

SPSS to APA: Making SPSS Automaticall y Format Tables in APA Style

Topics

- 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

3 SPSS Default Format

Predicted Steelers Wins in 2011

	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	

APA Table Format

Predicted Steelers Wins in 2011

		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	

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Editing the 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	

The image shows a table with the following data:

	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	

The context menu options are:

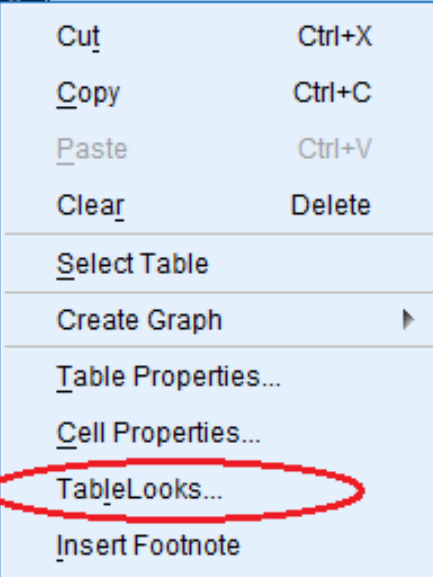
- Cut
- Copy
- Paste After
- Create/Edit Autoscript...
- Export...
- Edit Content** (highlighted)
 - In Viewer** (highlighted)
 - In Separate Window
- Set Rows to Display...
- Display Tables By Rows
- Navigate Rows

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

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Editing the Table

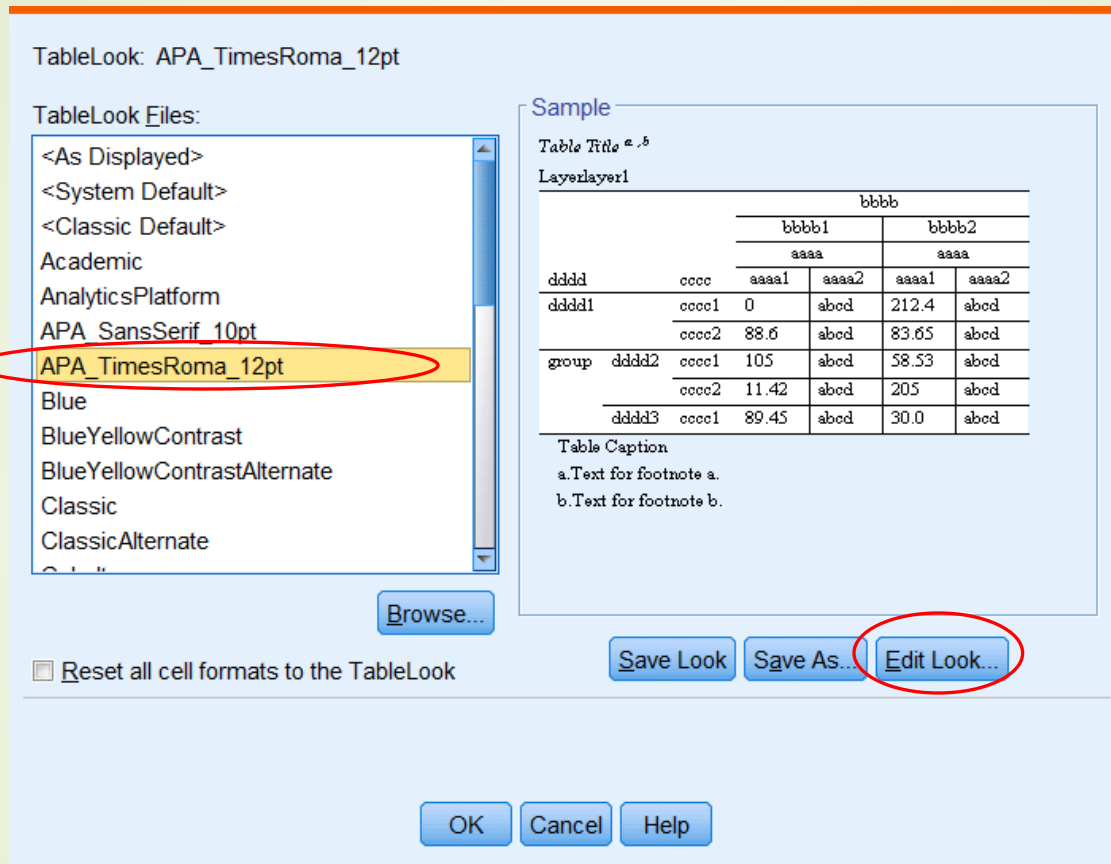
	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 0	1	5.0	5.0	5.0
1	1	5.0	5.0	10.0
2	2	10.0	10.0	20.0
3	3	15.0	15.0	35.0
4	3	15.0	15.0	50.0
5	3	15.0	15.0	65.0
6	4	20.0	20.0	85.0
7	3	15.0	15.0	100.0
Total	20	100.0	100.0	



- Right-click on the table again and select “TableLooks”
- A “TableLook” is a template that tells SPSS how to format your data tables

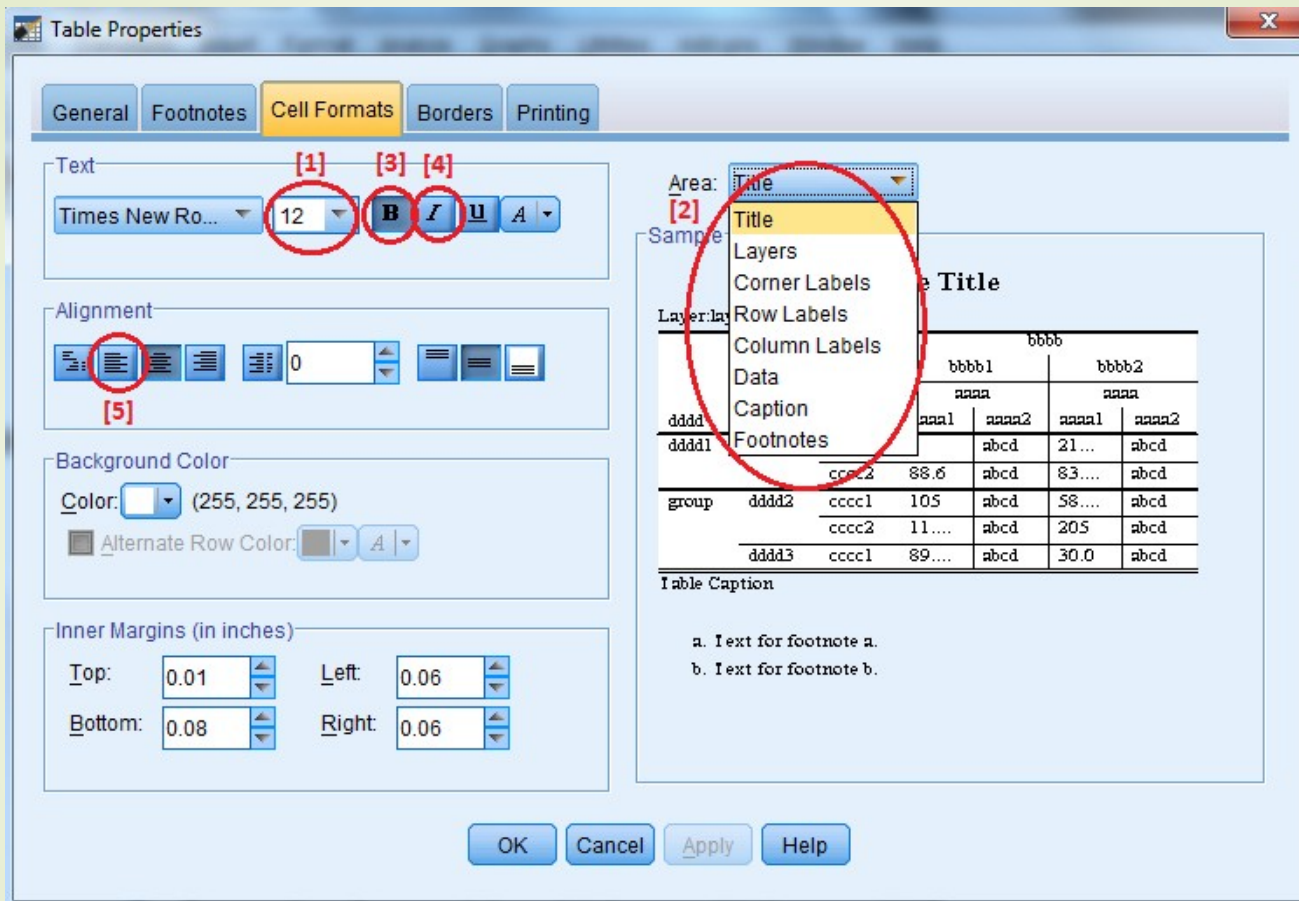
Creating a New TableLook

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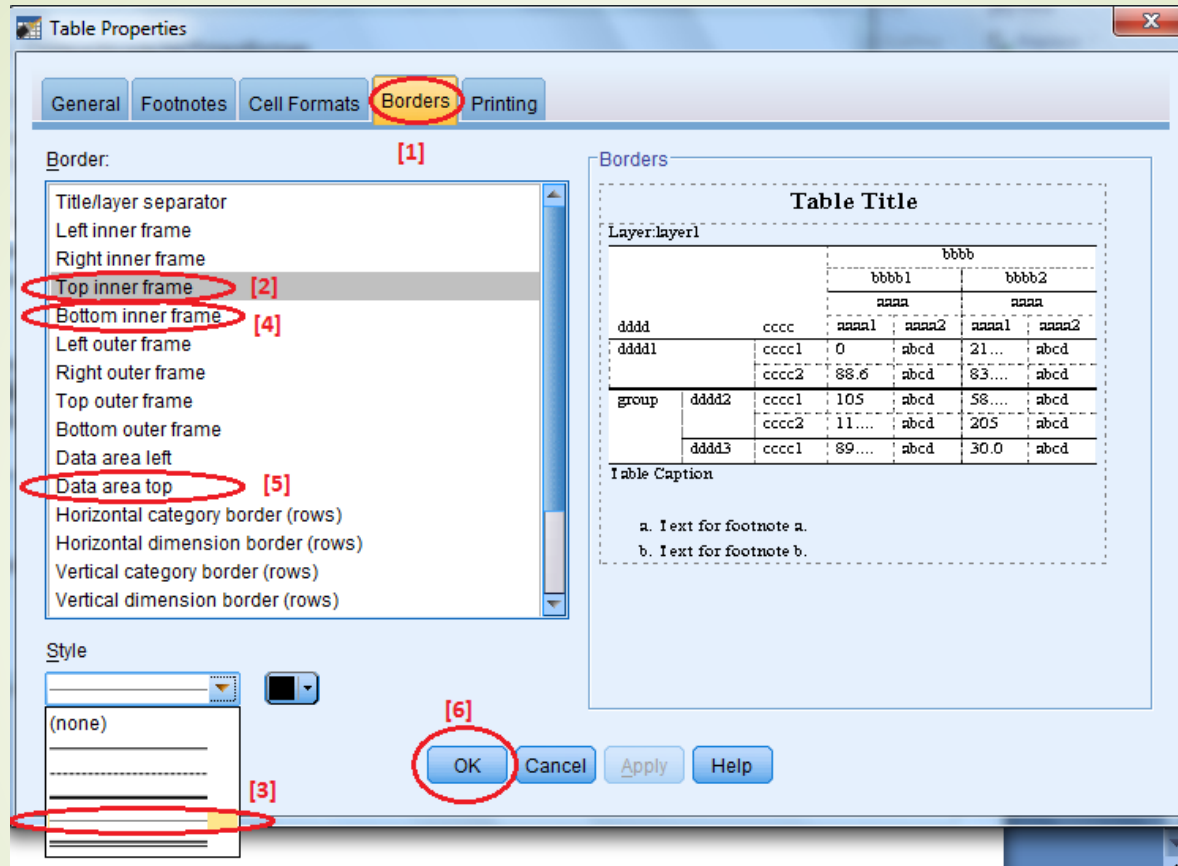
- Select “APA_TimesRoma_12pt” from the list of TableLook files [1]
- Then click “Edit Look” [2], which opens the “Table Properties” screen

Creating a New TableLook



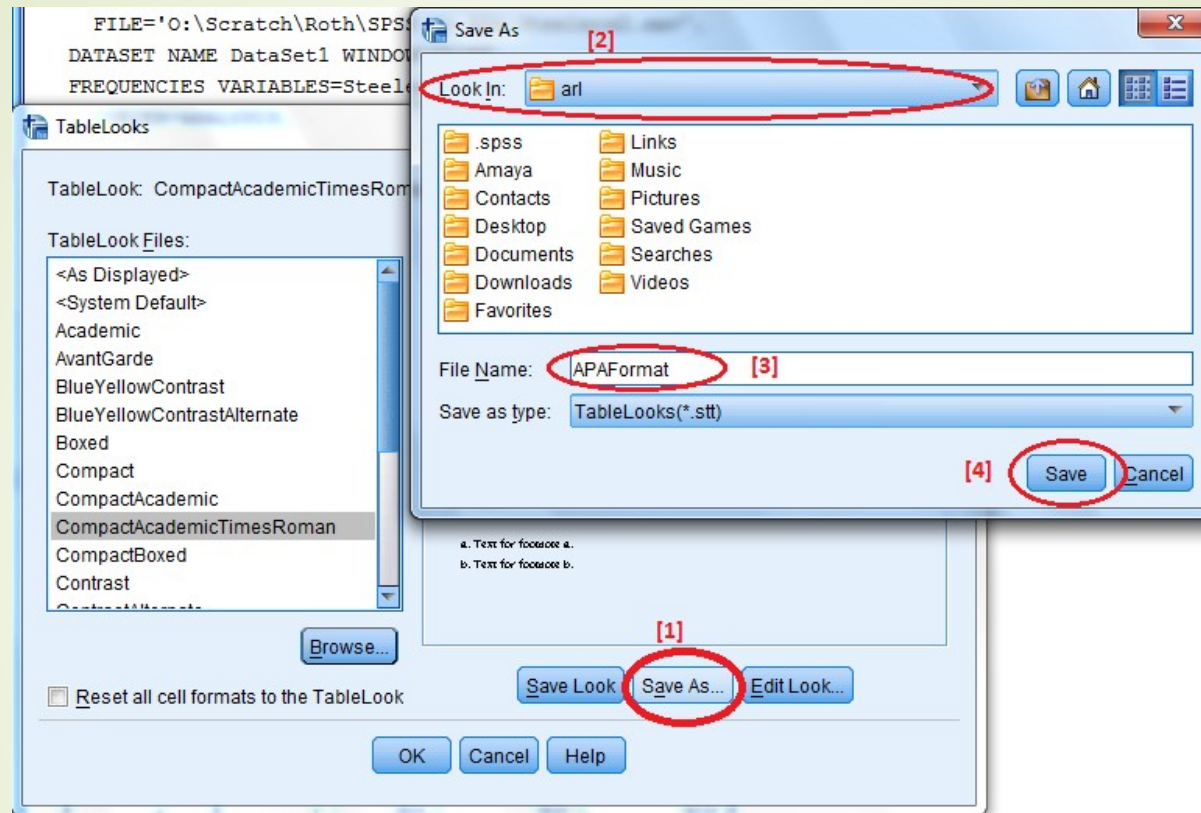
- In the “Cell Formats” tab, adjust the font to 12-point [1]
 - You must adjust the font **separately** for **each element** of the table listed on the “Area” drop-down menu [2]
 - Additionally, when you are adjusting the “Title” font, also de-select the bold option [3], select the italic option [4],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

Creating a New TableLook



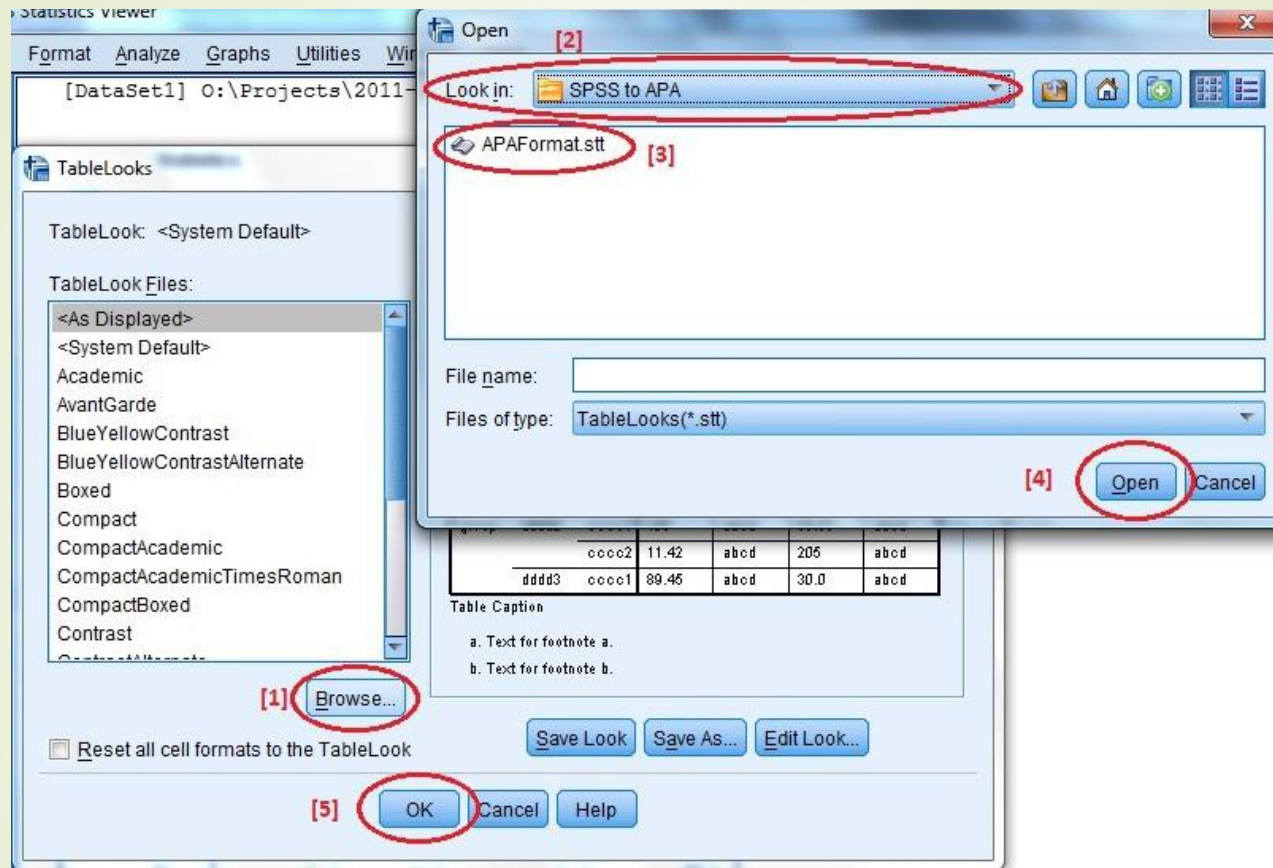
- Switch to the “Borders” tab [1] in the “Table Properties” window
- Hold down the “Ctrl” key and select “Top inner frame” [2] “Bottom inner frame” [4] and “Data area top” [5] in the “Border” menu
- Change the line style to a single, thin line (the next-to-last choice) in the “Style” box [3]
- Click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

Creating a New TableLook



- 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



- 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

Predicted Steelers Wins in 2011

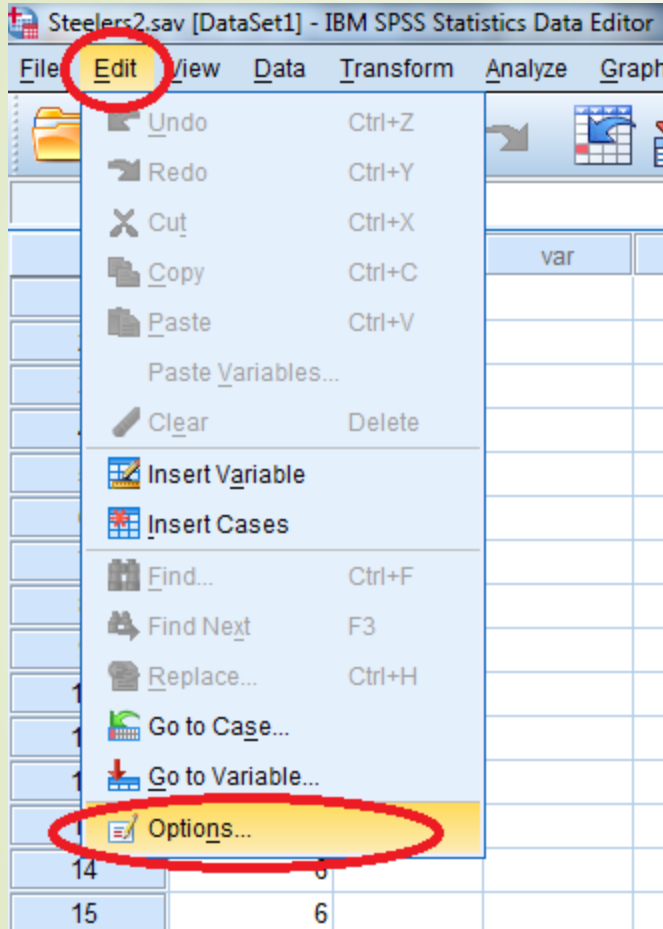
	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 0	1	5.0	5.0	5.0
1	1	5.0	5.0	10.0
2	2	10.0	10.0	20.0
3	3	15.0	15.0	35.0
4	3	15.0	15.0	50.0
5	3	15.0	15.0	65.0
6	4	20.0	20.0	85.0
7	3	15.0	15.0	100.0
Total	20	100.0	100.0	

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

Changing the Default TableLook

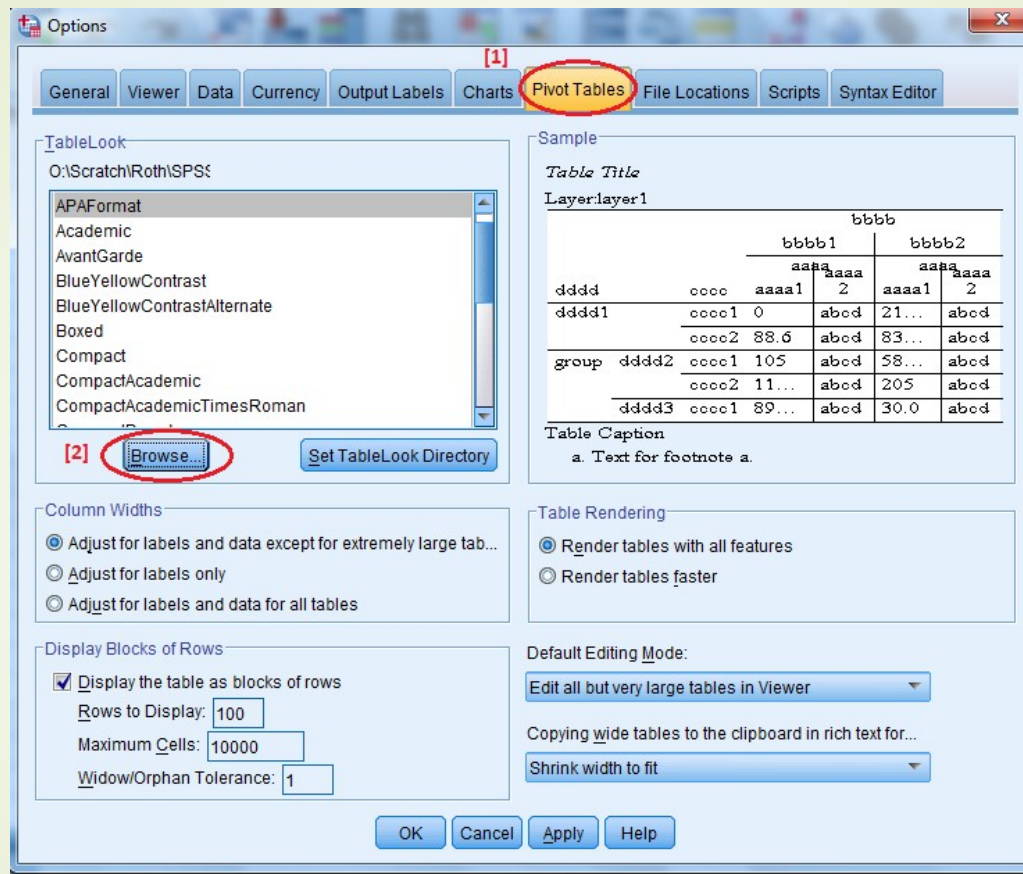
If you would rather not make these changes every time you produce an SPSS table, you can change the default settings so that SPSS automatically uses the APA TableLook you created.

Changing the Default TableLook



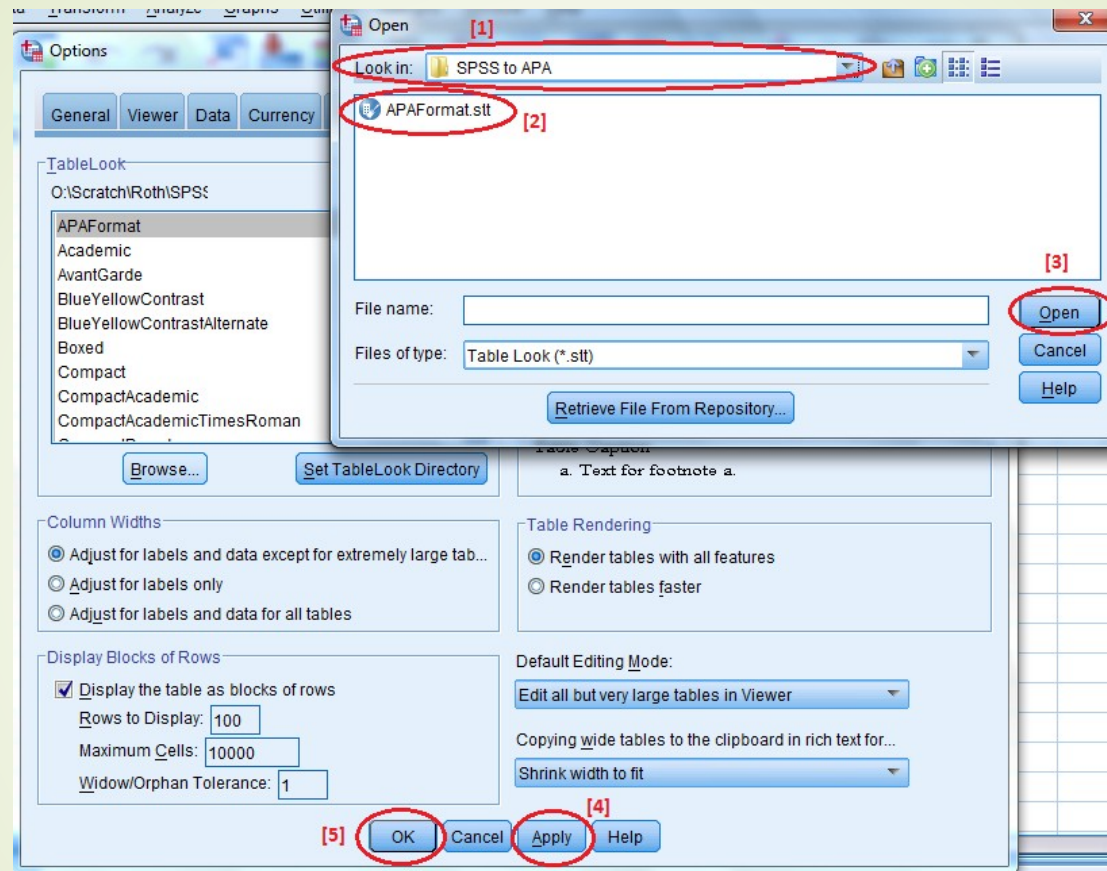
- In the SPSS data window, select “Edit” > “Options”

Changing the Default TableLook



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

Changing the Default TableLook



- 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