

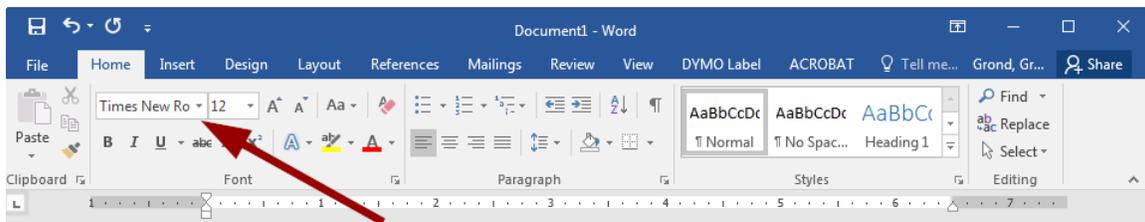
APA – Formatting in Microsoft Word

Many professors, especially in the social sciences, will ask you to prepare papers in APA (American Psychological Association) format. That organization prepares a handbook showing how to format papers and document sources. Their rules for standard college papers include:

1. Typeface: Select something accessible and legible to all readers, such as Times New Roman 12 point or Calibri 11 point
2. Spacing: Double-spacing throughout (no exceptions)
3. Margins: 1” margins on top, bottom, left, and right
4. Page Numbers: All pages, including title page and references page, are numbered

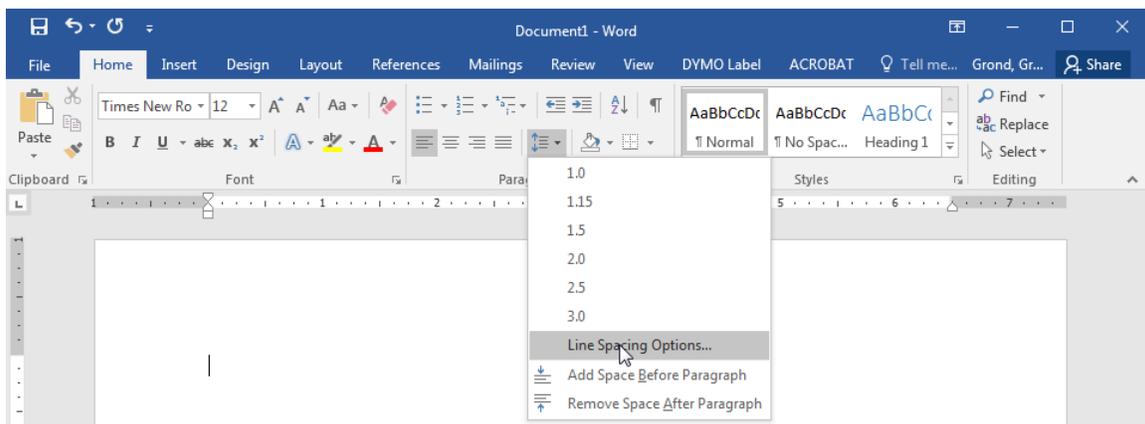
To set typeface:

1. Under the Home tab in the Font section, select Times New Roman from the Fonts list and 12 from the size list. You can also select another legible font, if you wish.

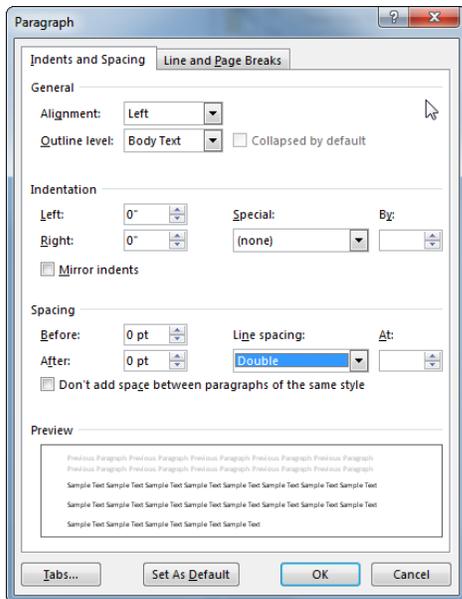


To set spacing:

1. Under the home tab in the Paragraph section, click the line spacing icon, then click Line Spacing Options.

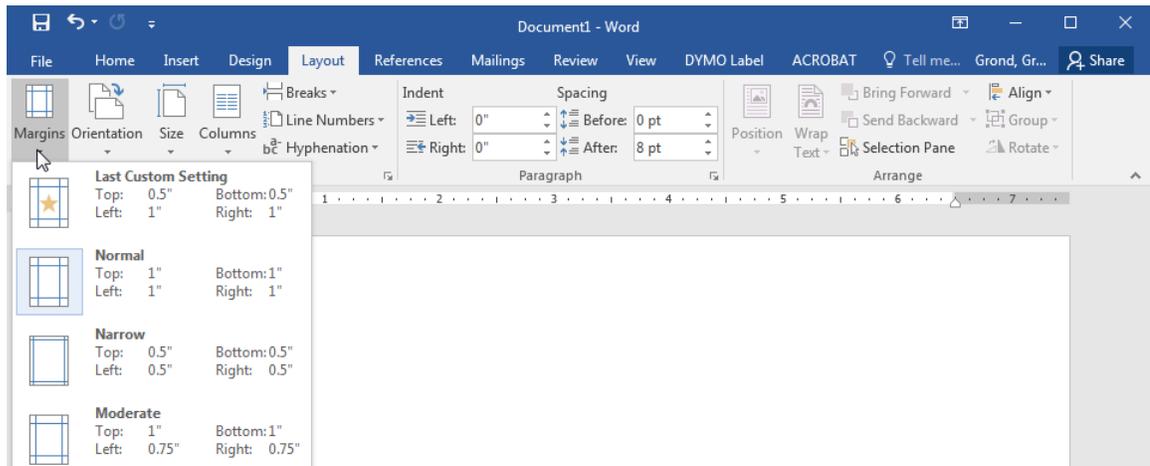


2. In the Spacing section, select 0 pt for Before and After. For Line Spacing, select Double. Click OK when finished.



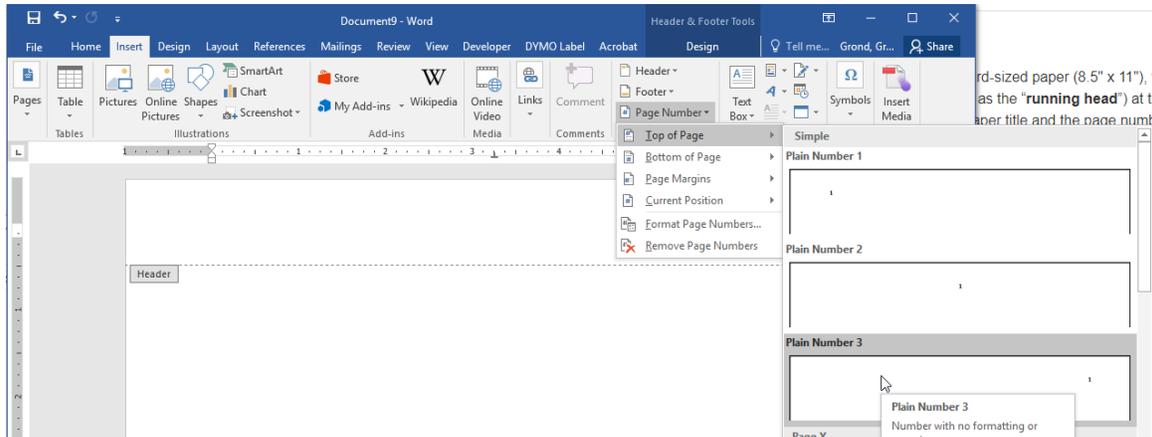
To set margins:

1. Under the Page Layout tab in the Page Setup section, select Margins. Select the Normal option, which should be 1" on all sides.



To insert page numbers:

1. Under the Insert tab in the Header & Footer section, select Page Number, then select Top of Page, then select the right-aligned option.



2. Highlight the text in the header on the second page, then change it to your selected font, such as Times New Roman 12.
3. When finished, click Close Header and Footer in the Design tab, or just click somewhere on the body of the page.