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.

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.