IUP Applied Research Lab Workshop

SPSS to APA: Making SPSS Automatically Format Tables in APA Style

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Topics

- Create a variable and input data
- Create a table for editing
- Edit the format of an SPSS table
- Create a template, or "TableLook," that aligns with APA guidelines
- Apply the TableLook and view the reformatted table
- Change the default TableLook in SPSS

SPSS Default Format

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0	1	5.0	5.0	5.0
	1	1	5.0	5.0	10.0
	2	2	10.0	10.0	20.0
	3	3	15.0	15.0	35.0
	4	3	15.0	15.0	50.0
	5	3	15.0	15.0	65.0
	6	4	20.0	20.0	85.0
	7	3	15.0	15.0	100.0
	Total	20	100.0	100.0	

Predicted Steelers Wins in 2011

APA Table Format

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0	1	5.0	5.0	5.0
	1	1	5.0	5.0	10.0
	2	2	10.0	10.0	20.0
	3	3	15.0	15.0	35.0
	4	3	15.0	15.0	50.0
	5	3	15.0	15.0	65.0
	6	4	20.0	20.0	85.0
	7	3	15.0	15.0	100.0
	Total	20	100.0	100.0	

Predicted Steelers Wins in 2011

Create a Variable



- Open SPSS
- Under "variable view" create a new variable
 - Give the variable a name.
 - Set decimal places to zero.
 - Give the variable a label.
 - For this example, suppose we asked people to predict how many games the Steelers will win in the 2011 season

Input Data

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In the "Data View" tab, enter values for your variable

Create a Table for Editing

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 Create a frequency table using the drop-down menus

– "Analyze" > "Descriptives" > "Frequencies"

Create a Table for Editing



- Drag your variable to the "Variable(s)" column (or use the arrow)
- Click "OK"

Editing the Table

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Right-click on the table, then select "Edit Content" > "In Viewer"

Editing the Table

		Predicted	l Steelers W	Vins in 2011				
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- Right-click on the table again and select "TableLooks"
- A "TableLook" is a template that tells SPSS how to format your data tables

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- Select "CompactAcademicTimesRoman" from the list of TableLook files [1]
- Then click "Edit Look" [2], which opens the "Table Properties" screen

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- In the "Cell Formats" tab, adjust the font to 12-point [1]
 - You must adjust the font <u>separately</u> for <u>each element</u> of the table listed on the "Area" drop-down menu [2]
 - Additionally, when you are adjusting the "Title" font, also de-select the bold option [3], select the italic option [4], and left align it [5]

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- Switch to the "Borders" tab [1] in the "Table Properties" window
- Hold down the "Ctrl" key and select "Top inner frame" [2] " Bottom inner frame" [4]and "Data area top" [5]in the "Border" menu
- Change the line style to a single, thin line (the next-to-last choice) in the "Style" box [3]
- Click "OK" [6]

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- In the "TableLooks" window, click "Save As" [1]
- Use the "Look In" bar [2] to select a location
 - Make a note of the location, as you will need it shortly
 - If you are using a public IUP computer, such as in a computer lab, make sure to save the TableLook to your H: drive rather than the computer's hard drive
- Then name the TableLook [3] and click "Save" [4]

Applying the TableLook

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- Click the "Browse" button [1] and use the "Look In" bar [2] to locate and select your saved TableLook [3]
- Click "Open" [4]
- Then click "OK" [5] in the "TableLooks" window

Completed Table

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0	1	5.0	5.0	5.0
	1	1	5.0	5.0	10.0
	2	2	10.0	10.0	20.0
	3	3	15.0	15.0	35.0
	4	3	15.0	15.0	50.0
	5	3	15.0	15.0	65.0
	6	4	20.0	20.0	85.0
	7	3	15.0	15.0	100.0
	Total	20	100.0	100.0	

Predicted Steelers Wins in 2011

You should find yourself back in the SPSS output viewer with a table that now reflects APA style guidelines

If you would rather not make these changes every time you produce an SPSS table, you can change the default settings so that SPSS automatically uses the APA TableLook you created.

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 In the SPSS data window, select "Edit" > "Options"

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In the "Options" window, select the "Pivot Tables" tab [1], and then click the "Browse" button [2]

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- Use the "Look In" bar [1] to locate your saved APA TableLook. Select it [2], then click "Open" [3]
- Back in the Options window, click "Apply" [4] and then "OK" [5]
- All future tables will be produced in APA format

Other Resources

- The slides from this presentation and past ARL workshops are posted at the ARL website: <u>www.iup.edu/arl</u>
 - Click on the "Recent ARL Workshops and Handouts" link
- This presentation was adapted from a post by Jeremy Taylor on <u>www.statsmakemecry.com</u>

Contacting the Applied Research Lab(ARL)

- Location:G10 Donna D Putt HallHours:8:00 am 4:00 pmMonday through Friday
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