**Formatting an APA Style Paper**

**Using Microsoft Word 2010**

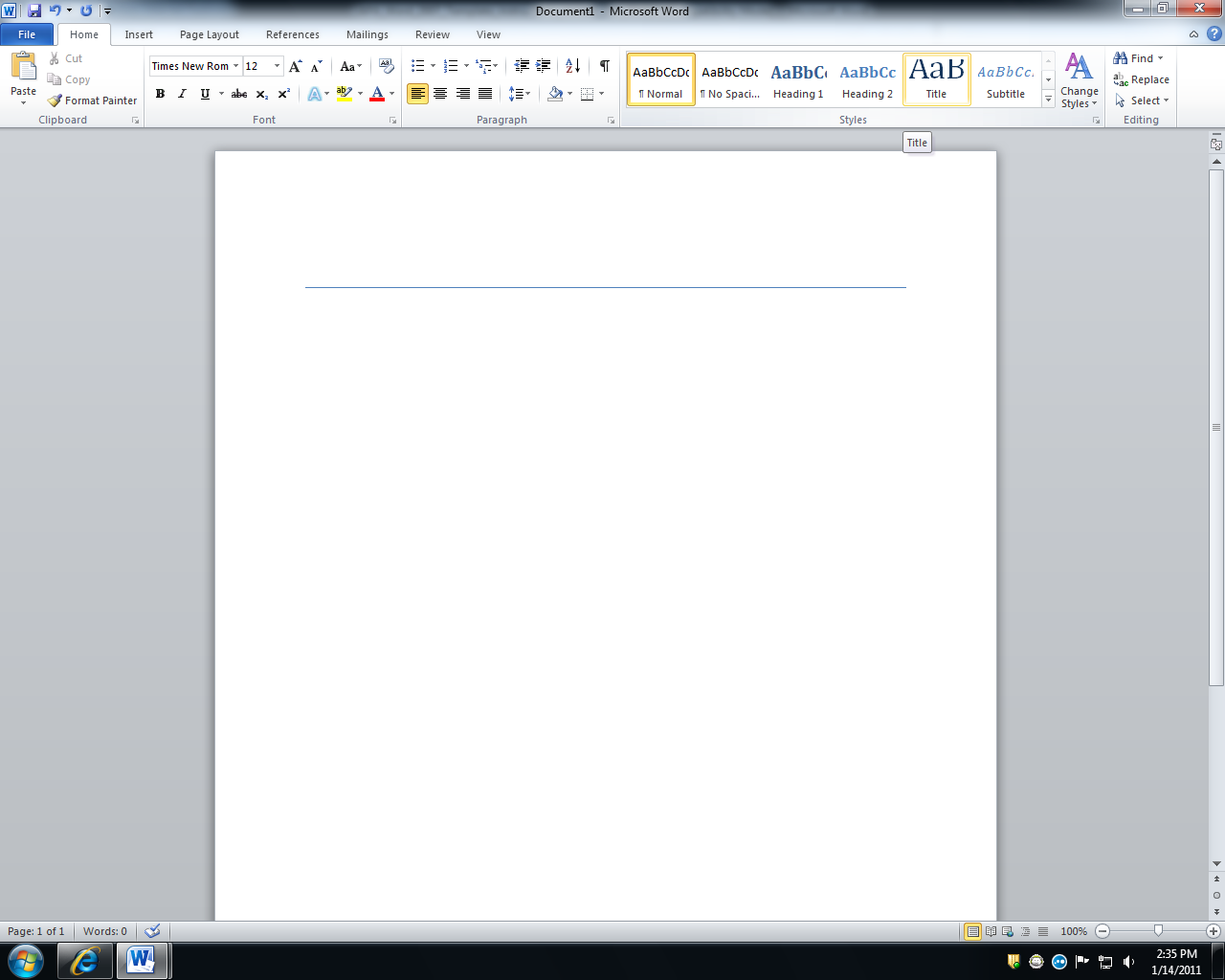
In order to save yourself time when writing an APA paper, you can create a template that can be used for every paper.

Open up a new document by clicking on **All Programs**, then select Microsoft Office, and select Word 2010. You now have a blank document.

**Setting the font**

The default for Word 2010 is Calibri, font size 11, but APA format requires Times New Roman, size 12 font. To change the font,

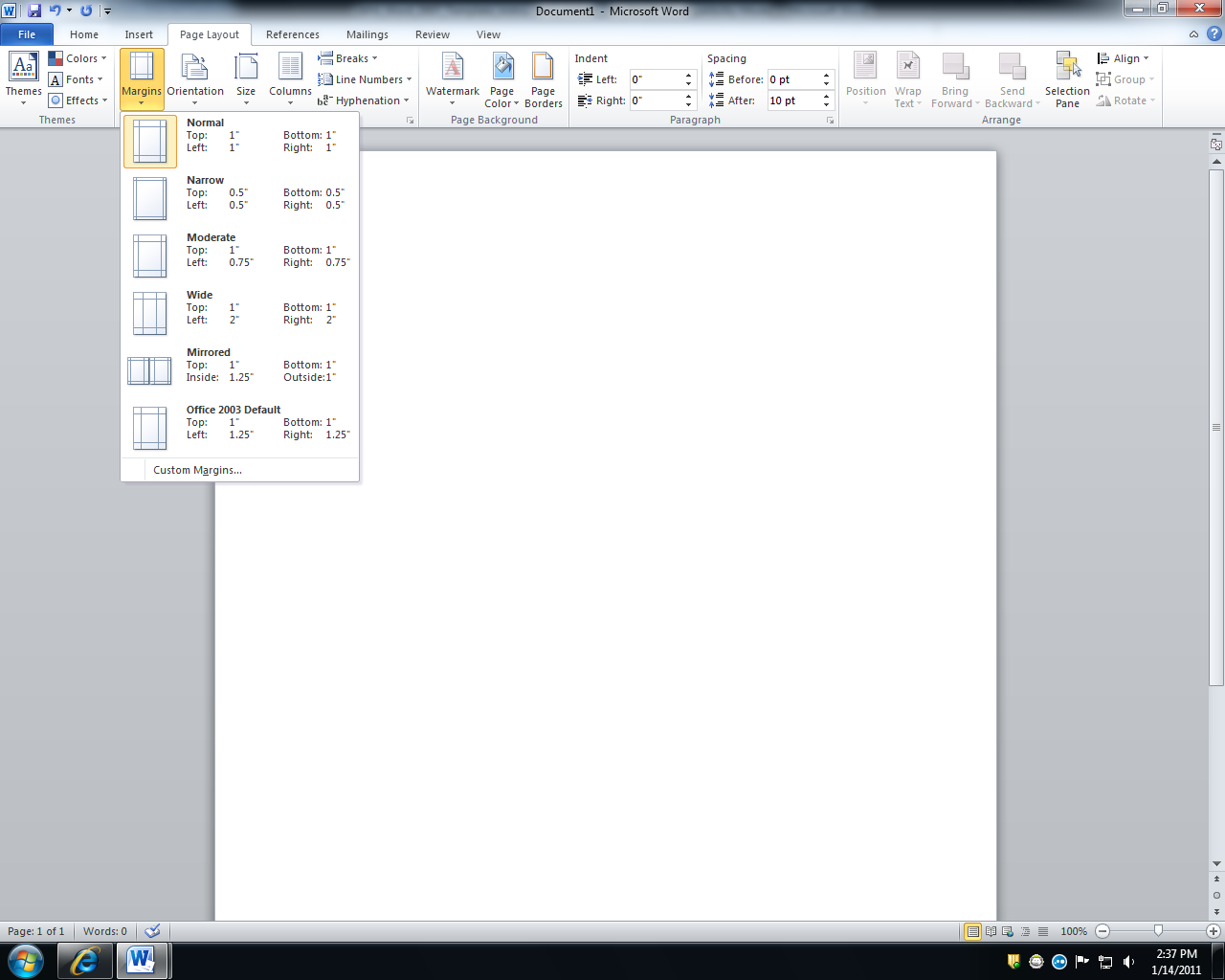
On the **Home**tab, select Times New Roman, Size 12 from the dropdown menu.



**Set the margins and spacing**

Click the **Page Layout** tab

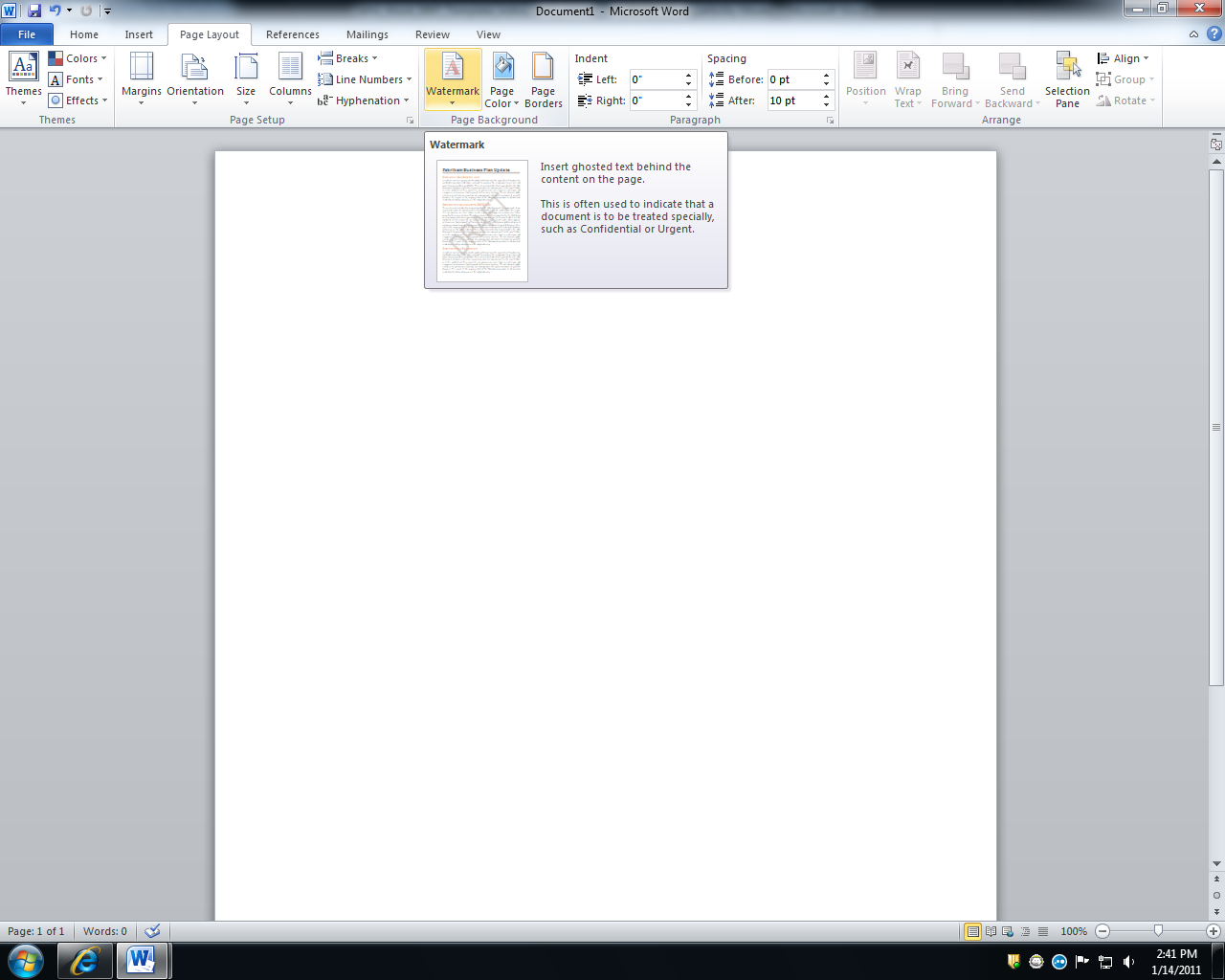
Click **Margins**



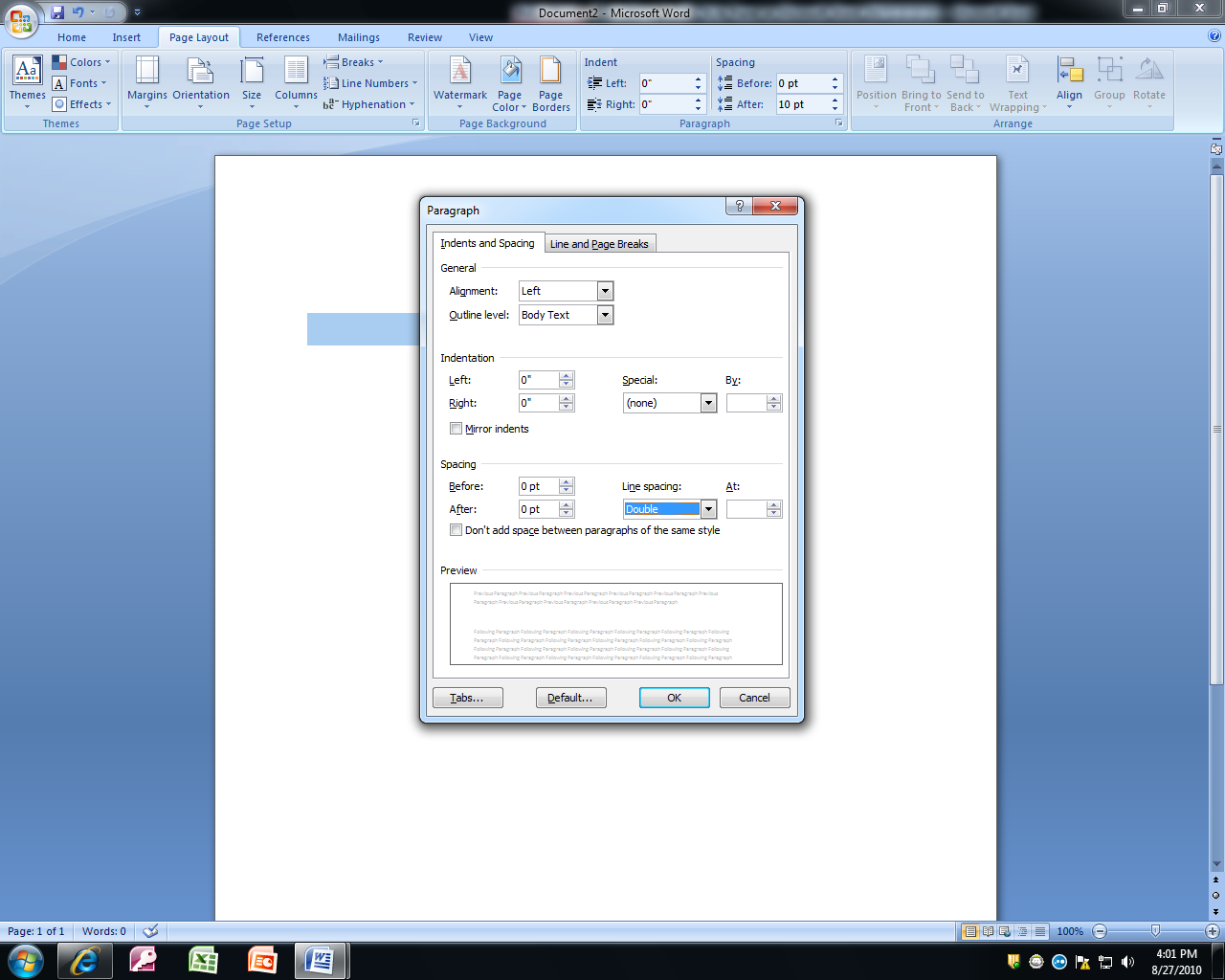
Select **Normal** (1 inch on all sides)

Your margins should now be set correctly.

In the **Paragraph** group, click the arrow in the lower right corner.



The **Paragraph box** will appear.



Under **Spacing**, the default setting for “After” is 10. This will cause the spacing after a hard return, such as at the end of a paragraph, to be almost triple-spaced rather than double-spaced. Change the 10 to a 0.

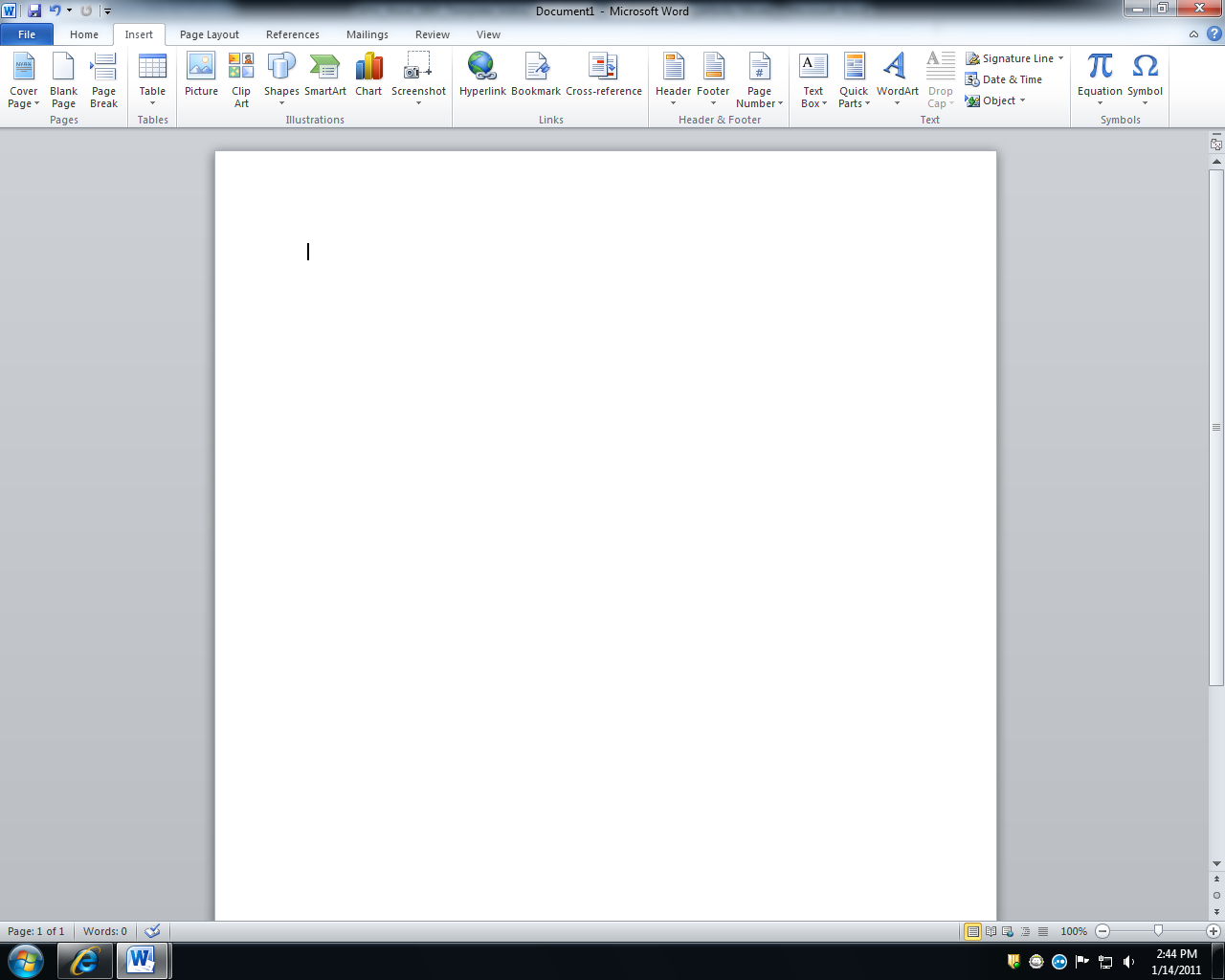
Under **Line spacing**, choose **Double** from the dropdown menu.Click **OK**.

**Running Head**

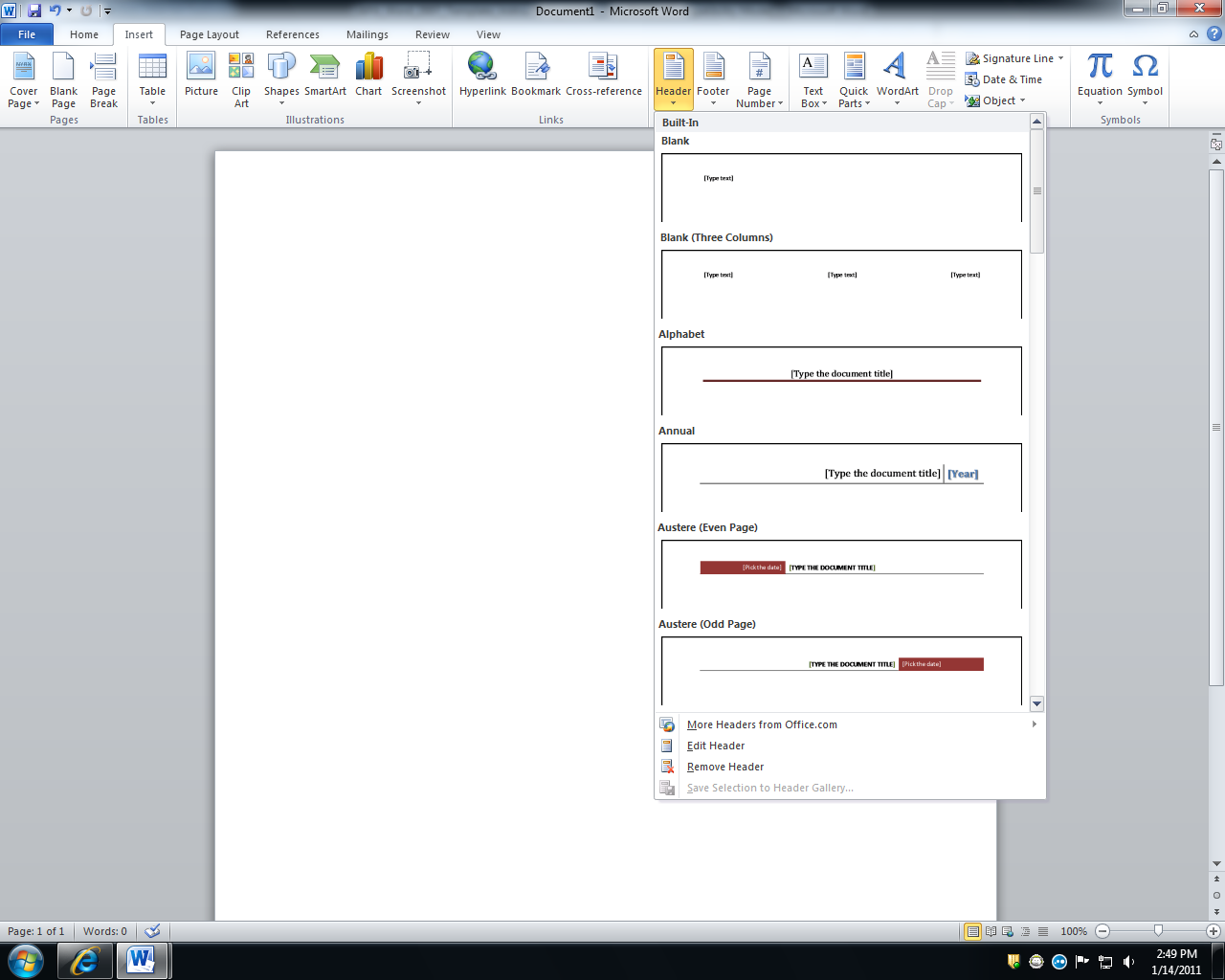
APA requires that the header field contain a Running head in the header field. To insert the running head:

Click **Insert**

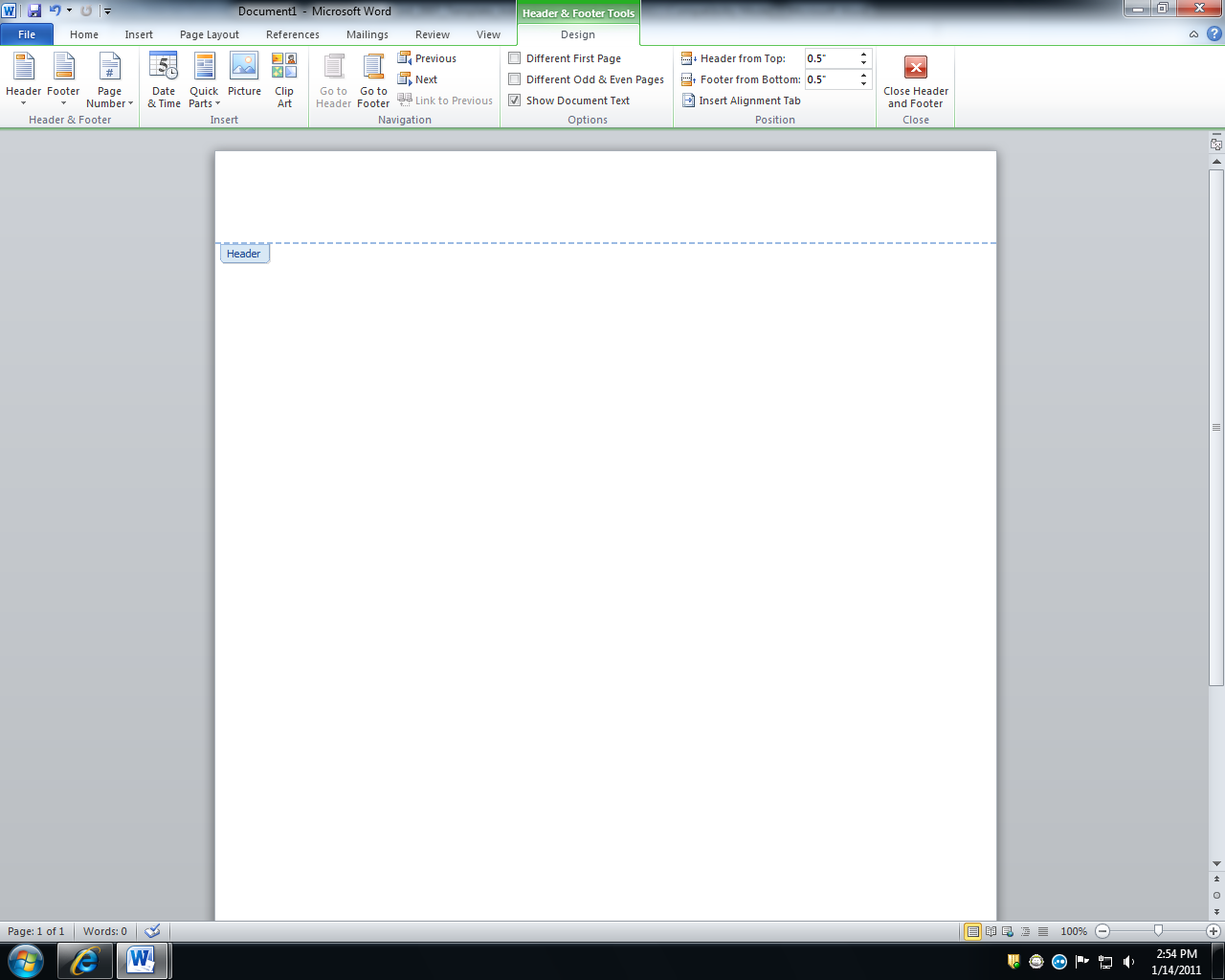
Select **Header**



Click **Edit Header**



The following will appear:



The running head has a different format on the title page.

In the **Options** panel, click **Different First Page**. A check mark should appear in the box next to it.

Type: Running head: SHORT TITLE LESS THAN 50 CHARACTERS

Tab over to the 1” right margin (should take 1 or 2 tabs)

Select **Page Number** (from the far left pane)

Select **Current Position**

Select **Plain Number**

The page number will be placed where the cursor is.

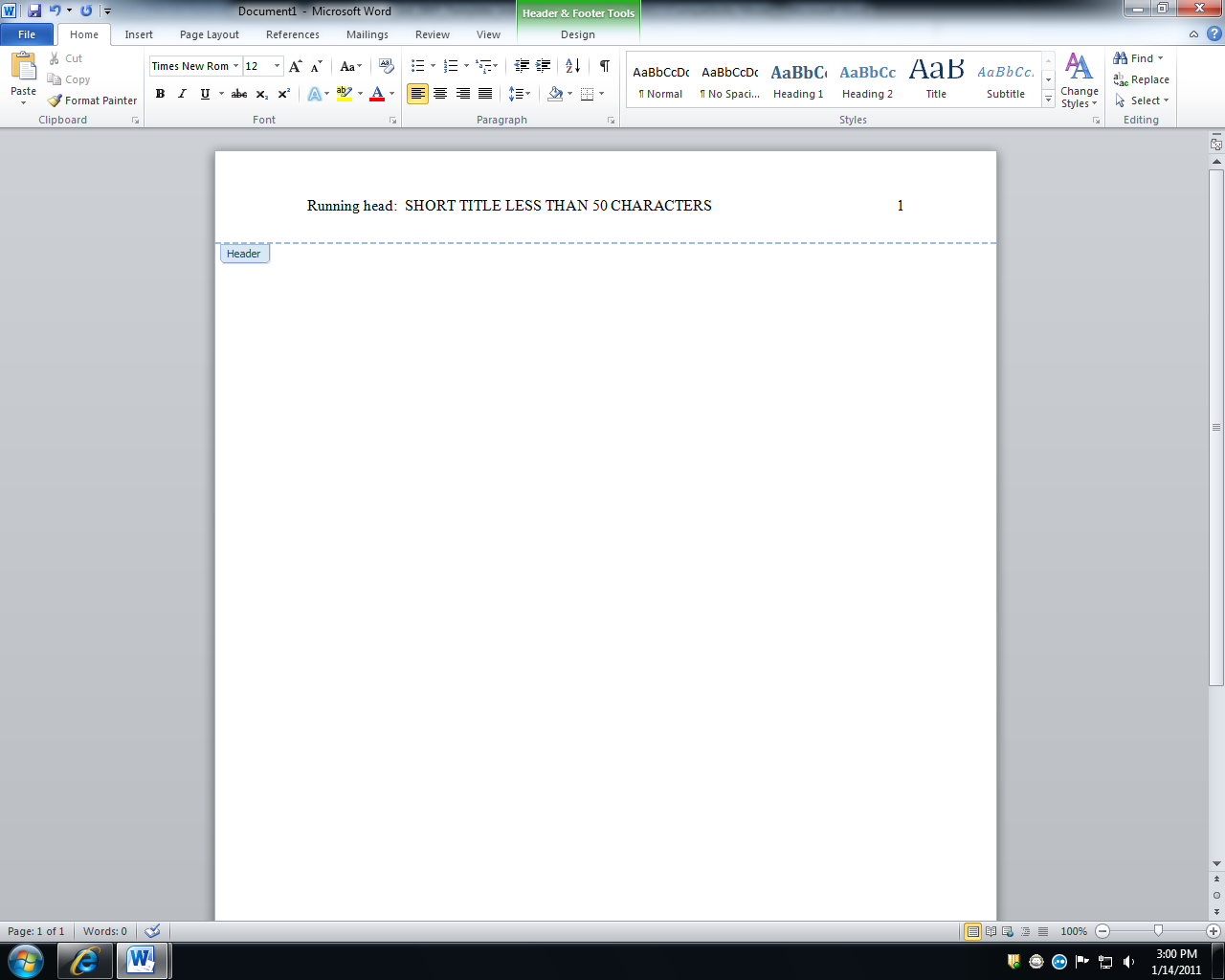
Click **Home**

To change the font to Times New Roman, size 12:

Click **Select** (far right), then choose **Select All**.

From the dropdown menu (far left), choose Times New Roman, Size 12.

Your page should look like this:



Double click in the body to exit the header.

**Create Page 1: Title Page**

Go to the **Paragraph Panel** and click the **Center** button (second from left)

Hit **Enter** 8 times, type:

Title (Press**Enter**)

Your name (Press **Enter**)

The university name (Press **Enter**)

**Creating a header for the remaining pages of the paper**

The words “Running head” should not appear on any page except the title page. Therefore, a different header needs to be created on the second page.

Click **Insert Tab**

Click **Page Break**

Click **Header**

Click **Edit Header**

Type your header: SHORT TITLE LESS THAN 50 CHARACTERS

**Tab** over to the 1” right margin

Select **Page Number** (from far left pane)

Select **Current Position**

Select **Plain Number**. The page number will be placed where the cursor is.

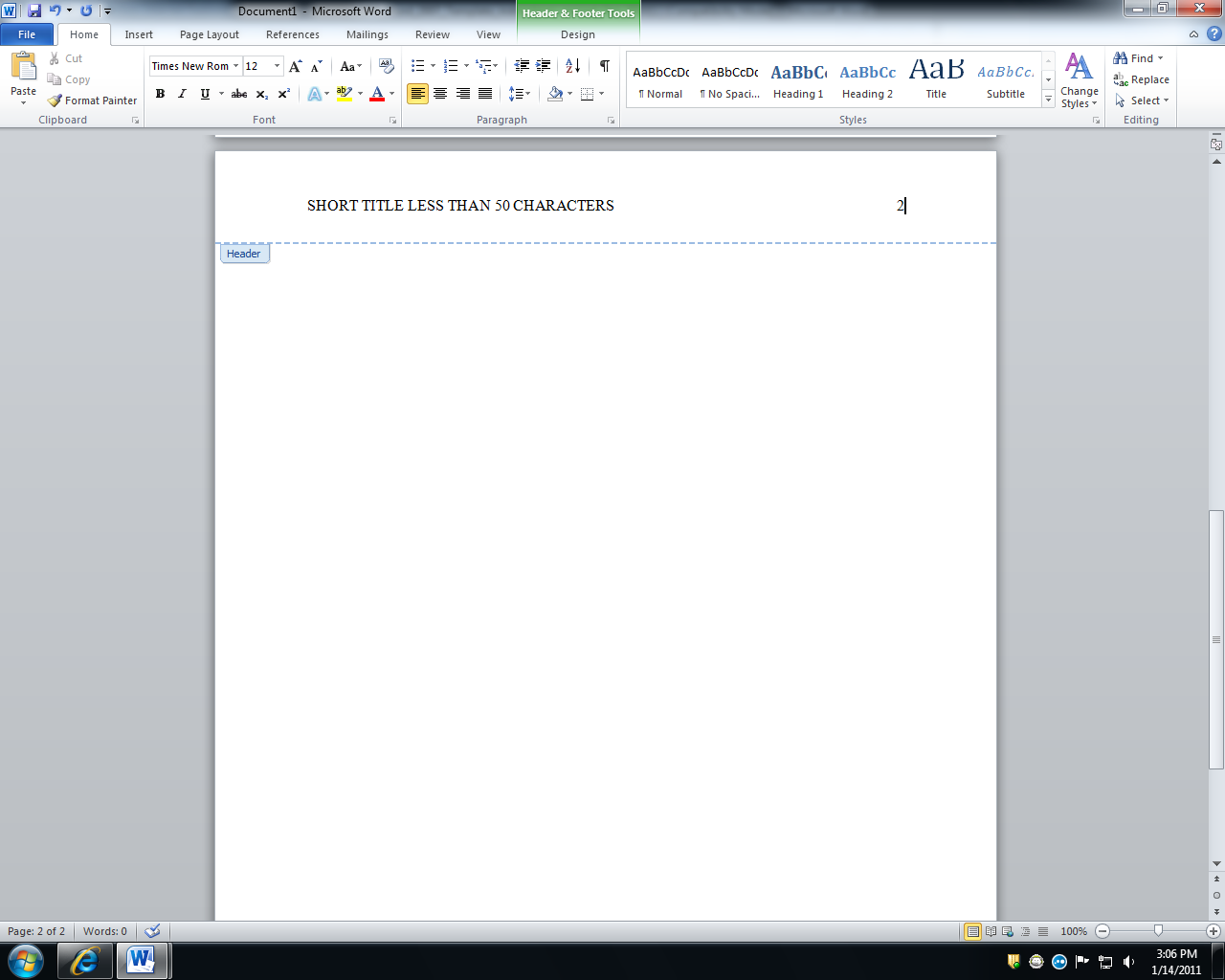
Click **Home**

To change the font to Times New Roman, size 12:

Click **Select** (far right), then choose **Select All**.

From the dropdown menu (far left), choose Times New Roman, Size 12.

Your page should look like this:



Exit the header by double clicking in the body of the text or click **View** and click **Print Layout**

**SAVING THE TEMPLATE**

Click File.

Move your cursor over **Save As** to reveal the menu.

Select **Template**.

Choose your drive (use scrollbar on left).

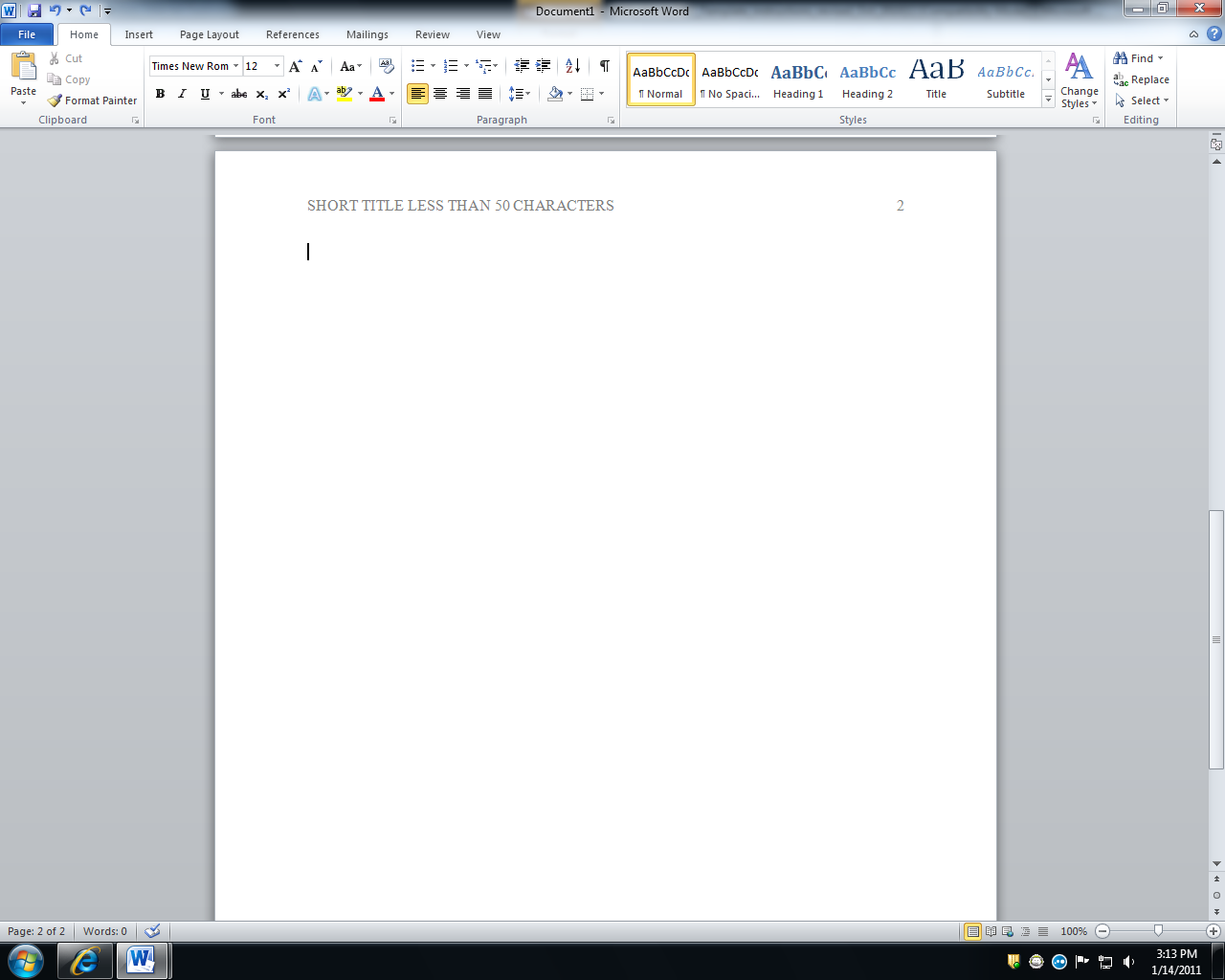
Name your file: APA Template

Click: **Save**

Note: If you are emailing a document to another source, such as an instructor, you may want to Save As a 1997-2003 document or template. Be sure to check with your instructor.

**Create Page 2: Abstract**

Make sure your cursor is in the center. If not, go to the **Paragraph Tab** and click the **Center** button (second from left)



Type the word: Abstract

Press **Enter** once.

To align your text left, go back to the **Paragraph Tab** and click the **Left Align** button (to left of Center button)

Insert a page break

Click **Insert Tab**

Click **Page Break**

**Create First Page of Text (Page 3)**

On your third page, change the type back to Centered (click **Home**, to the **Paragraph Panel** and click the **Center** button--second from left).

Your font should remain Times New Roman, size 12. Type in the word “Title” as a place holder. It should be centered on the page. Hit enter.

Change the Centered type to Left (go to the **Paragraph Panel** and click **Left Align** button—first one on left).

Click the **Insert** tab

Click **Page Break**

**Create Reference Page**

On the fourth page, change the type back to Centered (click **Home**, go to the **Paragraph Tab** and click the **Center** button--second from left).

Your font should remain Times New Roman, size 12. Type the word: References. It should be centered on the page. Hit **Enter**.

Change the Centered type to Left (go to the **Paragraph Tab** and click **Left Align** button—first one on left).

**Save your template again**

**Using the template**

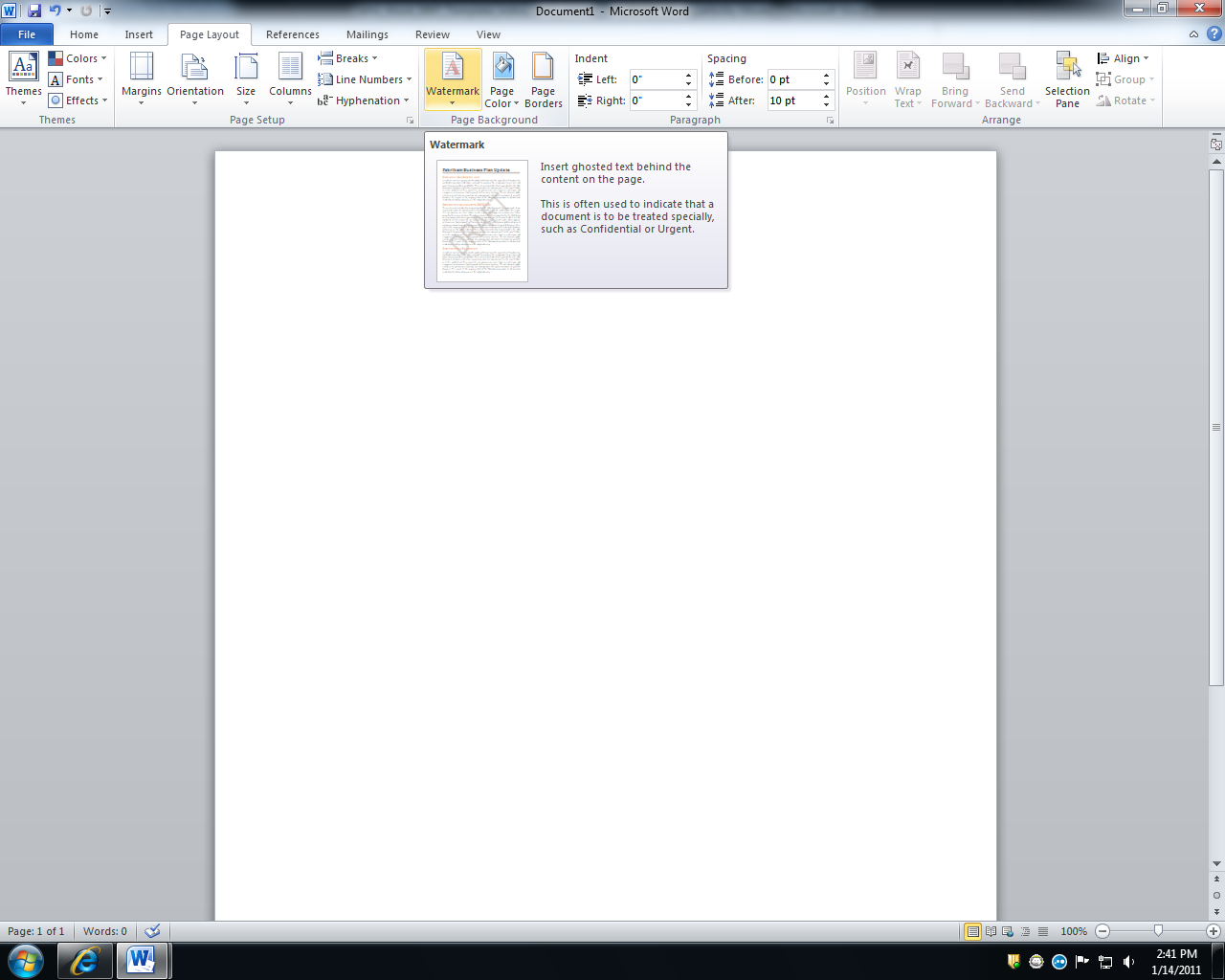
You are now ready to begin using your template. The first time you open your template, immediately go to **File**, **Save As**. Name the file working title of your paper. Click **Save**. This will allow you to type your paper into this template without changing the original template.

When you are finished writing your paper, you will need to format your references.

**Formatting your references**

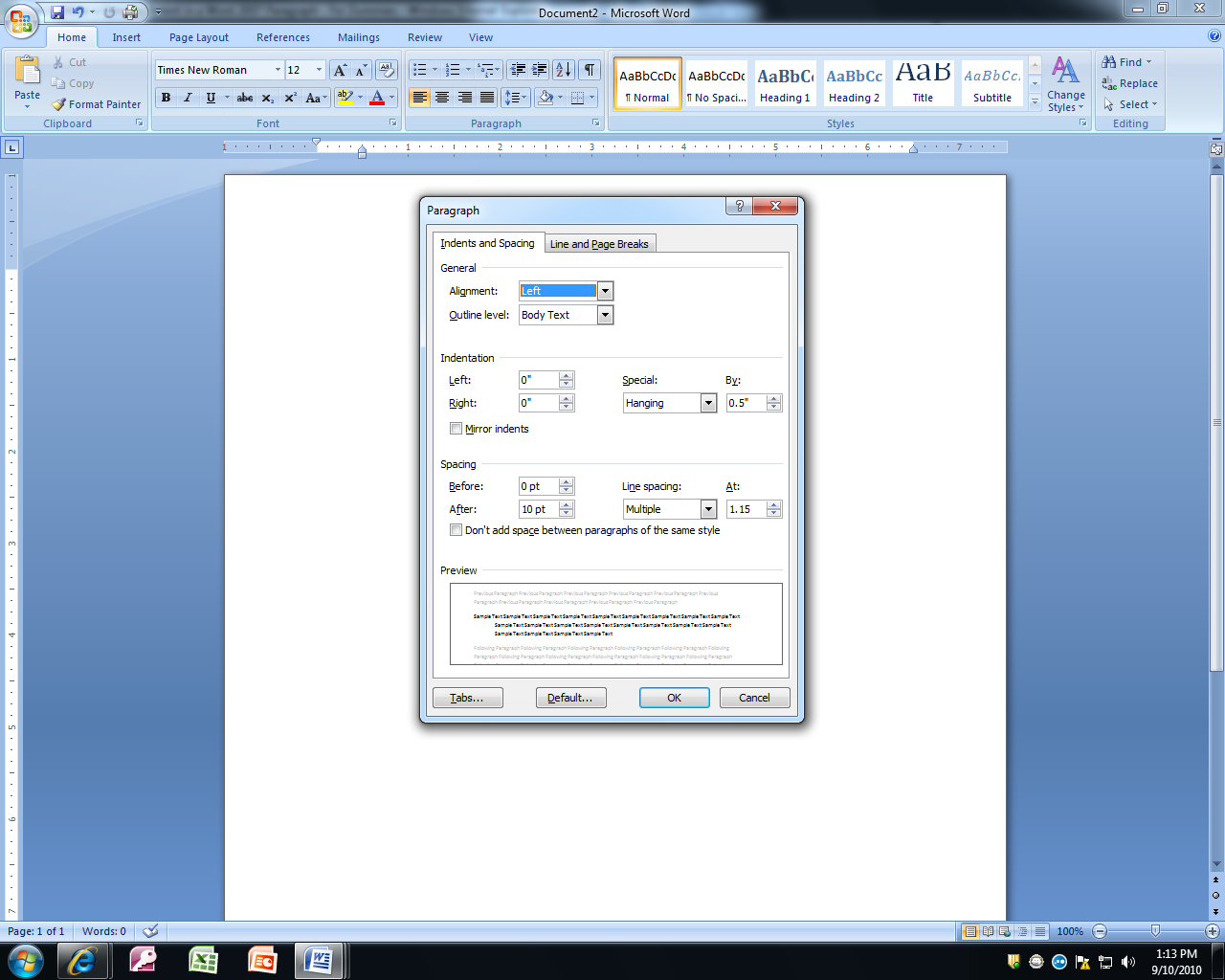
APA rules require that the second line and subsequent lines of your citation be indented 5 spaces.

To create this hanging indent, click the arrow in the lower right corner of the **ParagraphPanel.**



In the Indentation area, select the Hanging option from the Special drop-down list.

The “By” box automatically reads 0.5", which means that Word automatically hangs and indents the paragraph a half-inch.



Click “Ok”

Your citations should now format correctly.