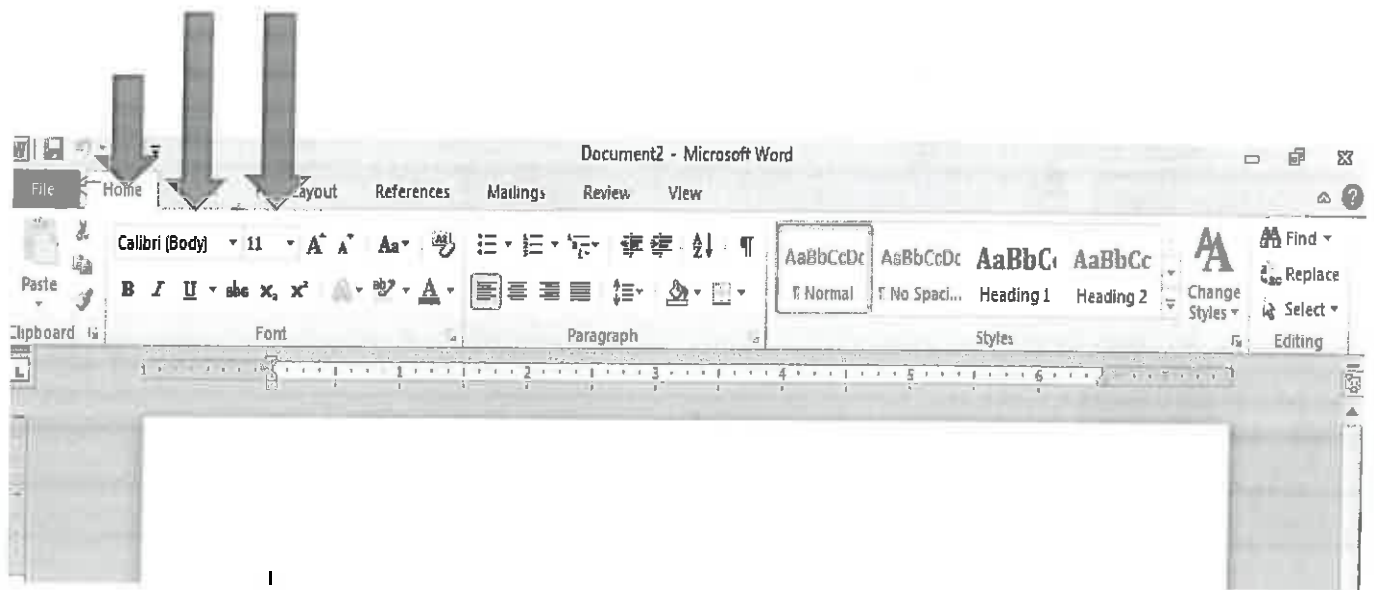


Formatting an APA Style Paper in Microsoft Word

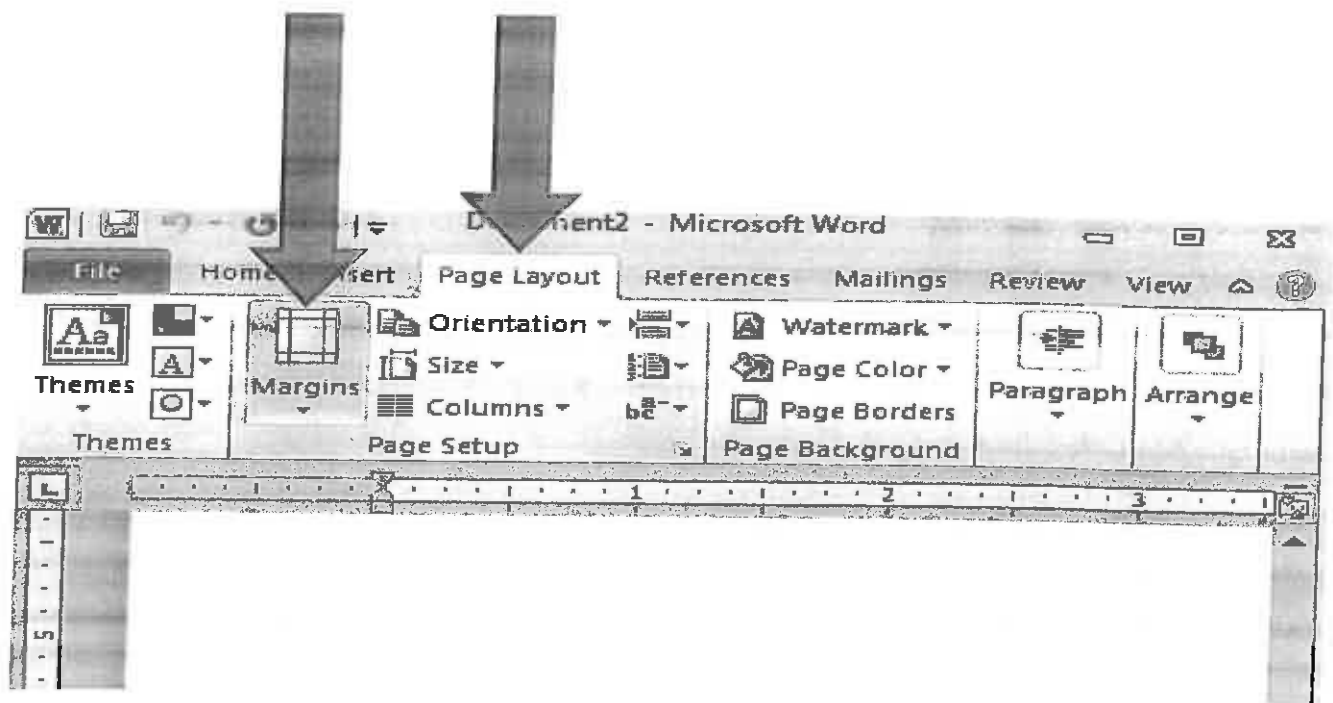
With the release of Microsoft Office 2010 there have been a few changes on how to set up your paper in proper APA Style format. The following pages will walk you through the procedure.

Before you begin typing you may set up your paper to APA Style and when you are finished not have to deal with the hassle of changing things around. The first step is to choose the **FONT and FONT SIZE** that you will be using. The preferred font for APA 6th Edition is Times New Roman and the correct font size will be 12. The **HOME** tab at the top of the Microsoft Word document is where you will find the drop down menus that allow you to choose your **FONT and FONT SIZE**.



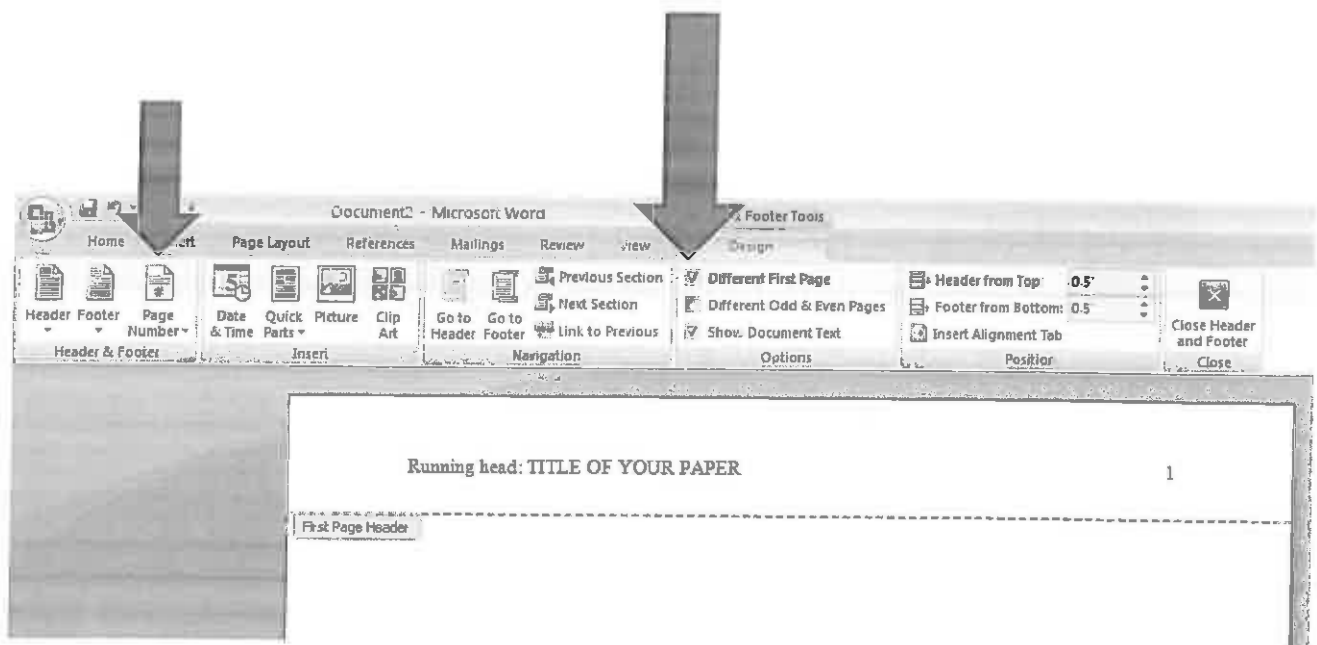
To set your **MARGINS** click on the **PAGE LAYOUT** tab at the top of the Microsoft Word document. The proper margins for an APA Style paper is **1 inch margins**. The second box on the Page Layout tab has a drop down menu labeled **Margins**; click on the drop down menu arrow and choose the first entry on the list.

NORMAL: TOP 1" BOTTOM 1"
LEFT 1" RIGHT 1"



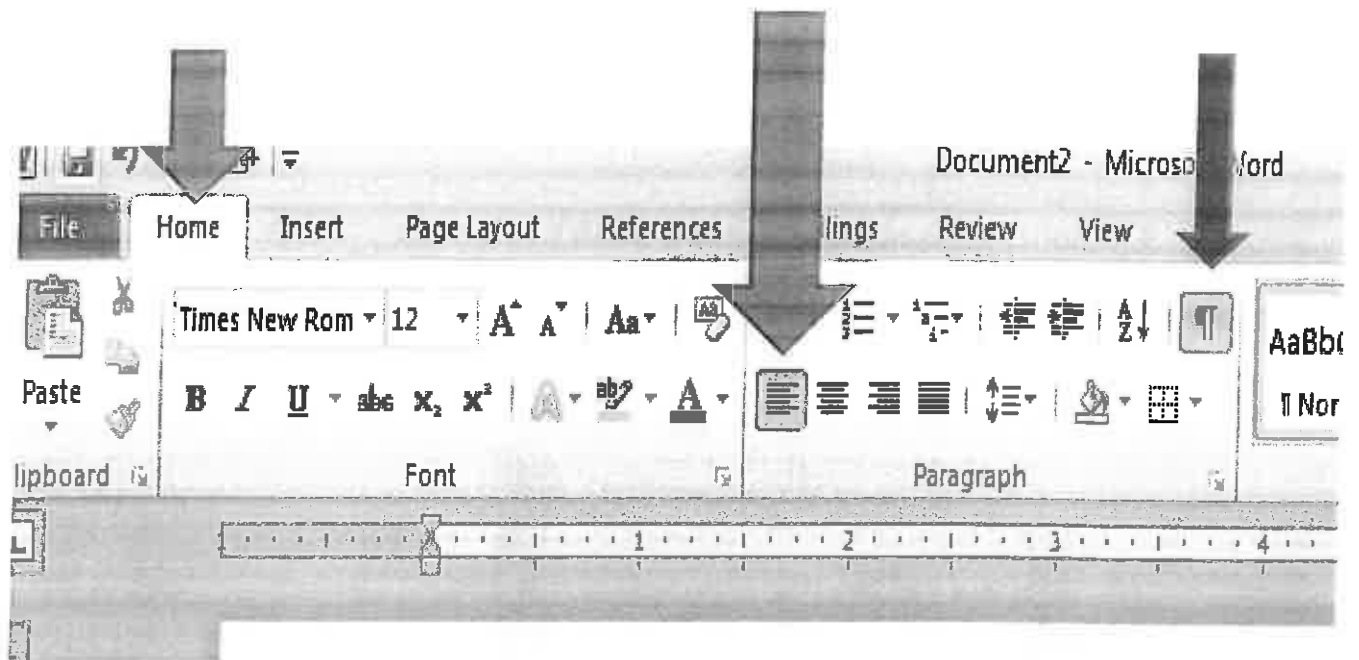
The next step will be to set up your **HEADER** at the top of the **first page** of your report. The easiest way to accomplish this is to:

1. Click the **INSERT** tab.
2. In the center of the toolbar, select **Header**→**Edit Header** (near the bottom of the drop-down menu)
3. In the center of this toolbar, click **Different First Page**.
4. At the left side of the toolbar, select **Page Number**→**Top of Page**→**Plain Number 3**
5. Next to the “1” type “**Running head: TITLE OF YOUR PAPER**”. Make sure the title of your paper is in ALL CAPS.
6. Press TAB twice so that “**Running head: TITLE OF YOUR PAPER**” appears on the left side of the page.
7. Click the **HOME** tab
8. Highlight your title/page number, and choose Times New Romans from the drop down **FONT** box
9. Choose 12 from the drop down **FONT SIZE** box
10. Click “Close Header and Footer.”



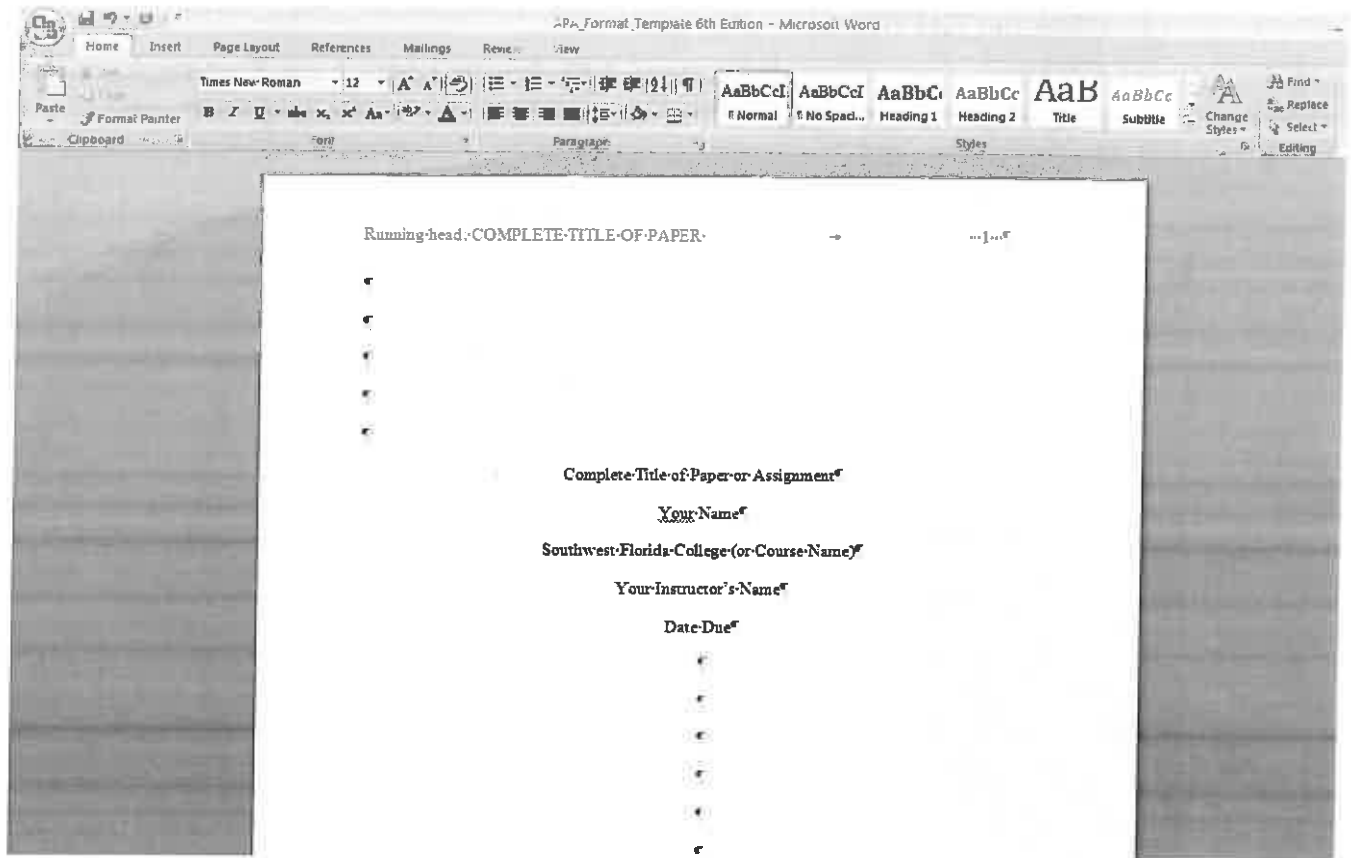
The next step will be to set your spacing to **DOUBLE SPACE**. This is done on the **HOME** tab. In the second box on the Home tab on the second row you will see a drop down menu with an icon with two blue arrows, one pointing up and the other pointing down, followed by four short lines. This is the **SPACING** button. Click on the drop down menu and choose **2.0**.

TIP: On the Home tab there is a button that looks like a backwards P (¶) that will show up as a period whenever you hit the space bar and a (¶) whenever you hit enter; clicking this is optional, but you may find that it's helpful when setting up your paper layout. Don't worry—these symbols will not appear on your paper when you print it out.



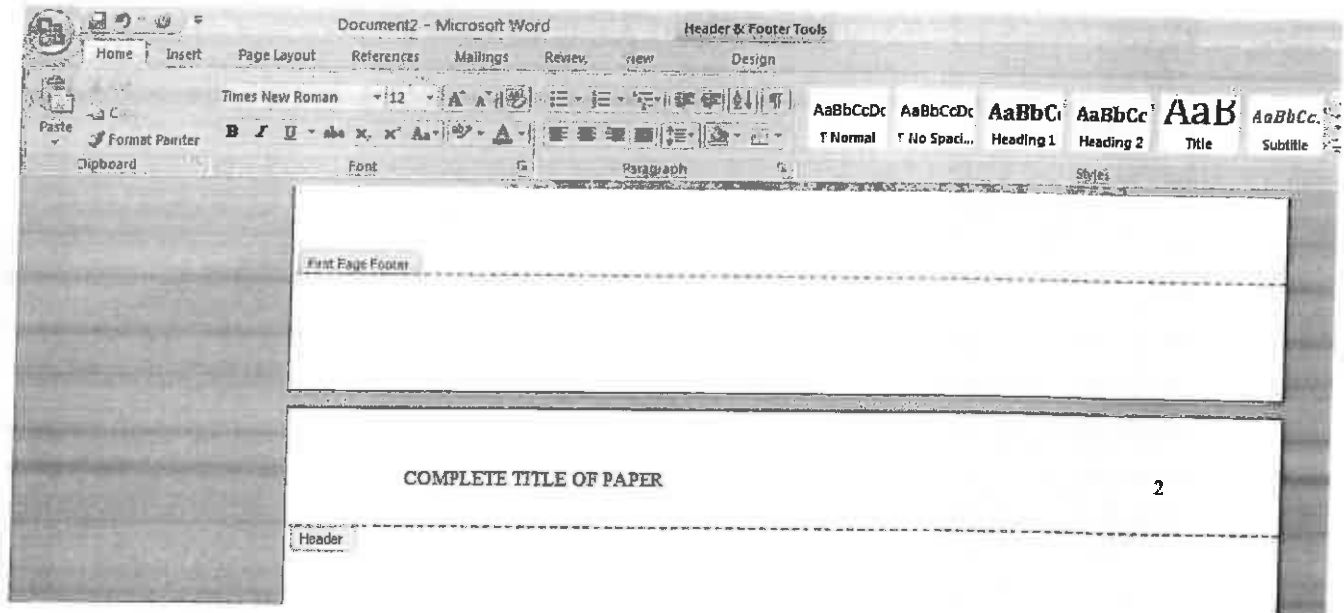
In the next step we are going to set up the cover sheet:

1. Hit the **ENTER** button **5** times
2. Hold down the **CTRL** (control) button and hit **E** – this will align your text in the center for the rest of the page.
3. Type in the complete title of your paper and hit **ENTER**.
4. Type in your name and hit **ENTER**.
5. Type in the name of your class and hit **ENTER**.
6. Type in your professor's name and hit **ENTER**.
7. Type in the due date.
8. Hit **ENTER** until you reach the top of the next page.



Finally, we will set up the running header for the rest of your paper. The running header for the other pages in your paper is **different** from the first page. To set up this running header, make sure you are on the second page of your paper.

1. In the center of the toolbar, select **Header**→**Edit Header** (near the bottom of the drop-down menu)
2. At the left side of the toolbar, select **Page Number**→**Top of Page**→**Plain Number 3**.
3. Next to the “2” type “**TITLE OF YOUR PAPER**” (**NOTE: Do not include “Running head:” this time**). Make sure the title of your paper is in **ALL CAPS**.
4. Press **TAB** twice so that “**TITLE OF YOUR PAPER**” appears on the left side of the page.
5. Click the **HOME** tab
6. Highlight your title/page number, and choose **Times New Romans** from the drop down **FONT** box.
7. Choose **12** from the drop down **FONT SIZE** box
8. Double-click below the blue dotted line that says “Header.”



Congratulations! You are now ready to type your APA-style paper!