in APA Style. Go through the levels numerically, starting with level 1, without skipping levels. The number of headings required for a paper depends on the complexity and subject matter of the document. Parts of similar importance have the same level of category. Don't use Introduction as the first headline, it assumes that the beginning of the document is the introduction. Use boldface and/or italics only for headings in the body of your paper (as described for each heading level in the publishing guide). Use regular font formatting (no bold word or italics) for all section titles, such as Abstract, Author's Note, Title of your paper (on the title page and on the page where the text begins), References, Appendix/attachments, and footnotes. These are not headings, but labels for these sections. Back to top of page lists, such as numbered lists and bulleted lists, can be used in APA style. Each item on the list is interrupted at the end by a comma, semicolon, or period, depending on the grammatical structure of the list. Numbers are followed by periods and are not bracketed. In current text, a series of items is indicated with letters in parentheses: (a) first item, (b) second item, and (c) third item. Back to top of page tables you present a large amount of material efficiently. Table layout should be logical and easy for readers to understand. Here are some guidelines for formatting your table. Place each table on a separate page at the end of your manuscript, after the reference list. If the font size and style are not specified by the organization you're writing for (for example, publisher, university), the suggested font is 12-point Times New Roman. Margins depend on the size of the table, but must be at least 1 inch (2.54 cm). Tables can use one-distance or one-and-a-half distance (p. 229). Information needed to understand the table and definitions of abbreviations used in the table is displayed in a table note. More information Publication Manual (6th ed., sections 5.07–5.19, pp. 128–150; Table 5.1, p. 1. Section 8.03, p. 1. A good figure is easy to read with elements large enough to read easily. Here are some guidelines for creating your figure. Place each figure on a separate page at the end of your manuscript, after tables (or after the reference list, if there are no tables). 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