

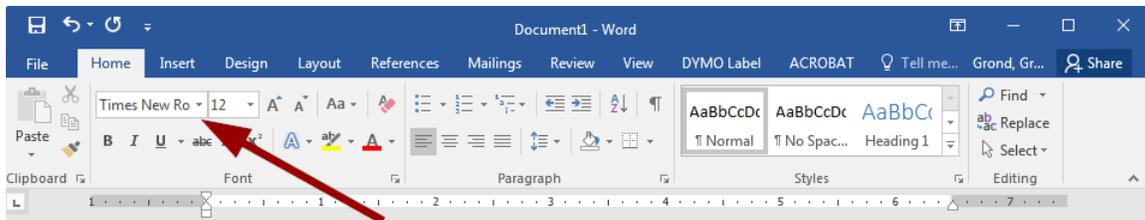
APA – Formatting in Microsoft Word

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: Times New Roman, 12 pt
2. Spacing: Double-spacing throughout (no exceptions)
3. Margins: 1” margins on top, bottom, left, and right
4. Header: Shortened version of title on all pages; first page includes “Running head” before title
5. Page Numbers: All pages, including title page and references page, are numbered

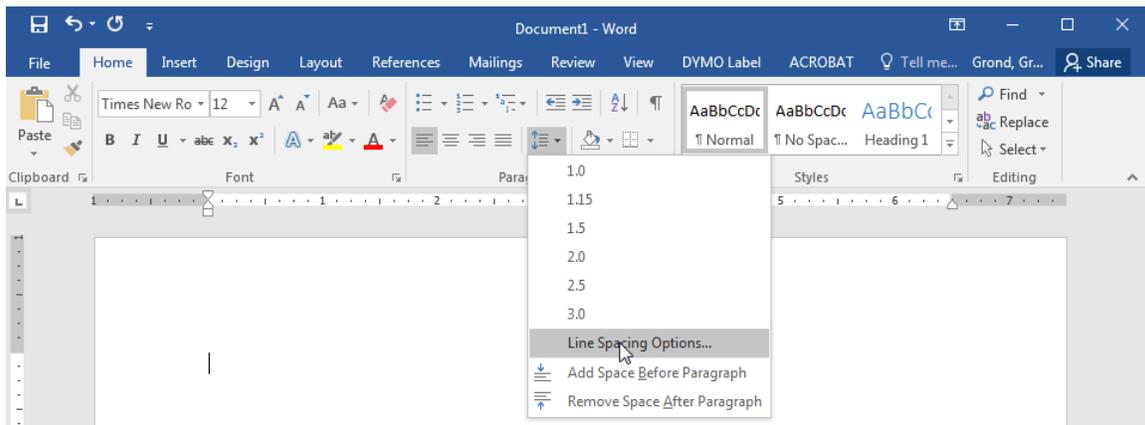
To set typeface:

1. Under the Home tab in the Font section, select Times New Roman from the Fonts list and 12 from the size list.

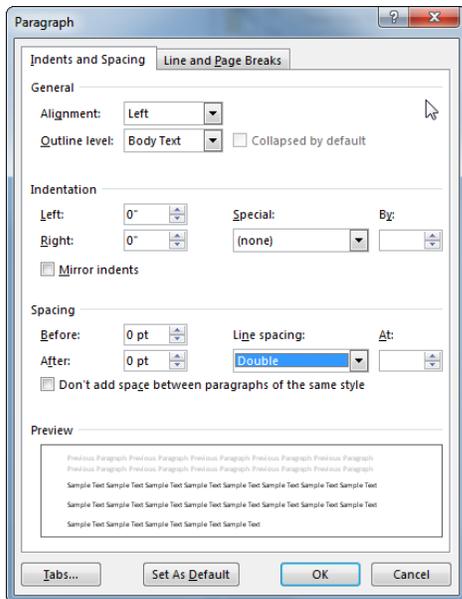


To set spacing:

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

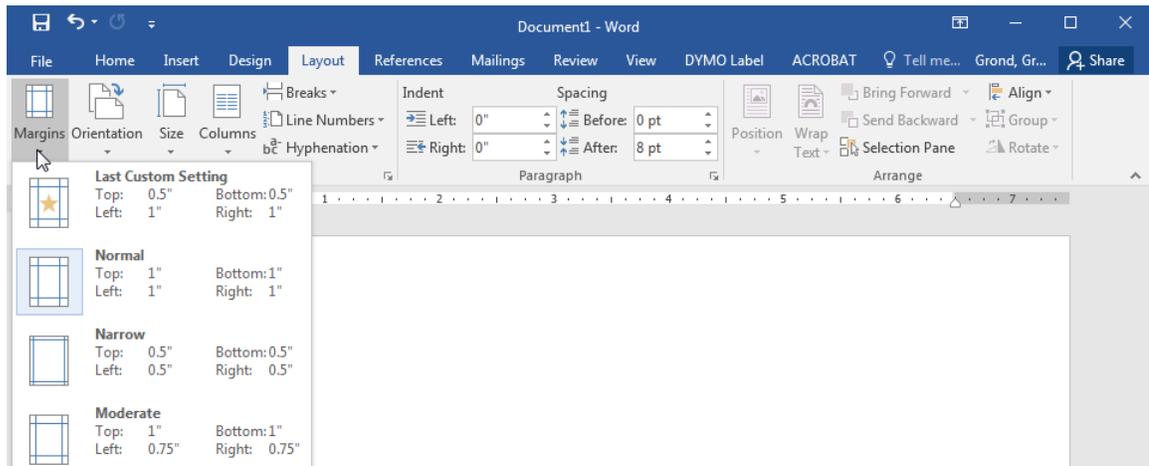


2. In the Spacing section, select 0 pt for Before and After. For Line Spacing, select Double. Click OK when finished.



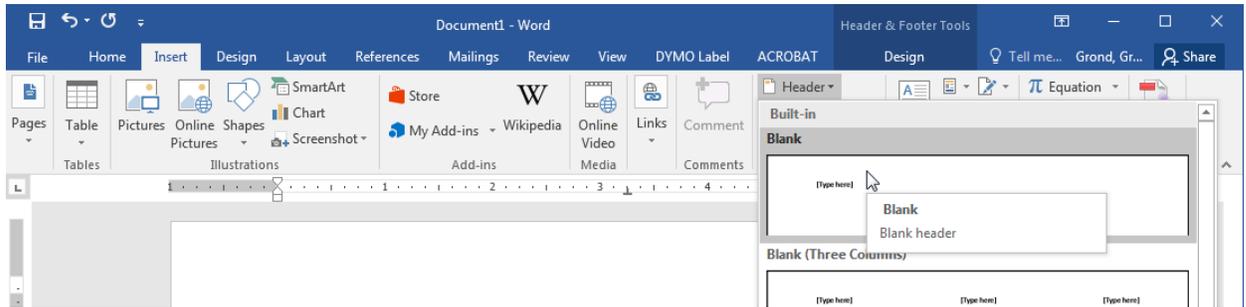
To set margins:

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

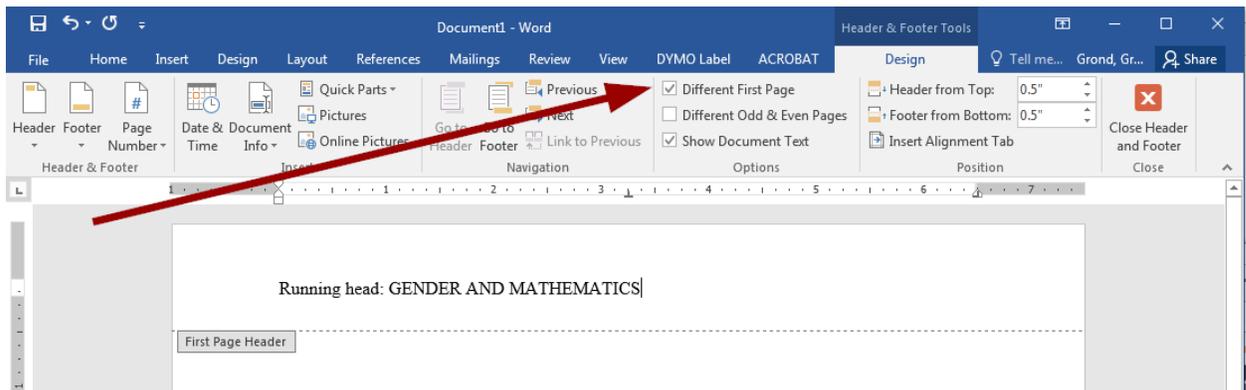


To create a header:

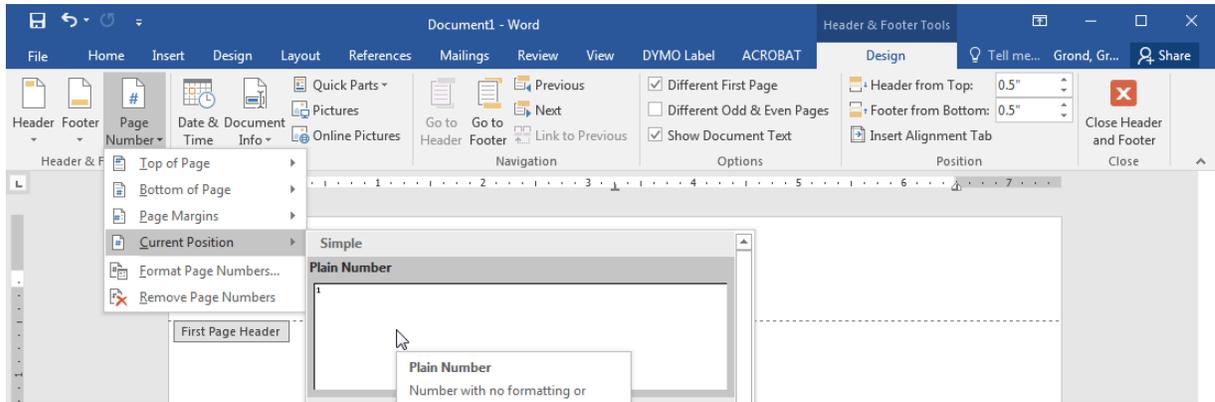
1. Under the Insert tab in the Header & Footer section, select Header, then select Blank from the list.



2. In the Header and Footer Tools Design tab, check Different First Page. Type in “Running head:” followed by the shortened title of the paper in all capital letters.

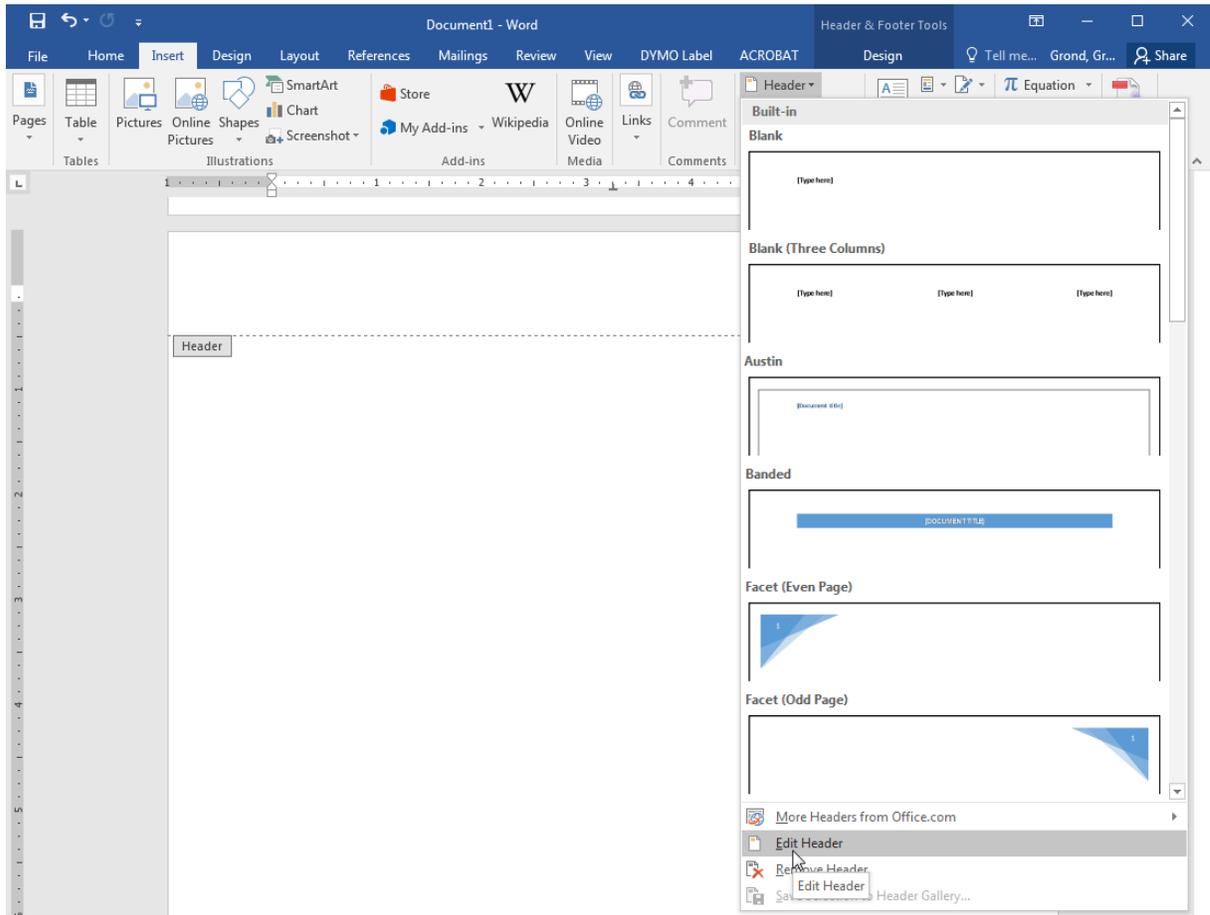


3. In the header, tab over to the right (a right tab should be automatically set up). In the Header & Footer Tools Design tab, select Page Number from the Header & Footer section. Select Current Position, then Plain Number.

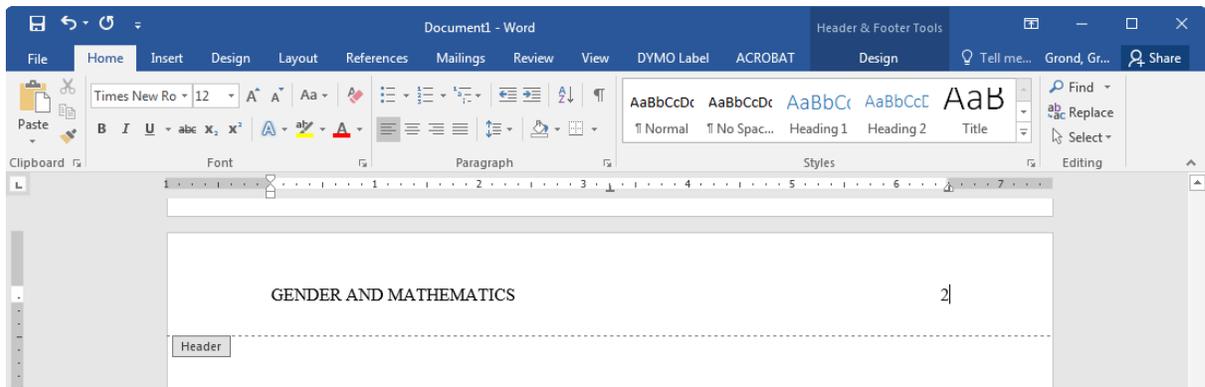


4. Highlight all the text in the header, then change to Times New Roman, 12pt.
5. Click Close Header and Footer.

6. Go to the second page of your paper. Under the Insert tab in the Header & Footer section, select Header, then select Edit Header.



7. Enter the page title in all capital letters, but do not preface it with “Running head.” Enter the page number as you did in step 3. Highlight all the text in the header, then change to Times New Roman, 12pt.



8. When finished, click Close Header and Footer.