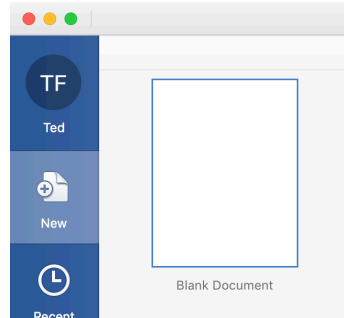


# Basic APA Formatting in Word for Mac

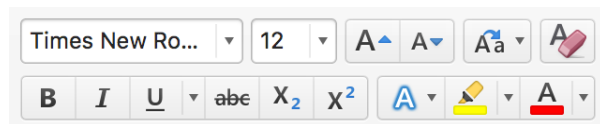
## Document Setup

Open a blank Word document




## Set font

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



## Set line spacing

- Home →  → Line Spacing Options...

- Indentation

Before text: 0"

After text: 0"

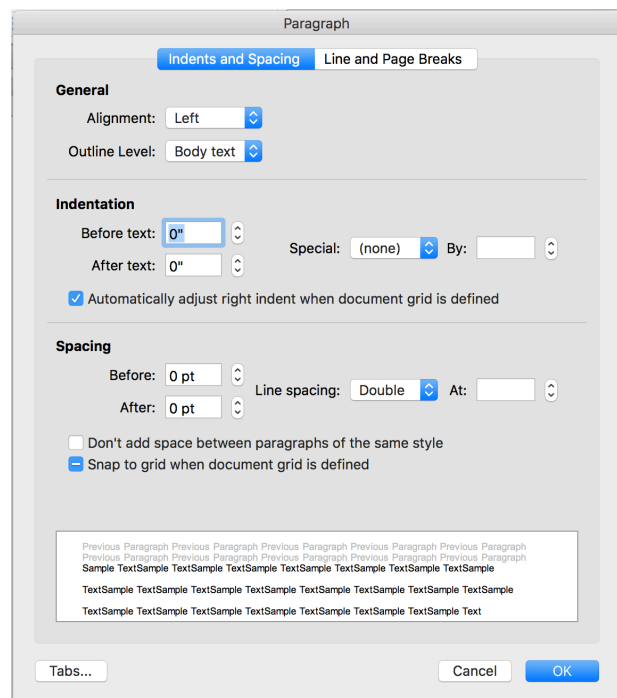
Special: none

- Spacing

Before: 0 pt

After: 0 pt

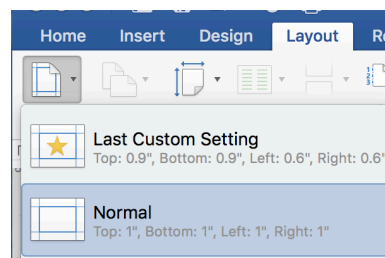
Line spacing: Double



## 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

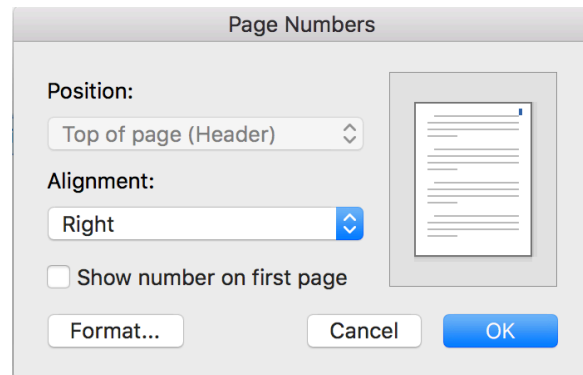
### Insert page number

- **Insert** → **Page Number** → **Page Number**

Position: Top of page (Header)

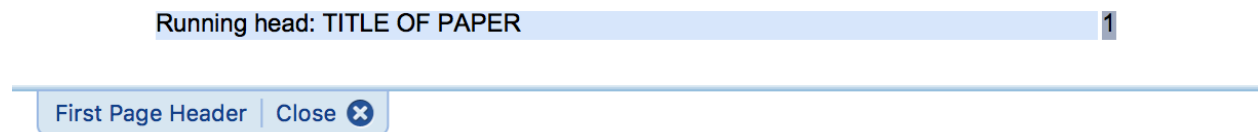
Alignment: Right

[Hit **OK**]



### Set header font

- Select header text and page number...



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

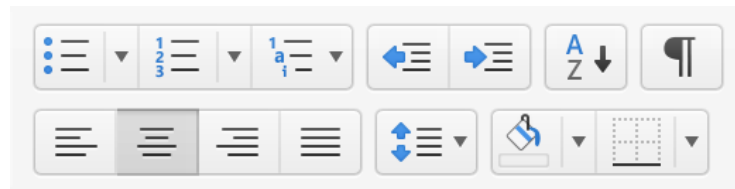


- Double click in main body (outside the header area) to exit header

## 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 **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 **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). Do not bold.

### Set body text alignment



Left align 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 hit **return** and insert a page break (**Insert** → **Pages** → **Page Break**)

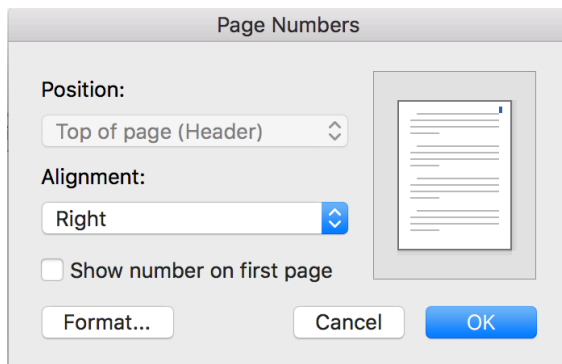
## Body Pages Running Head

- Double click at top of page to enter header
- Type the title of your paper (without including the words “Running head”), all caps
- Tab to right margin
- **Insert → Page Number → Page Number**

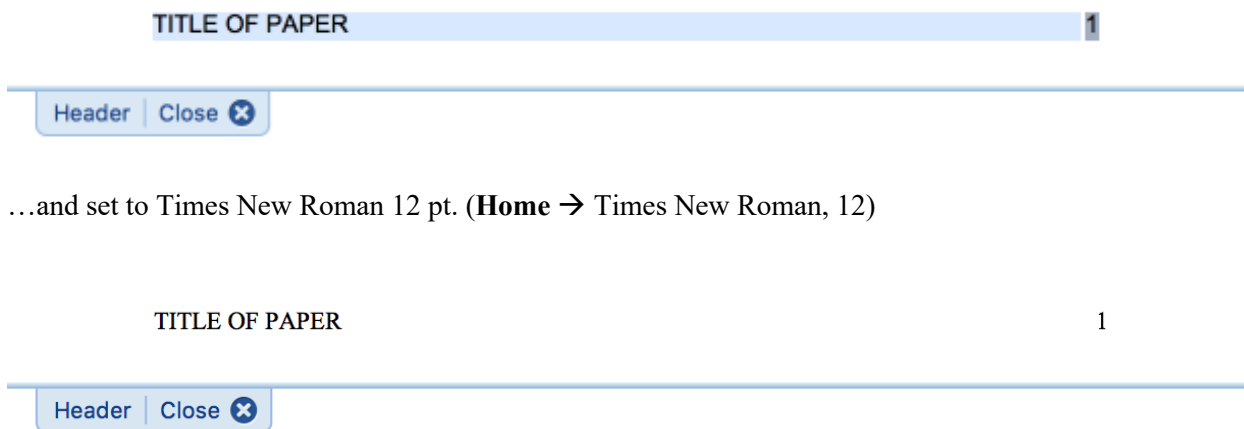
Position: Top of page (Header)

Alignment: Right

[Hit **OK**]



- Select header text and page number...



- 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 title (**Home** → Select *Center Text* icon)



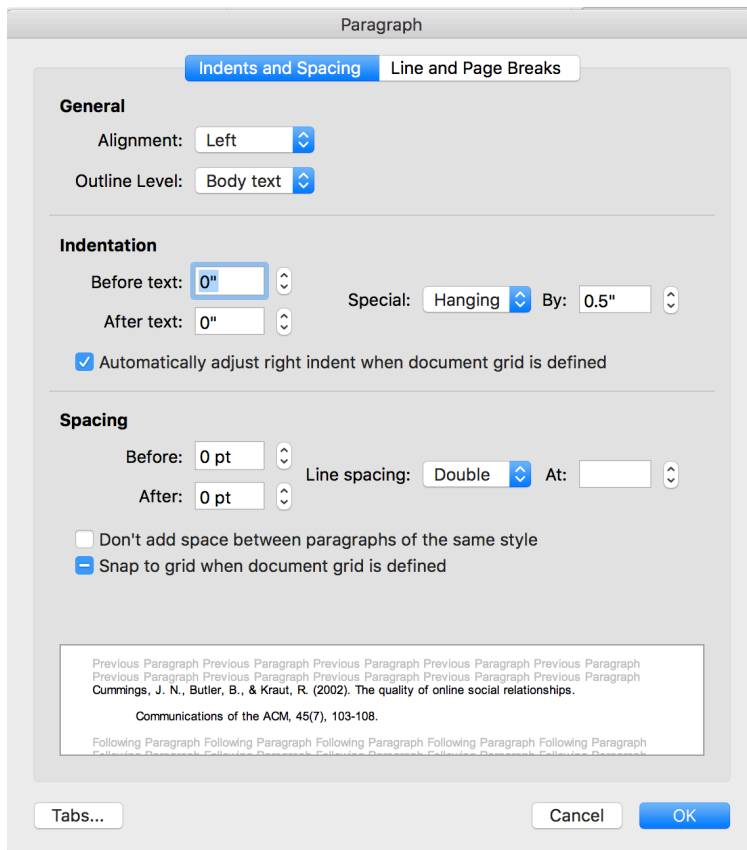
Hit the **return** key and left align the remainder of the page (**Home** → Select *Align Left* icon)

### 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.*