

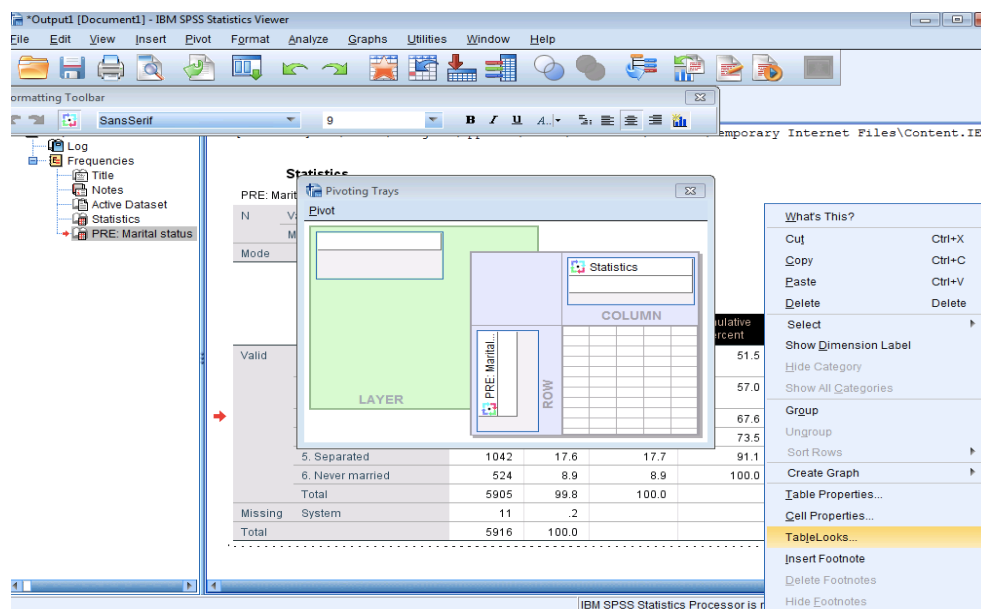
APA Formatting for Univariate Tables

This handout covers how to create an APA formatting template in SPSS for your data output. As mentioned in the both labs and several assignment rubrics, APA format is required for all tables and charts produced in SPSS (and copied into your SPSS assignments and your final data analysis paper). All written work needs to conform to one of the major formats—APA, APSA, Chicago, etc. but tables and charts in the first and second SPSS assignments as well as the final data analysis paper **must be in APA format**. This handout will give you step-by-step instructions.

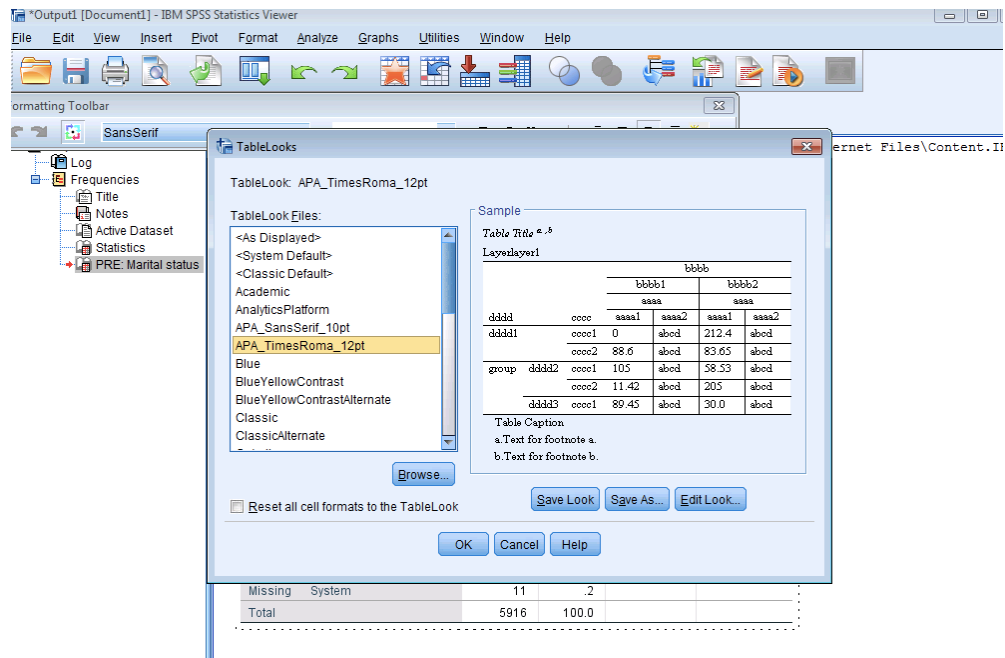
Creating APA Template:

The default format for all data output in SPSS is not in the appropriate format for presentation in research papers or homework assignments. Creating an APA formatting template in SPSS and saving that template on your local drive will allow you to more easily edit and copy your frequency tables and crosstabs to WORD documents.

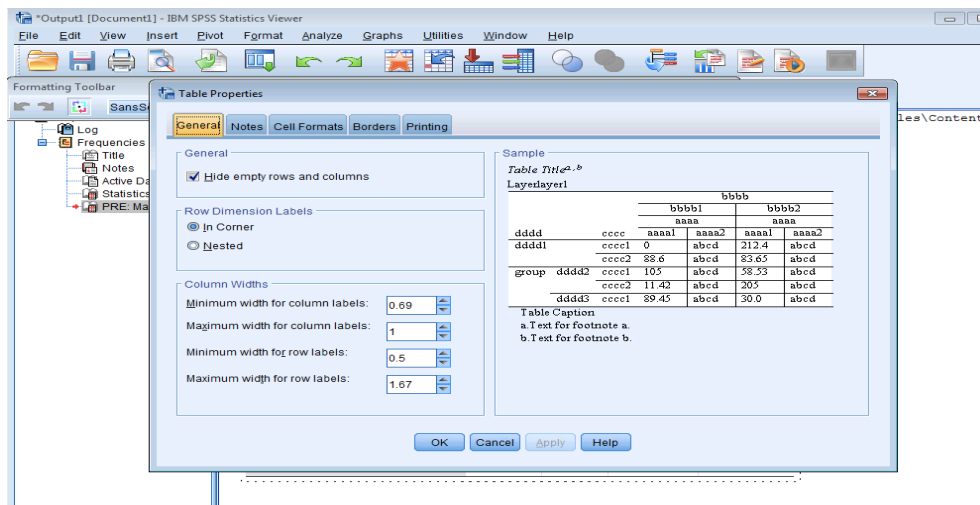
- First, generate the frequency table you wish to format. For this example, we will use dem_martial from the NES 2012 dataset on Blackboard.
- Notice that this default format is not in APA format. This is fine for data analysis in general but if you are exporting your tables to a WORD document for publication, they need to be in APA format. To do this, let's create and save an APA Template.
- In the output window, **double click** to select the table → now right click inside the table to bring up a menu → select **table looks** → this will bring up a table looks window in which you can edit and save the way your table is presented.

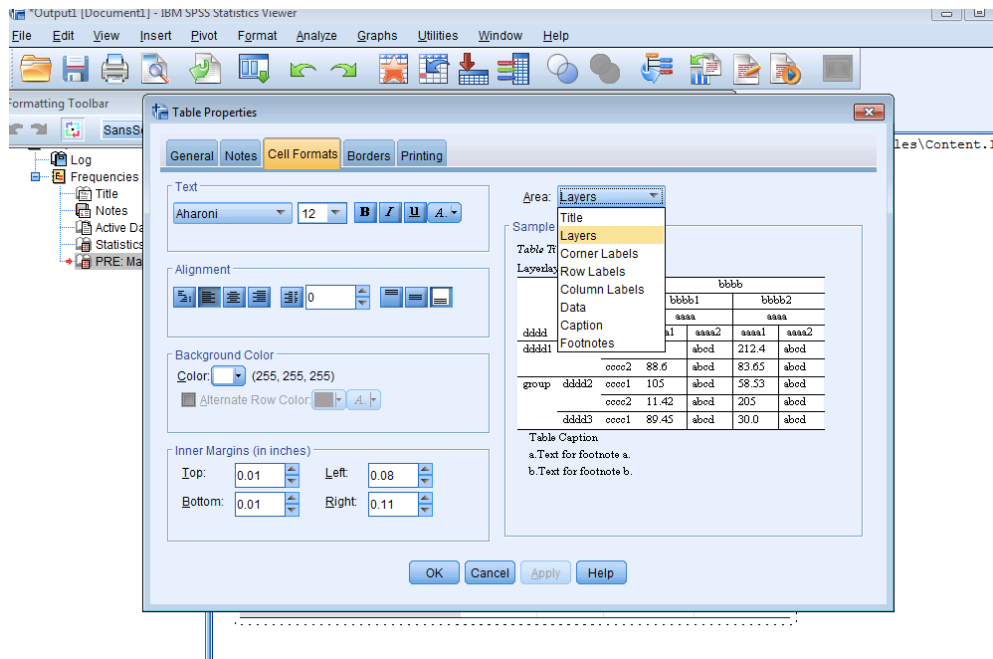


- In the 'files' window select "APA_TimesRoma_12pt" → and choose 'edit looks'. This will open a new window in which we can edit the 'APA_TimesRoma_12pt' template into an APA template.

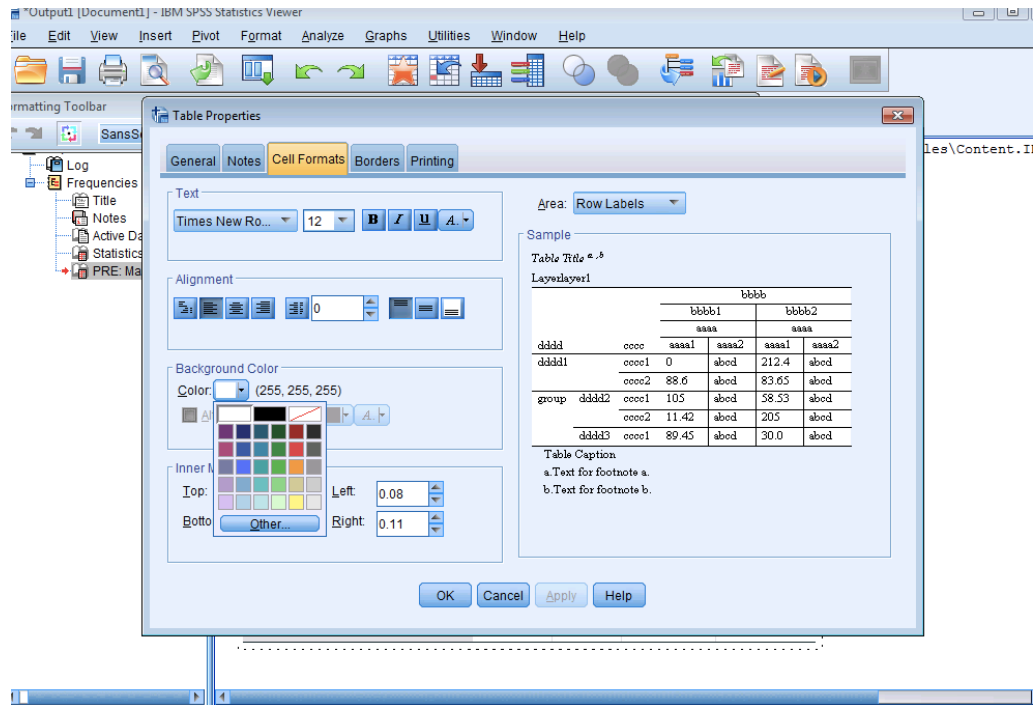


- Along the top, select the **"cell formats" tab**. APA format requires: 12 point font for all your data in the table, no bolding, Times New Roman font, and an italicized title on the left margin. To make these changes, do the following:
- In the dropdown menu under 'area' select each property (title, data, etc.) and change the **font to 12 point Times New Roman**.

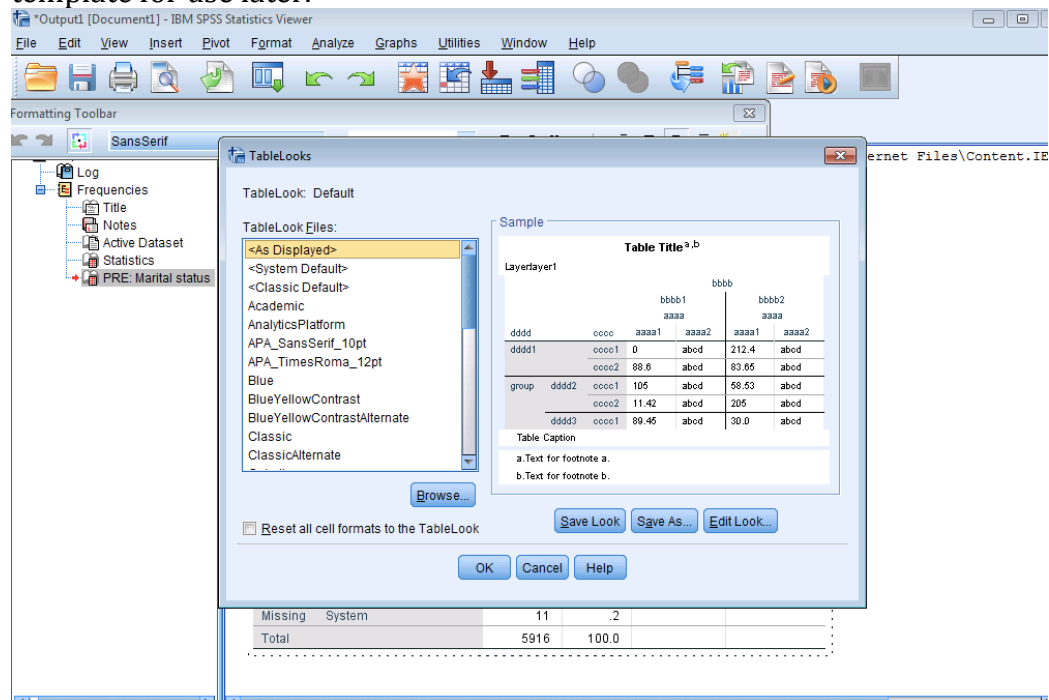




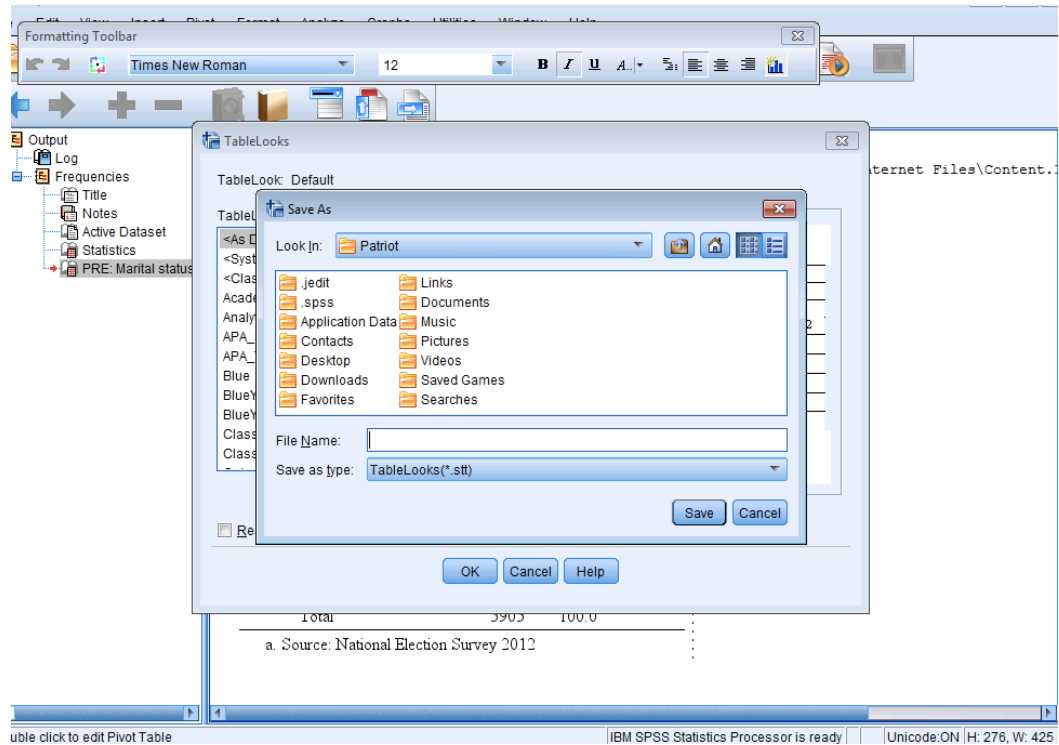
- *Note: Yes, the look name may include Times Roman and 12 point font but you still need to do this manually. Please note that some of the computers have multiple Times New Roman options. When deciding which one to use, look at the view of the APA template on the right. As long as no small boxes appear in lieu of actual characters, you can use the Times New Roman. If boxes appear, select another Times New Roman.*
- When you get to '**Row Labels**', change the 'Background Color' from grey to white in the dropdown menu.



- Click OK to exit out of editing your table. Now choose “save as” to save your template for use later.



- You will need to save this template on one of your local directories (flash drive, hard drive, etc.).



- Name the template “APA Format Template” and be sure and save it as a .stt file extension (default).
- Click ‘save’ and you’re set.
- Now, what we want to do is apply this template to all our table outputs in SPSS.
- Close out of your output window in SPSS. Go to: open ‘Table Looks’→‘Browse’ and find your saved template on your local drive→click ‘OK’ and then click ‘apply’ to apply this template to all your SPSS outputs.

Formatting Toolbar

SansSerif 9 B I U A...

Output
Log
Frequencies
Title
Notes
Active Dataset
Statistics
PRE: Marital status

/STATISTICS=MODE
/ORDER=ANALYSIS.

Frequencies

[DataSet1] C:\Users\esengwhi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Cont

Statistics

Variables: PRE: Marital status

N	Valid	5905
	Missing	11
Mode		1

Marital Status Frequency

X
1. Married: spouse present
2. Married: spouse absent (VOL)
3. Widowed
4. Divorced
5. Separated
6. Never married

Context menu options:

- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Delete
- Show Dimension Label
- Create Graph
- Table Properties...
- Cell Properties...
- TableLooks...
- Insert Footnote
- Delete Footnotes
- Hide Footnotes
- Pivoting Trays
- Toolbar

Formatting Toolbar

SansSerif 9 B I U A...

Output
Log
Frequencies
Title
Notes
Active Dataset
Statistics
PRE: Marital status

TableLooks

TableLook: Default

Open

Look In: Desktop

- Libraries
- esengwhi
- SPSS 24 with default settings
- Network
- APA template.stt

File Name:

Files of type: TableLooks(*.stt)

Open Cancel

OK Cancel Help

3. Widowed	629	10.6	67.6
4. Divorced	347	5.9	73.5
5. Separated	1042	17.7	91.1
6. Never married	524	8.9	100.0

APA Edits to Frequency tables in SPSS:

- After applying the APA Template to all your SPSS output...
- Now, right click on the table and choose “edit” then choose “in a separate window”. This will bring up a new window in which you can finish up editing on your table.

The screenshot shows the SPSS Output Viewer window. On the left, the 'Output' pane lists 'FREQUENCIES', 'Title', 'Notes', 'Active Dataset', 'Statistics', and 'PRE: Marital status'. The main window displays the frequency table for 'PRE: Marital status'. A right-click context menu is open over the table, with options including 'Cut', 'Copy', 'Copy Special...', 'Paste After', 'Create/Edit Autoscript...', 'Style Output...', 'Export...', 'In Viewer', and 'In Separate Window'. The 'In Separate Window' option is highlighted.

Statistics
PRE: Marital status

N	Valid	Missing
	5905	11

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1. Married: spouse present	3043	51.4	51.5	51.5
	2. Married: spouse absent (VOL)	320	5.4	5.4	57.0
	3. Widowed	629	10.6	10.6	67.6
	4. Divorced	347	5.9	5.9	73.5
	5. Separated	1042	17.6		
	6. Never married	524	8.9		
	Total	5905	99.8		
Missing	System	11	.2		
Total		5916	100.0		

- Let's start from the top and work our way down the table. Double click on the title and add a more readable title with appropriate capitalization: “Marital Status Cumulative Frequency Table”. Now, we want to add a footnote to the title that lists the source for this data. Highlight the title and select Insert. Choose “insert footnote”. Type in ‘Source: National Election Study 2012’ and hit enter.

Pivot Table PRE: Marital status

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1. Married: spouse present	3043	51.4	51.5	51.5
	2. Married: spouse absent (VOL)	320	5.4	5.4	57.0
	3. Widowed	629	10.6	10.6	67.6
	4. Divorced	347	5.9	5.9	73.5
	5. Separated	1042	17.6	17.7	91.1
	6. Never married	524	8.9	8.9	100.0
	Total	5905	99.8	100.0	
Missing	System	11	.2		
Total		5916	100.0		

Pivot Table PRE: Marital status

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1. Married: spouse present	3043	51.4	51.5	51.5
	2. Married: spouse absent (VOL)	320	5.4	5.4	57.0
	3. Widowed	629	10.6	10.6	67.6
	4. Divorced	347	5.9	5.9	73.5
	5. Separated	1042	17.6	17.7	91.1
	6. Never married	524	8.9	8.9	100.0
	Total	5905	99.8	100.0	
Missing	System	11	.2		
Total		5916	100.0		

- Double click on 'frequency', 'valid percent', and 'cum percent' and change these column headings to F, %, and Cum. %.

PRE: Marital status^a

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1. Married: spouse present	3043	51.4	51.5	51.5
	2. Married: spouse absent (VOL)	320	5.4	5.4	57.0
	3. Widowed	629	10.6	10.6	67.6
	4. Divorced	347	5.9	5.9	73.5
	5. Separated	1042	17.6	17.7	91.1
	6. Never married	524	8.9	8.9	100.0
	Total	5905	99.8	100.0	
Missing	System	11	.2		
Total		5916	100.0		

a. Source: National Election Survey 2012

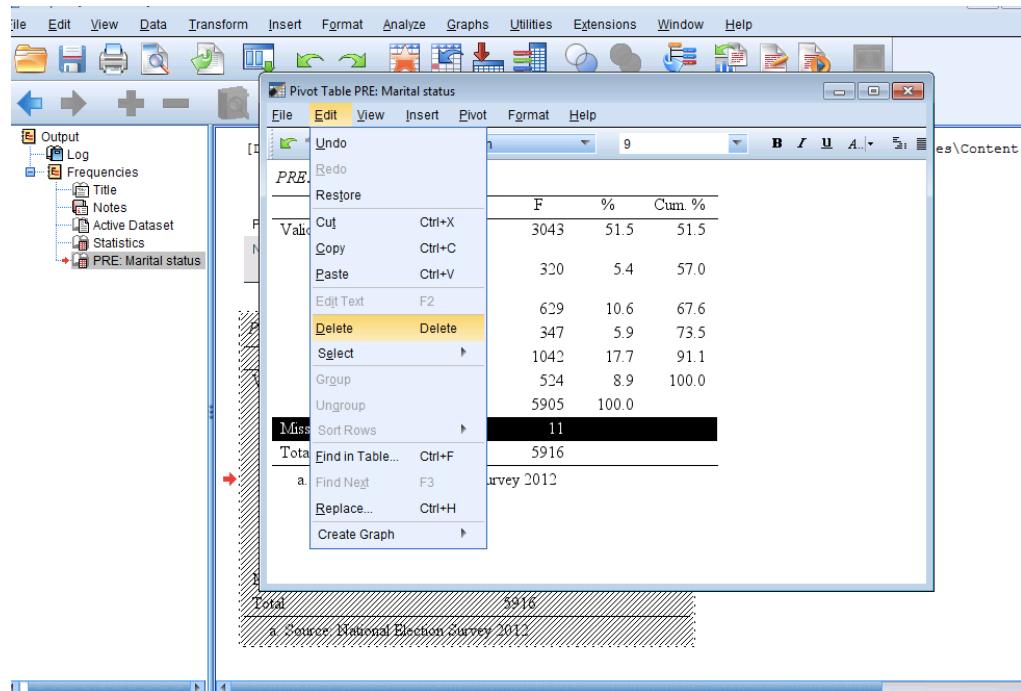
- Remember that we are only interested in the 'valid percent' or the percentage of actual responses, not the missing data. So, let's delete the 'percent' column from this table. Highlight this column and click 'Edit' then 'Delete'.

PRE: Marital status^a

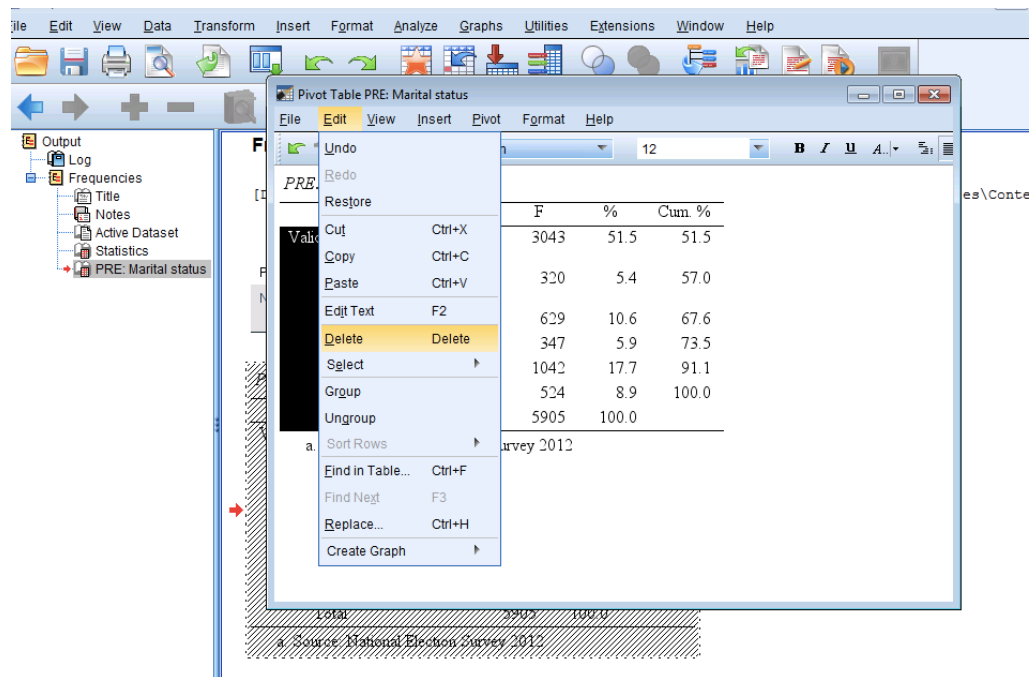
		F	Percent	%	Cum. %
Valid		3043	51.4	51.5	51.5
		320	5.4	5.4	57.0
		629	10.6	10.6	67.6
		347	5.9	5.9	73.5
		1042	17.6	17.7	91.1
		524	8.9	8.9	100.0
		5905	99.8	100.0	
Miss		11	.2		
Tota		5916	100.0		

a. Source: National Election Survey 2012

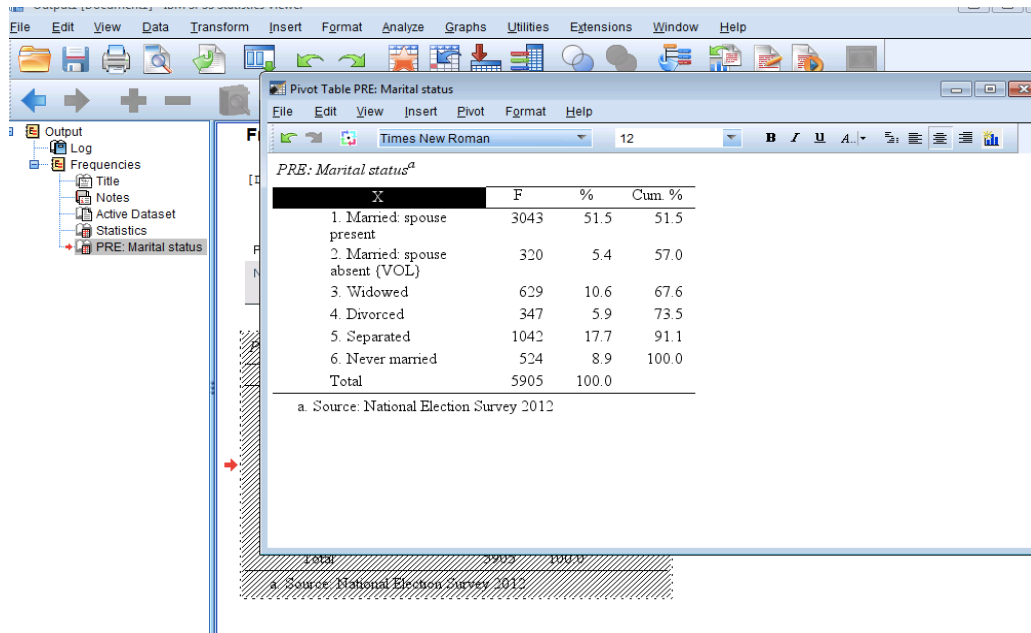
- Next, we want to omit the missing row and the second totals row (that includes the missing). Highlight and delete these cells so that we are only left with the one total row directly underneath the data.



- Now, we want to omit the 'valid' in the left column. Highlight 'valid' and right click and choose 'delete'.



- Double click the cell above your categories and rename it simply “X”. Highlight the cell and select the aligned center button.



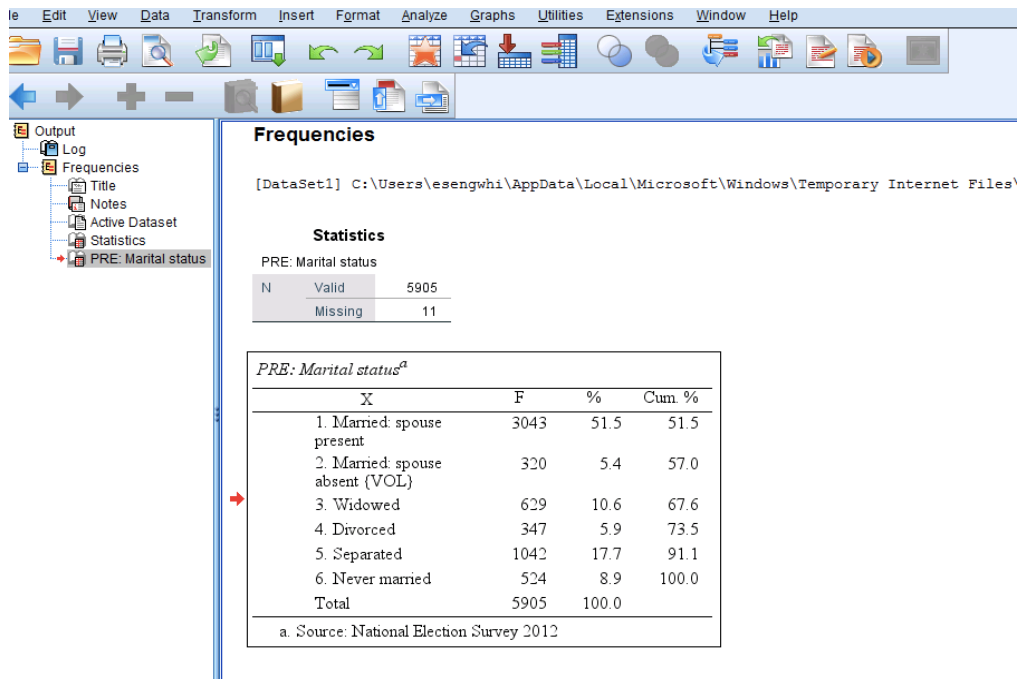
Pivot Table PRE: Marital status

PRE: Marital status^a

X	F	%	Cum. %
1. Married: spouse present	3043	51.5	51.5
2. Married: spouse absent (VOL)	320	5.4	57.0
3. Widowed	629	10.6	67.6
4. Divorced	347	5.9	73.5
5. Separated	1042	17.7	91.1
6. Never married	524	8.9	100.0
Total	5905	100.0	

a. Source: National Election Survey 2012

- Now your frequency table is ready to be copied and pasted into a homework assignment or publication!



Frequencies

[DataSet1] C:\Users\esengwhi\AppData\Local\Microsoft\Windows\Temporary Internet Files\

Statistics

PRE: Marital status

N	Valid	Missing
	5905	11

PRE: Marital status^a

X	F	%	Cum. %
1. Married: spouse present	3043	51.5	51.5
2. Married: spouse absent (VOL)	320	5.4	57.0
3. Widowed	629	10.6	67.6
4. Divorced	347	5.9	73.5
5. Separated	1042	17.7	91.1
6. Never married	524	8.9	100.0
Total	5905	100.0	

a. Source: National Election Survey 2012