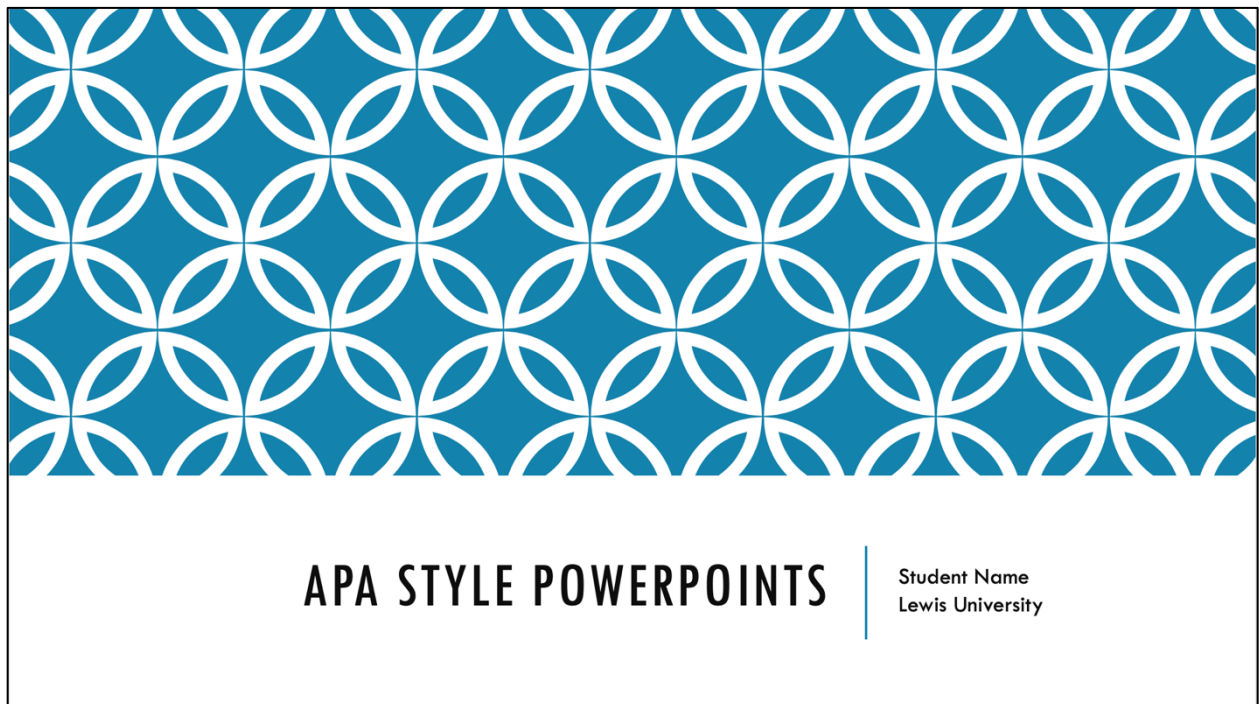


Formatting a PowerPoint in APA Style

APA style for PowerPoints is similar to APA style for essays with a few exceptions. This resource will address common questions regarding citations within slides, citations for photos, the title slide, and the reference slide. For a resource on APA writing basics please click [HERE](#).

Title Slide

This slide should contain the PowerPoint title, author(s), and university or organization name in a place that is easy to see.



Titles on Content Slides

The subsequent slides should have titles at the top of each of them. Formatting for these titles include the main words capitalized and spelled in full including “continued”. A continued slide is used when one topic has more than eight bullet points of information. The excess information can be continued on to another slide. An example can be seen on the second figure (Figure 2.).

Figure 1.

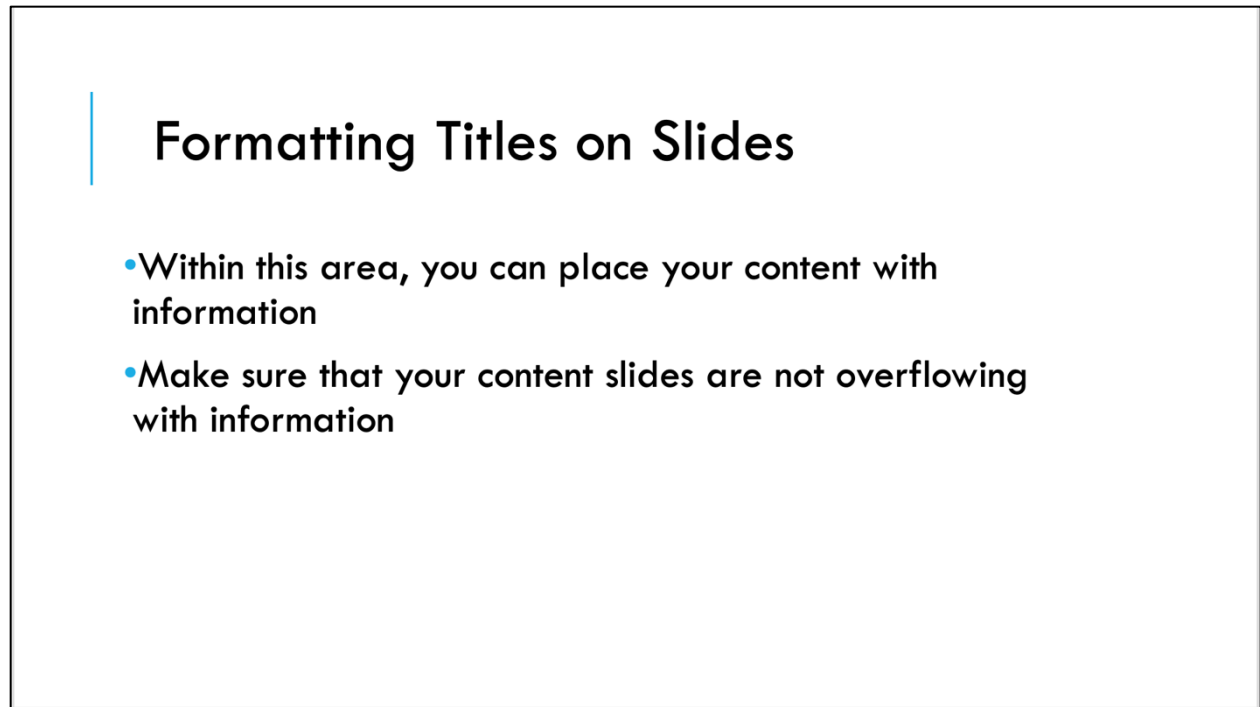
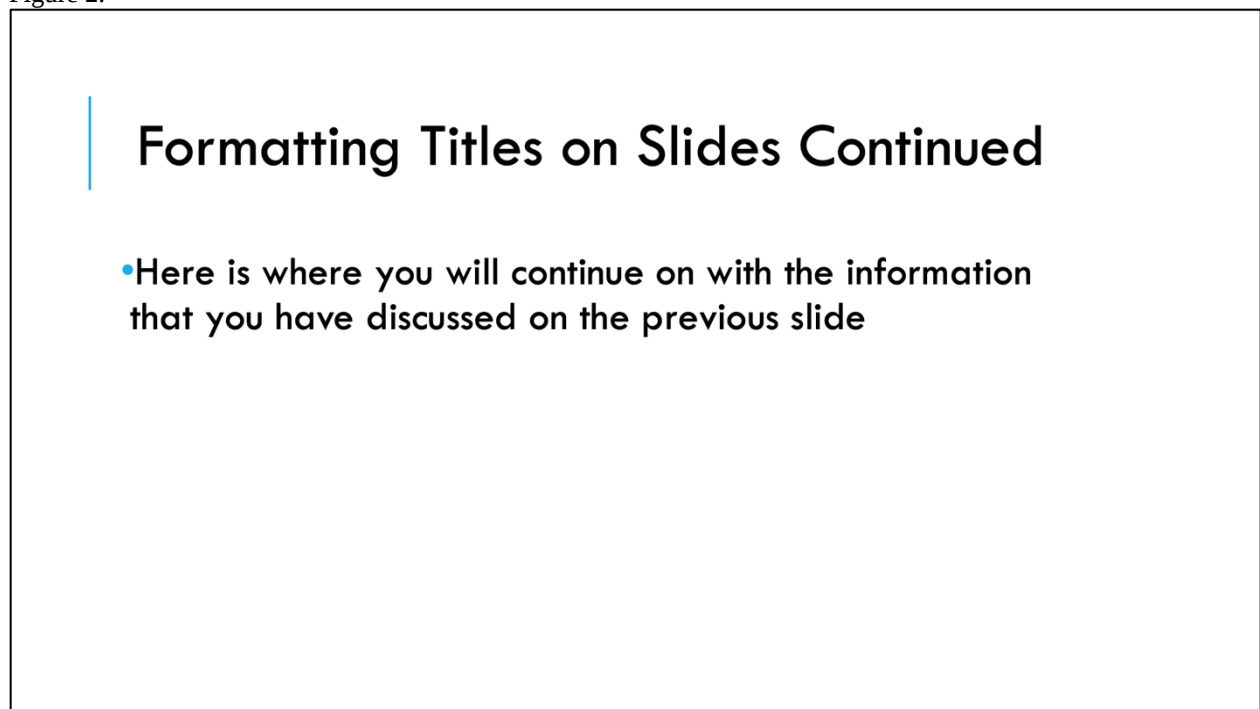


Figure 2.



Content

The content sections of your main slides should contain a blend of information and images. The information portions should not be too lengthy or fill up an entire slide. Make sure that the content makes sense, flows well, and is readable.

As previously mentioned, each slide should contain no more than eight bullet points of information.

Content

- Include pictures and words with citations for both
- Do not have full paragraphs for information being presented
- Include small blurbs and short sentences only



Citations for Content

Similar to an APA style essay, citations are needed for direct quotations and paraphrasing. Citations are needed for pictures found on the Internet that are not clip art or stock photos.

Citation

- If you have multiple bullet points of information on one slide that are from the same source, you do not have to cite after each bullet point
- The citation can be placed on this slide once, at the bottom right of the slide
- Make the font of this citation the same as the rest of the slide, still easy to read, but smaller in size than the rest of the slide's content

(Brown Mackie College, n.d.)

Citation Continued

- If there are multiple bullet points of information on one slide and the information has different authors, the citations are displayed separately (Linked In Corporation, 2018)
- Each individual bullet point should have a citation after the information (Brown Mackie College, n.d.)
- If multiple bullet points are from the same source, but there is one bullet point of information on the same slide from a different source, each bullet point within that slide should contain a citation at the end (Linked In Corporation, 2018)

Citation Continued

- Citations are needed for images acquired from the internet
- The citation should be placed directly under the image and denoted with figure number, description, and citation followed by a period

Example:

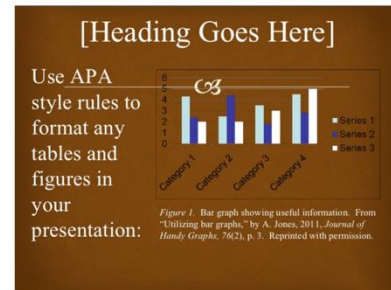


Figure 1. Example of slide with photo citation (Linked In Corporation, 2018).

Citation Continued

Clip art or stock images do not need to be cited



Slide Design

The style of the PowerPoint slides is just as important as the content within it. The choices made for placement and sizing of the words and images can enhance a presentation and assist in conveying the message. The images chosen for each slide should represent or enhance the subject being spoken about.

Style

- Pick a text color that contrasts with the background
- Make sure the slide background is not too busy or distracting
- Choose a font that is easy to read

WELL DESIGNED SLIDE

- Within a well designed slide, the font is easy to read
- Make sure the font size is readable so the viewer does not strain their eyes
- Ensure that images and words within the slide are not too close and are easy to see



POORLY DESIGNED SLIDE

This would be an example of a poorly designed slide

The text is small and hard to read against a very busy background

The images are also scattered around the slide with no logical placement



Style Continued

- Punctuation consistency
 - Make sure that the ending of each bullet point is formatted the same
 - For example, ending all of the bullet points with a period versus ending each bullet point without a period
- Wording consistency
 - Make sure the tenses (past, present, and future) are consistent with the point that is being conveyed

Reference Page

Formatting for a PowerPoint reference page is the same as the formatting for an APA formatted essay. If you need assistance with formatting a reference page in APA, please visit the Lewis OWL resource [HERE](#) and view the last page in the document.

References

Ashford University. (2017). How to make a PowerPoint presentation. Retrieved from

<http://writingcenter.ashford.edu/how-make-powerpoint-presentation>

Bennett College. (n.d.). APA style PowerPoint presentation. Retrieved from

<http://libraryguides.bennett.edu/home/library-tutorials/apa-style-presentations>

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Linked In Corporation. (2018). APA template PowerPoint. Retrieved from

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