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**

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

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.