

APA Formatting in Word 2013

Step 1: Font Face and Size

- The preferred typeface for APA format is Times New Roman, with 12-point font size. Use this unless your instructor requires something different.

Step 2: Margins

- APA guidelines require 1 inch margins on the top, bottom, left and right side of your manuscript. This is the default for Word 2013.
- Go to **Page Layout** tab and click on the **Margins** button.
- Select 1 inch margins.

Step 3: Set the Line Spacing to Double

- On the top of the screen, click on the **Home** tab.
- In the section marked **Paragraph**, click the **Line Spacing** button and select **Line Spacing Options**.
- Under the **Spacing** section, click the arrow next to **Line Spacing** and select **Double**.

Step 4: The Title Page

- The title page contains a unique header. On the top left header the words Running head should appear. Following Running head, a colon and a shortened version of the essay title, in all caps, should appear. For example:
- Running head: HIGHER LEARNING
- The page number should also appear at the top right corner of the page.
- To create this unique title page header, first click on **Insert** on the top left toolbar. Then, click on **Header**. Next, click on **Edit Header**. After clicking on **Edit Header**, check the box marked **different first page**.
- Next, select **page number** and scroll to **current position**. Choose the first option from the drop-down menu.
- Then, type in Running Head: SHORTENED TITLE. Tab the cursor over until the page number is flush with the right side of the paper.

- Close the header and footer.
- Write out the full title of the essay centered on the page and in the middle of the page. After the title, write your full name. Underneath your name, write your school affiliation. Keep in mind that this should automatically be double-spaced.

Step 5: Formatting the Following Pages

- With your cursor on the next page, go to **Insert** and then **Header**.
- Choose the first box option from the drop-down menu.
- Then, type the shortened title in all caps.
- Click on **Page Number** and choose the current position option.
- Then, use the tab key to move the page number flush with the right side.

Step 6: Abstract

- The second page of your manuscript should contain a brief abstract. Type Abstract at the top of the page, beneath the running head and page number. Do not bold, underline or italicize. Center it between the left and right margins. Then double space and begin typing the abstract as a single paragraph, flush with the left margin. Do not indent the first line of the abstract.

Step 7: Body of the Paper

- Begin the main body of your manuscript on page three. Type the full title of your paper at the top of the page and begin typing the body of your paper underneath, indenting the first line.

Step 8: Indent ALL Your Paragraphs

- Press the **Tab** button on the left side of your keyboard to indent each paragraph.
- Do NOT use spaces. Remember to do this with each new paragraph that you create – Microsoft Word 2013 may not do it for you automatically.

Step 9: Reference List

- Place the reference list after the main body of your paper. Begin it on a new page. Type References at the top of the page. Do not bold, underline or italicize it. Center it between the left and right margins. Then double space and begin typing your list.

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- There should be double spacing between and within each entry on the list. If an entry continues onto more than one line, the subsequent lines must be indented one half-inch from the left margin. This is known as a hanging indent:
- To create a hanging indent, highlight the citation entry. Then, press CTRL+T to create the hanging indentation. Do this for each entry.

Remember to save often!

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