APA Style uses a unique headings system to separate and classify paper sections. Headings are used to help guide the reader through a document. The levels are organized by levels of subordination, and each section of the paper should start with the highest level of heading.

- There are 5 heading levels in APA. Regardless of the number of levels, always use the headings in order, beginning with level 1. The format of each level is illustrated on the next slide. You will have no reason to use Level IV or Level V headings. Therefore, we will focus on only Level I-III headings.
If your case study analysis has three sections, some of which have subsections and some of which don’t, you must use headings depending on the level of subordination. Section headings receive level one format. Subsections receive level two format. Subsections of subsections receive level three format. *See example on next slide*

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Headings</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase heading with a period.</td>
</tr>
</tbody>
</table>
Risk Management (RM): The Case for the Progressive Law Enforcement Leader (Level I)

- **Note:** Centered, Boldface, Uppercase and Lowercase Headings

Risk Management and Police Leadership (Level II)

- **Note:** Left-aligned, Boldface, Uppercase and Lowercase Heading

- Human. (Level III)
- Environment. (Level III)
- Machine. (Level III)
- External factors. (Level III)
- **Note:** Indented, boldface, lowercase heading with a period.
Normore and Javidi (2019) state, “leadership and management are two different concepts oftentimes misused interchangeably” (p. 17).

- **Note:** the use of “and” at the beginning of a statement (not “&”)
- **Note:** the use of quotation marks & page number because the statement is a direct quote

Leadership is frequently used in place of management; yet, the two concepts are very different in nature (Normore & Javidi, 2019).

- **Note:** the use of “&” at the end of a statement (not the beginning)
- **Note:** the statement is paraphrased and therefore not need to use quotation marks or page number.

If statement is from an electronic source with no page number for a “direct quote”, you must use “para. #” instead. (e.g., Normore & Javidi, 2019, para. 9).
APA Writing Style
Appropriate use of Reference List

- **Book**

- **Professional Article**

- **Book Chapter**

- **Electronic/Internet Source**
APA Writing Style
from within a course Module

- Citing a presenter/lecturer/video


Note: Alphabetical order.