APA Formatting for Chapter Headings or Table Titles

If you’re conforming very strictly to APA protocol, you will need two lines for the titles of tables and for the titles of chapters. This presents a challenge when formatting with heading styles in Word, because Word only allows one line. Adding a second line will usually get that second line added (awkwardly) to your table of contents as well, while deleting it from the heading deletes it from the table of contents as well. It is possible to bypass this problem by leaving necessary text in place but making it “invisible” by using a white font.

Word 2016 for Mac users: Please note that the white captions will pull through to your list of figures (or tables or what have you) in white. To see it correctly, follow the steps below then highlight the whole list of figures and change the font color to black.

For Chapter Titles:
1. Type as follows: Chapter 1: “Title of Chapter”
2. With the cursor still on this line, click “Heading 1” from the style gallery and apply your usual style to this line. (For instructions on setting styles, see the full how-to guide at: http://guides.lib.ku.edu/etd/ETD_Home)
3. Now use the font tools in the Home tab to change the font color to white for everything except “Chapter 1” (don’t forget the colon!) It will look something like this below (only yours will be completely invisible):

   Chapter 1: “Title of Chapter”

This will ensure that the title of the chapter appears properly in your table of contents without having to share the same line on the page. Now, however, we need to place the title in the line under the chapter number.
4. On the line below “Chapter 1,” type just the title. Boldface and center it manually but do not use a heading style.
5. You may need to tweak the spacing by hand to get the first line centered properly.

For Table Titles:
The screenshot below shows APA style for table titles. In the final copy, tables will be numbered Table 1, Table 2, etc. on the first line and then the name of the table will be printed, in italics, on the second line, which again presents a problem when working with the table of contents. This problem is resolved in the same manner listed above for chapter titles. Here’s how to do it:

1. Set the captions for your tables normally (For instructions on setting captions, see full how-to guide at: http://guides.lib.ku.edu/etd/ETD_Home).
2. When the full table number and title appears, highlight and copy just the title of the table (not the table number.)
3. Paste the title in the next line below the table number and italicize or adjust the font as necessary.
4. Going back to the table number line, now, begin with the colon and highlight everything except Table #.
5. Use the font tools in the Home tab to change the font color to white (shown above).