

Formatting Your APA -Style Paper in Microsoft Word 2013

A professor may require that you format your paper according to APA (American Psychological Association) guidelines. Here is a brief guide:

Basic Formatting:

Set the font to 12point Times New Roman.

1. From the HomeTab, select Times New Roman in the Fontgroup.
2. From the Fontgroup, select 12 for the font size in the Fontgroup.

Set the page margins to one inch all around.

1. Select the Page Layouttab.
2. Click Margins in the Page Setupgroup.
3. ChooseNormal, which uses 1"margins all around.

Set the line spacing to double. All text is doublespaced, including quotations from other sources and the References page.

1. In the Hometab, open the Paragraph Dialog Box by clicking the square with the arrow. Then click Indents and Spacing
2. Under line spacing, click Double. Also, check the box next to "Don't add space between paragraphs of the same style."

Title Page:

APA calls for a separate title page. Click on "Insert" and "Page Number" and then click on "Top of Page." Click on the option for the page number to go in the top right corner. Click in the box next to "Different First Page."

Next, type Running head in the top left corner (in the header box). After that, type a colon and a shortened version of your title in ALL CAPS. In the right hand corner, type a number 1. Click outside of the header box to deactivate the header. Next, in the center of the page, type your full paper title, then your name, and then the name of the college. Your professor may also want you to add the course name and the date.

This information should be in the top half of the page. "Author Note" such as the one listed on the OWL Purdue website, is optional for undergraduate class papers.

Next Step: Once you have completed your title page, tab down to the second page. On the second page, you should see a "2" in the top right corner. Double click at the top of the second page to activate the header box, and type the shortened version of your title in the header box. Then, using the space bar, back this title up to the left side of the page.

The Abstract:

Your professor may require that you include an abstract of your paper. The abstract is on the page directly after the title page. The abstract is usually around 150 words but could be as long as 250 words. Generally, an abstract will cover the major objective/purpose of research.

Using Direct Quotations:

Smith (2013) says that keeping track of research “is crucial to avoiding accidental plagiarism” (p. 67).

Keeping track of sources during the research process is “crucial to avoiding accidental plagiarism”

References continued

1. Force a page break at the end of your paper to start your references page instead of typing it in a