

# 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.