

The Owens Community College Writing Center's Quick Guide to APA Format
For MS Word 2007/2010/2013
Edited March 14, 2016

Basic Paper Format:

Margins (1 inch): On the “**Page Layout**” tab,

- Click on “**Margins**” and
 - Choose the “**Normal**” setting for **1”** margins on the top, bottom, and both sides.

Note: We strongly recommend setting the font and line spacing (without the auto first line indentation) as default, using the font options and paragraph options. Otherwise, to apply formatting changes, you need to select the words/paragraphs you want to change.

Font (Times New Roman, 12 pt.):

Open the Font options: on the “**Home**” tab, in the “**Font**” section, click the small box in the lower-right hand corner.

- Change the font to “**Times New Roman.**”
- Change the font size to “**12**” point font (unless your professor specifies another font/size).
- Click “**Set as Default**” (in Word 2007, “**Default**”) then “**OK**” (in Word 2007, “**Yes**”).

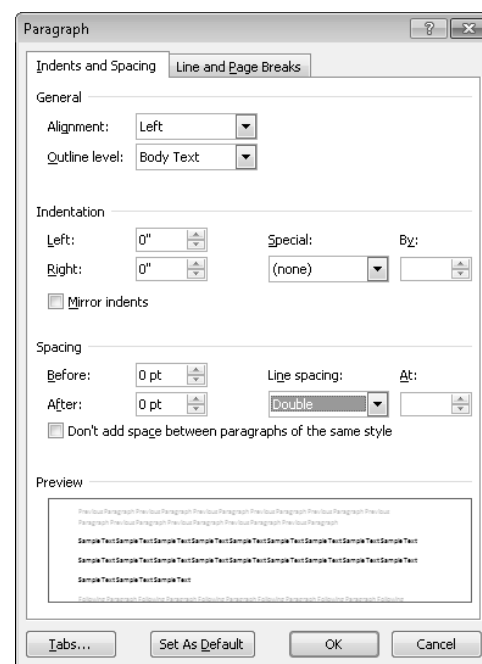
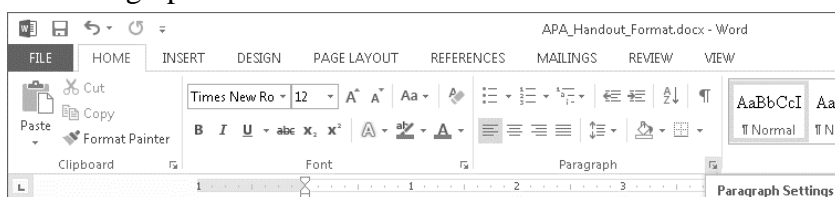
Spacing and Indentations (Double space, no extra spaces, indent paragraphs)

To open the Paragraph options, either:

- On the “**Home**” tab, in the “**Paragraph**” section, click on the small box in the lower-right hand corner.

or

- Right click in a paragraph and in the drop down menu, click “**Paragraph...**”



For whole document (Press “**Ctrl**” + “**A**,” or on the “**Home**” tab, under the “**Editing**” section, click “**Select**” then “**Select All**”):

- Make sure the “**Spacing**” “**Before:**” and “**After:**” are both set to **0** (or 0 pt., or 0.0).
- Set the “**Line spacing:**” to “**Double**” (Unless your professor tells you that your paper should use different line-spacing).
- Click “**Set as Default**” (in Word 2007, “**Default**”)
- Then click “**OK**” (in Word 2007, “**Yes**”).

For all body paragraphs (select the paragraphs/lines):

Note: *pressing tab does the same thing, but doing the following sets indentation automatically.*

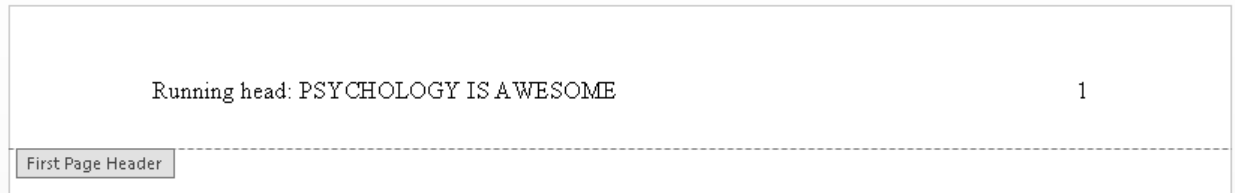
- Reopen the Paragraph options.
- Set the “**Indentation**” under “**Special:**” to “**First line**” by “**0.5**” inches.
- Click “**OK**” to close the Paragraph options.

How to format the Header and Page Numbers:

To get to the Header, either:

- Double-click in the header area (the top section of the page)
- or
- Click on the “**Insert**” tab. Then click “**Header.**” Choose the “**Blank**” header.

The Header on the **Title Page** should look like this (see **steps 4-6**):



And the Header on **all pages after the Title Page** should look like this (see **steps 1-3**):



To set up the **Header** for **all pages after the Title Page**, follow steps 1-3:

1. Type in ALL CAPS the “SHORTENED TITLE” of your paper.
2. Hit the “Tab” key once or twice (until the cursor is blinking on the Header’s right edge).
3. On either the “**Insert**” tab or the “**Header & Footer Tools**” “**Design**” tab,
 - Click “**Page Number,**”
 - Select “**C**urrent Position,” and
 - Click the first option (“**P**lain Number”).

Now, to set up the **Header** for the **Title Page**:

Note: When you complete step 4, the work from the first three steps may seem to disappear. Don’t worry. Once your document has more than 1 page, the work from steps 1-3 will reappear.

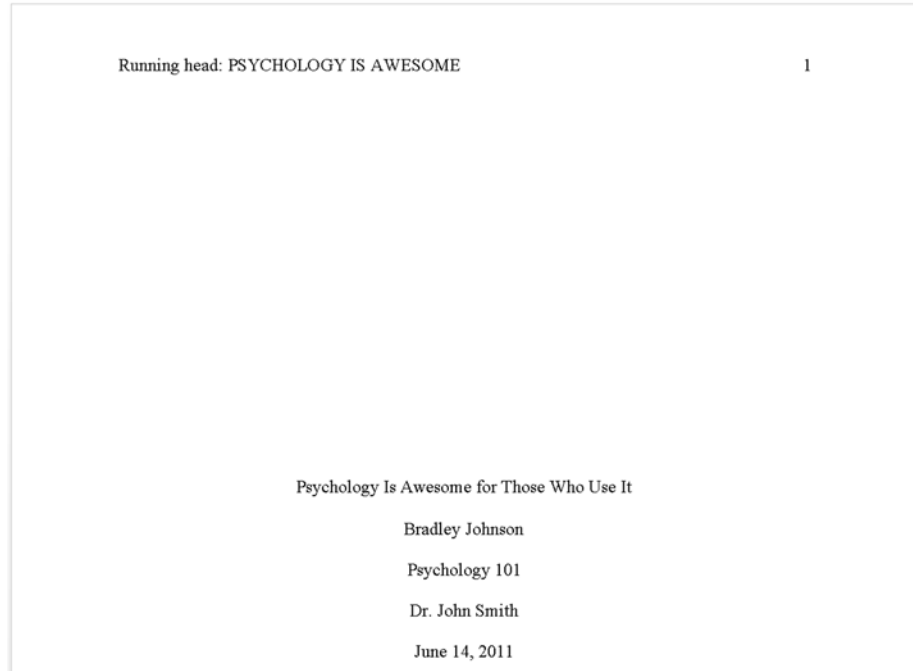
4. Then, on the “**Header & Footer Tools**” “**Design**” tab,
 - Click the checkbox next to “**Different First Page.**”
5. Type “Running head: SHORTENED TITLE”

Note: Check capitalization/punctuation. The first letter of the word “Running” is capitalized, the first letter of “head” is not. There is a colon after the word “head.” Your shortened title is in ALL CAPS.

6. Repeat steps 2 and 3. Then,
7. Exit the Header by either:
 - Double-clicking in the main area (the center) of the page,
 - or
 - Clicking on “**Close Header and Footer**” in the “**Header & Footer Tools**” “**Design**” tab.

How to format the Title Page:

See sample
Title Page:



To create the
Title Page:

1. Make sure your cursor is blinking at the start of your document.
2. **Center** align the text.
 - Click the icon with centered lines on the “Home” tab, in the “Paragraph” section,
 - or**
 - Press “Ctrl” + “E” on the keyboard.
3. Press the “Enter” key about 8-10 times, so the cursor about halfway down the first page. (The content of the title page should be halfway down the first page.)

Note: For step 4, after typing the information for each line (sub-step a-e), press the “Enter” key to create a new/separate line. **Since there are multiple options, you should ask your instructor which information to include on your title page.**

4. Type on separate lines (as shown in sample):
 - a. The Full Title (in uppercase and lowercase letters)
 - b. Your name
 - c. The course title
 - d. Your instructor’s name
 - e. The date (Month Day, Year)

OR

Type on separate lines:

- a. The Full Title (in uppercase and lowercase letters)
- b. Your name
- c. The name of your school
5. After the line for the date, insert a “Page Break” by either:
 - pressing “Ctrl” + “Enter”
 - or**
 - On the “Insert” tab, clicking “Page Break”

Abstract Page (if required): On the second page of your paper, center the word “Abstract” and press the “Enter” key. Left align your summary and do not indent the first line. Summarize (in

120 words or less) the subject of your paper, research method, findings, and conclusions. Insert a Page Break.

Body: On a new page (page three, or page two if no abstract is required) type the full title of your paper and center align it. Then press the “Enter” key to create a new line. Left align the new line and set the “first line” paragraph indentation to ½” (see instructions above).

Note: Depending on the assignment, you may need to label the following sections of your paper: **Method**, **Results**, and **Discussion**. For example, the heading for your **Method** section would be typed in bold font and center aligned on its own line.

APA References Page: This page goes at the end of your paper and lists the publication information for each of the sources you used in the paper.

- Click after the last word in your paper and insert a page break.
- At the top of the new page, type “References” and **center** the line.
- Press the “Enter” (or “Return”) key.
- Left align the text.
- Open the Paragraph options, and set the “Indentation” under “**Special:**” to “**Hanging**” by “**0.5**” inches. This creates a hanging indent, which means that in each source entry every line **after** the first line must be indented ½”.
- Using a resource such as a writing handbook, the Writing Center’s APA Citation Handout, or the *Purdue OWL* website (<http://owl.english.purdue.edu/owl/>), **determine** which **model** each reference used in your paper follows.
- Type the information for your source, **following** the **model**’s format. Each model contains several items (such as Author, Year of publication, Title, etc.), each usually separated by a period or a comma. Your references much match their models.
- Arrange sources alphabetically by author’s last name, or, if there is no author, by the first main word of the title.

See the sample References Page below:

STUDENT RETENTION METHODS	8
References	
Becker, K.A., Krodol, K.M., & Tucker, B.H. (2009). <i>Understanding and engaging under-resourced college students: a fresh look at economic class and its influence on teaching and learning in higher education</i> . Highland, TX: Aha! Process, Inc.	
Brown, J.L. (2012). Developing a freshman orientation survey to improve student retention within a college. <i>College Student Journal</i> , 46, 834-851.	
Bugeja, M. (2013, March). The new R&R: Recruitment and retention of students. <i>Education Digest</i> , 78(7), 25-28. Retrieved from http://www.eddigest.com/	
Habley, W.R., Bloom, J.L., & Robbins, S. (2012). <i>Increasing persistence: Research-based strategies for college student success</i> . [Kindle edition]. Retrieved from http://www.amazon.com	