

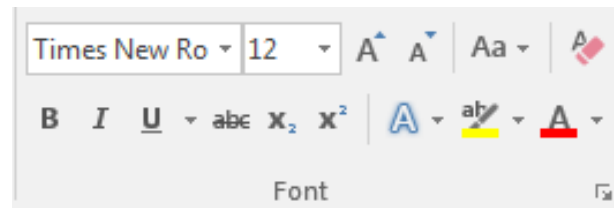
Basic APA Formatting in Word for Windows

Document Setup


- Open a new blank Word document

Set font

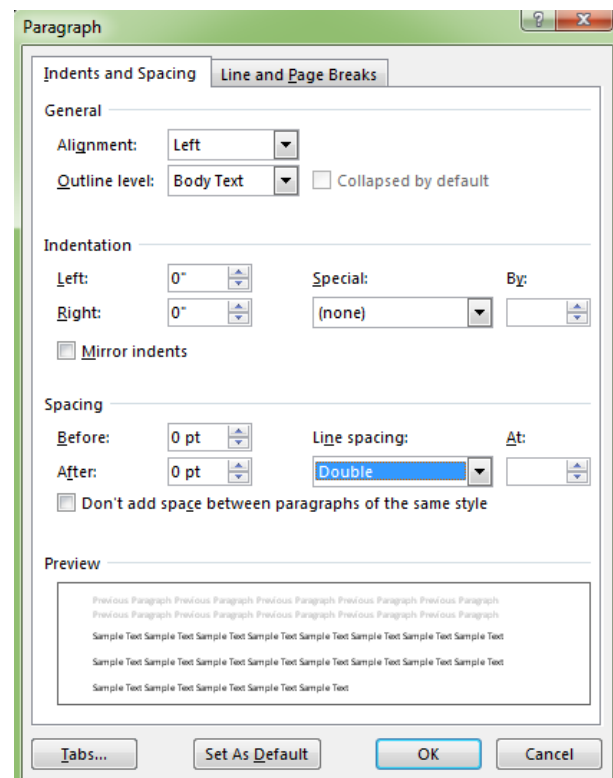
- Home → set font to Times New Roman, 12 pt.



Set line spacing

- Home →  → Line Spacing Options...

- Indentation
 - Left: 0"
 - Right: 0"
 - Special: none
- Spacing
 - Before: 0 pt
 - After: 0 pt
 - Line spacing: Double



Set margins

- Layout → Margins → Normal (Top: 1", Bottom: 1", Left: 1", Right: 1")

Title Page Running Head

Double click at very top of page to enter header area

Set a first-page header that will be different from the headers in the rest of the document

- Select **Different First Page** Different First Page
- Type "Running head: [TITLE OF YOUR PAPER]" (Your title text is UPPERCASE)
- Tab to right margin

Insert page number

- Insert →  Page Number ▾ → Current Position → Simple / Plain Number

Set header font

- Select header text and page number...



...and set to Times New Roman 12 pt. (**Home** → Times New Roman, 12)



- Double click in main body (outside the header area) to exit header

Title Page

Centre title page text

- **Home** → Select *Center Text* icon



- If it's not already there, place cursor at the top of page (just under the header) and hit the **Enter/Return** key five times

- Type your title page information in the following order (don't include actual numbers):

Running head: TITLE

1

1. Title of Paper
2. Your Name
3. Institution Name

Positive Correlation Between APA and Shingles
Bob Smith
Georgian College

Create a page break between the title page and first body page

- Hit **Enter/Return** and insert a page break (**Insert** → **Pages** → **Page Break**)

Body Pages

Restate the title of your paper on the first body page

- At top of your first body page, type the title of your paper in title case (just as on your title page)



Centre align the title (**Home** → Select *Center Text* icon)

Set body text alignment



Hit **Enter/Return** and left align for all paragraphs (**Home** → Select *Align Left* icon)


- Indent each paragraph by one tab space. Here is an indented paragraph example:

Eat grass, throw it back up, groom yourself (4 hours) – checked; have your beauty sleep (18 hours) – checked; be fabulous for the rest of the day – checked. Find empty spot in cupboard and sleep all day. Paw at beetle and eat it before it gets away. Scratch the postman. Wake up, lick paw...

Create a page break between the last page of body text and the reference page

- After final body paragraph insert a page break (**Insert** → **Pages** → **Page Break**)

Body Pages Running Head

- Double click at top of first body page (2nd page of the document) to enter header area
- Type the title of your paper (without the words “Running head”), all caps
- Tab to right margin
- **Insert** →  Page Number ▾ → Current Position → Simple / Plain Number
- Select header text and page number...



...and set to Times New Roman 12 pt. (**Home** → Times New Roman, 12)



- *Double click in main body (outside the header area) to exit header*

Reference Page

- At top of page, type the title “References” (do not bold)




Centre align the page title (**Home** → Select *Center Text* icon)



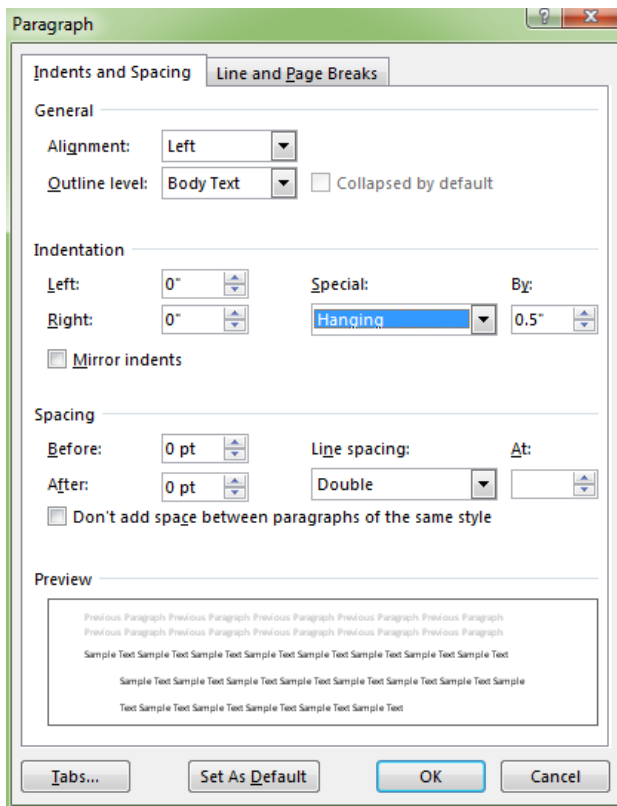
Hit **Enter/Return** key and left align remainder of page (**Home** → Select *Align Left* icon)

Set hanging indents for all reference list entries

- **Home** →  → Line Spacing Options...

- Indentation

Special: Hanging
By: 0.5”



Example of a reference list entry with a hanging indent:

Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships.
Communications of the ACM, 45(7), 103-108.