**6th ed. APA Formatting in Microsoft Word**

*For Word 2010 and Word 2013 – other versions may differ*

***Dialog Box*** *is the downward pointing arrow at the bottom right of a group (paragraph group is pictured) of functions that offers additional functions.*

|  |
| --- |
| **Margins** |
| * **Page Layout tab** > **Page Setup group** > Margins dropdown menu > Normal *(1” around)*
 |
| **Font/Line Spacing** |
| * **Home tab**
* **Font group** > Dialog box > Font: Times New Roman > Size: 12 > Set As Default button: This document only?
* **Paragraph group** > Dialog box > After: 0 > Line Spacing: Double > Set As Default button: This document only?
 |
| **Title Page Header** |
| * Double click the top of the first page in the document to open the **Header & Footer Tools / Design tab**
* **Options group** > Check “Different First Page”
* Click into the document header > Ensure the cursor is aligned left > Type “Running head: SHORTENED TITLE OF PAPER” *(50 characters or less)*
* Press Tab on the keyboard to move the cursor to the far right of the header > Type “1”
* Exit the header by double clicking anywhere on the paper below the gray dotted line
 |
| **Title Page** |
| * Press Enter on the keyboard 10 times to move the cursor a third of the way down the paper
* **Home tab** > **Paragraph group** > Center button
* Type paper’s full title *(12 words or less)* > Press Enter on the keyboard
* Type your full name > Press Enter on the keyboard
* Type “National American University” > Press Enter on the keyboard
* **Insert tab** > **Pages group** > Page Break button
 |
| **Abstract Page Header** |
| * Double click the top of the first page in the document to open the **Header & Footer Tools / Design tab**
* Click into the document header > Ensure the cursor is aligned left > Type “SHORTENED TITLE OF PAPER” *(there is no “Running head” wording)*
* Press Tab on the keyboard to move the cursor to the far right of the header > **Header & Footer group** > Page Number dropdown menu > Current Position/Plain Number
* Exit the header by double clicking anywhere on the paper below the gray dotted line
 |
| **Abstract Page** |
| * **Home tab** > **Paragraph group** > Center button > Type “Abstract” on the first line
* Press Enter on the keyboard
* Type your abstract *(it should be a single paragraph, 150-250 words, do not indent)*
* **Insert tab** > **Pages group** > Page Break button
 |
| **Body / First Page** |
| * **Home tab** > **Paragraph group** > Center button > Type the paper’s full title on the first line > Press Enter on the keyboard
* **Home tab** > **Paragraph group** > Align Left button
* Use the Tab key on the keyboard to indent each paragraph
 |
| **Reference Page** |
| * **Home tab** > **Paragraph group** > Center button > Type “References” on the first line > Press Enter on the keyboard
* **Home tab** > **Paragraph group** > Align Left button > Dialog box > Special: Hanging
* Type your references. **NOTE:** If your references are already typed, highlight them, and follow the step above to create a hanging indent.
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**APA Template in Microsoft Word**

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1. Open a new word document
2. **File tab** > New > Search for “APA”
3. Double click on the “APA style report”
4. Double click on a section to add text
5. **NOTE:** Remember to delete any unnecessary sections. For academic papers, this generally includes: author note (title page), keywords (abstract page), and footnotes, tables and figures following the reference page.