

Ordering Pages in an APA Document

Upon completion of this lesson, you will be able to correctly order the pages within an APA document to include appropriate page breaks for elements that should start on a new page. Just as there are guidelines about the specific elements that should be included in an APA document, there are also guidelines that cover the order of the elements.

Reference Location(s) in the APA Manual

Refer to the following sections of the APA manual for specific guidelines for ordering pages in APA documents:

Section	Content
5.05 Order of the manuscript pages	Lists the order of the sections of a document and states whether each section starts on a new page
5.15 Title Page	Summarizes the requirements for formatting the title page
5.16 Abstract	Summarizes the requirements for formatting the abstract
5.17 Text	Summarizes the requirements for formatting the body of the document
5.18 References	Summarizes the requirements for formatting the references section
5.19 Appendixes	Summarizes the requirements for formatting the appendixes
5.20 Footnotes and Notes	Summarizes the requirements for formatting footnotes and notes
5.21 Tables and Table Titles, Notes, and Rules	Summarizes the requirements for formatting table elements
5.22 Figures and Figure Captions	Summarizes the guidelines for formatting figures and captions

Overview of the Formatting Guidelines

- While a title page, abstract, main body, and references are typically required for all documents, a document may or may not have appendixes, footnotes, tables, or figures (and figure captions).
- Some elements of an APA document start on a separate page, as indicated in the table below. The order of the elements in the document should match the order of the elements in the table.

Section of the Paper	Page
Title page	Page 1
Abstract	Page 2
Main body of the paper (text)	Start on page 3
References	Start the section on a new page.

Appendixes	If applicable, start each appendix on a separate page (if applicable).
Author note (if applicable)	If applicable, start the section on a new page.
Footnotes (if applicable)	If applicable, list all footnotes together starting on a new page.
Tables (if applicable)	If applicable, start each table on a separate page.
Figure captions (if applicable)	If applicable, list all figure captions together starting on a separate page.
Figures (if applicable)	If applicable, start each on a separate page

Examples of the Order of Pages

Correctly Sequenced Pages

On the following page is an example of the correct sequence of pages in an APA document.

Table 1

Sample Export File for Test Results

Appendix B

Informed Consent Form for Students

Appendix A

Literature Map

References

Anderson L. W. & Krathwohl D. R. (Eds.) (2001). *A taxonomy for learning, teaching, and*

The Relation between Students' Scores and Perceptions
on Open-Response and Closed-Response Tests

A surgeon has passed all of the multiple-choice competency exams. Is he or she ready to

Abstract

Proponents of multiple-choice competency exams have argued for the efficiency and affordances

Incorrectly Sequenced Pages

On the following page is an example of an incorrect sequence of pages in an APA document.

References

Anderson, L. W., & Ertmer, D. B. (Eds.). (2001). *A Assessment Strategies for Teaching and Learning*. San Francisco: Jossey-Bass.

Appendix B

Informed Consent Form for Students

Appendix A

Literature Map

Table 1

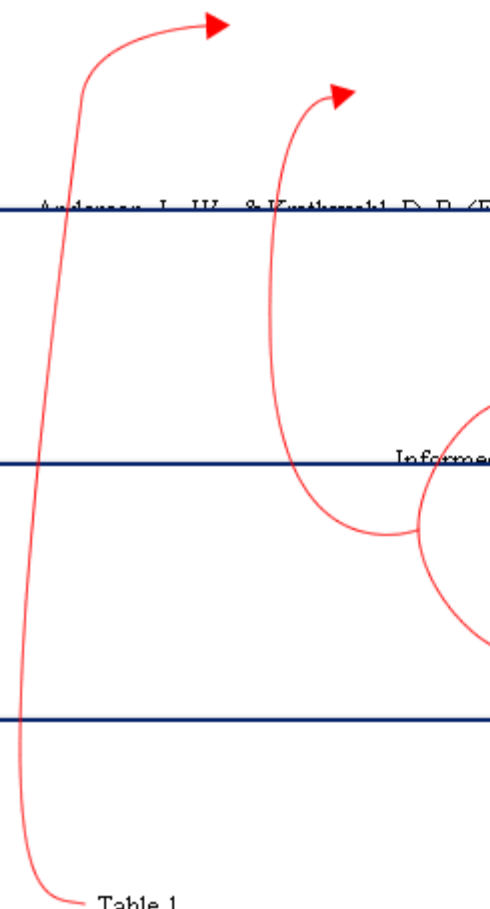
Sample Report File for Test Results

The Relation between Students' Scores and Perceptions
on Open-Response and Closed-Response Tests

A surveyor has passed all of the multiple-choice competency exams. In his or her report to

Abstract

Proponents of multiple-choice competency exams have argued for the efficiency and affordances



Common Mistakes Made with Page Ordering

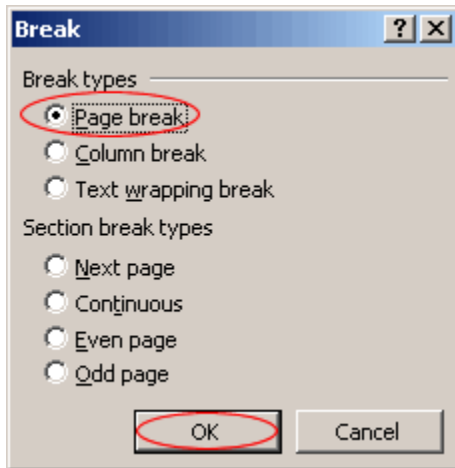
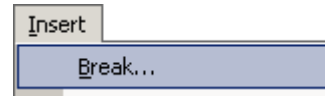
Listed below are common mistakes made when ordering the pages in an APA document.

- Starting the main body of the paper on the same page as the abstract.
- Not starting each appendix on a new page
- Not starting references on a new page
- Not including an abstract

Applying the Guidelines in MS Word

To start a section on a new page, you can create a manual page break. To create a manual page break:

1. Position the cursor at the start of the text that you want to place on a new page.
2. Select the *break* command from the *insert* menu.
3. In the *break* dialog box, select *page break*. Then click the *OK* button to insert the page break.



Reference

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association.