APA style Formatting for SPSS tables

1. Open an SPSS dataset. One can be found on Professor Connor's website on the Statistics page within the SPSS Tutorials dropdown: https://loraconnor.com/psych280/psych_280/statistics

2. Generate a table of frequencies for one of your categorical variables by going to Analyze > Descriptive Statistics > Frequencies…

    - Select one of your categorical variables and place it into the Variable(s) box using the arrow button, make sure there's a check in the Display frequency tables box in the lower left-hand corner of the splash screen, and click OK.

    - You will get a table similar to the one below in the output window. This is the default SPSS table format (Figure 1).

Figure 1

Default SPSS table format example

Sports

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Dislike	4	10.3	10.3	10.3
	Don't Care	11	28.2	28.2	38.5
	Like	24	61.5	61.5	100.0
	Total	39	100.0	100.0	

3. We need to convert it to the APA Style formatting below (Figure 2).

Figure 2

APA Style formatting table example

Sports

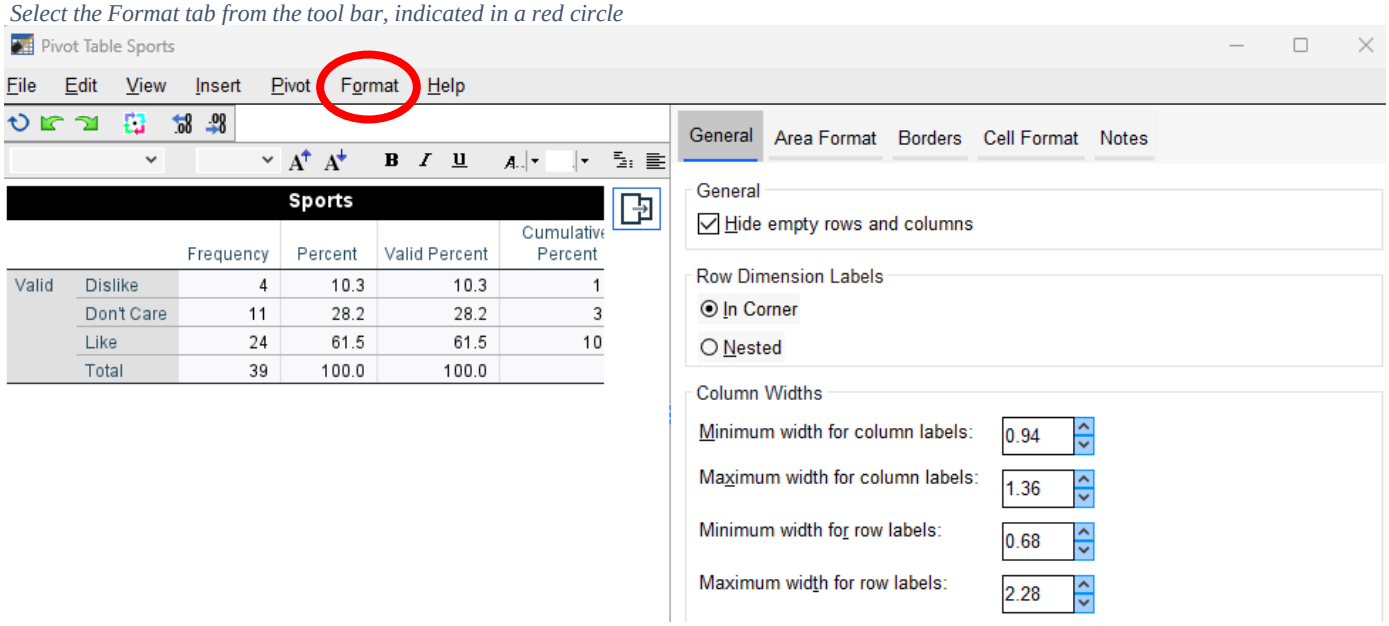
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Dislike	4	10.3	10.3	10.3
	Don't Care	11	28.2	28.2	38.5
	Like	24	61.5	61.5	100.0
	Total	39	100.0	100.0	

4. Depending upon the version of SPSS you have you will do one of the following.

- For newer versions: Double click on the table and then click Format in the toolbar (Figure 3) and click Tablelooks.. from the dropdown menu
- For older versions: Double click on the table. Then, while hovering over the table, right click and choose TableLooks…

Figure 3

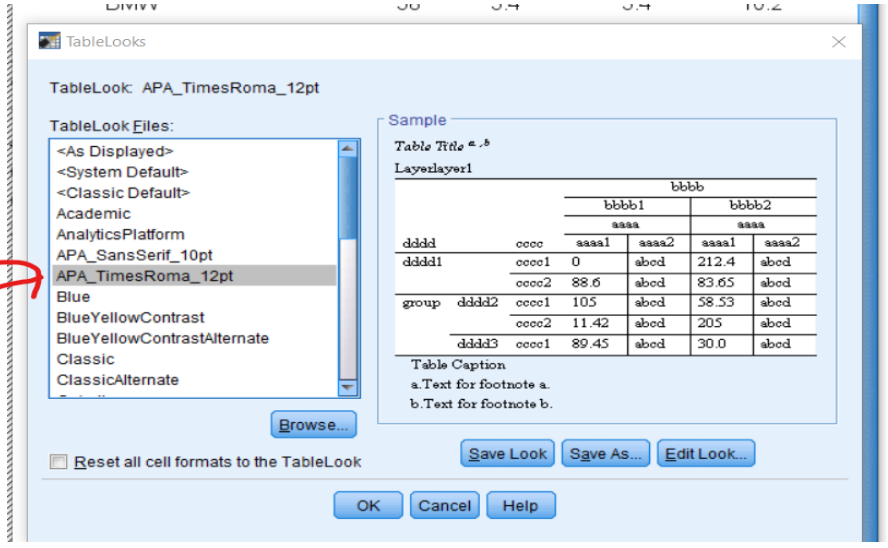
Select the Format tab from the tool bar, indicated in a red circle



5. Select APA_TimesRoma_12pt (Figure 4).

Figure 4

From TableLooks, select APA_TimesRoma_12pt under "TableLook Files" indicated with red arrow



6. Click Ok. You will get the table in APA formatting form.

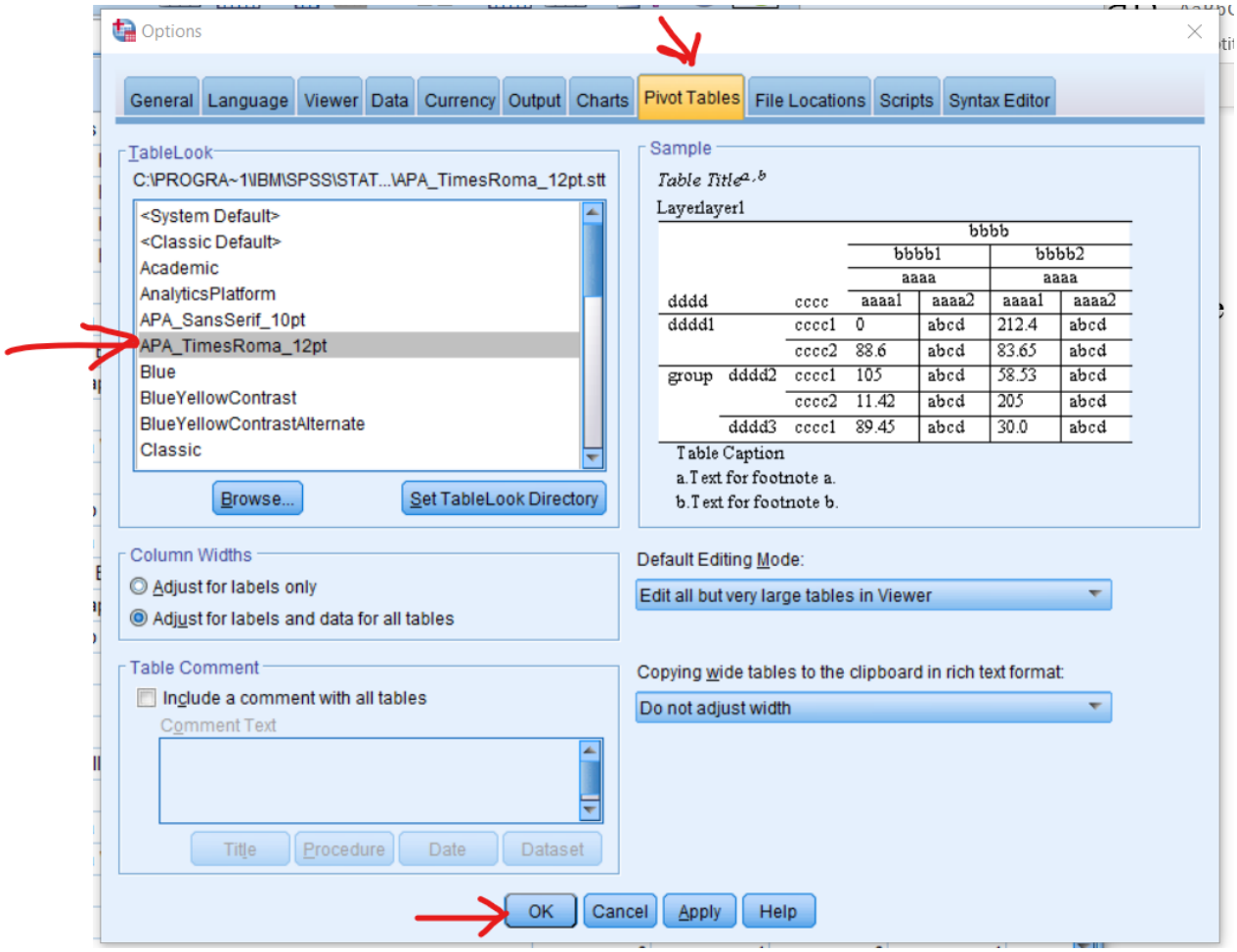
Changing the default Tablelook format to APA format

If you want to permanently change the table format to APA formatting instead of the SPSS default, follow the following steps.

1. In the SPSS data window, select “Edit” > “Options”
2. In the “Options” window, select the “Pivot Tables” tab (Figure 5).

Figure 5

Select Pivot Tables from tool bar in the Options window, then select APA_Timesroma_12pt and select OK, all indicated with red arrow



3. Select APA_TimesRoma_12pt and click OK (Figure 5). You are done!