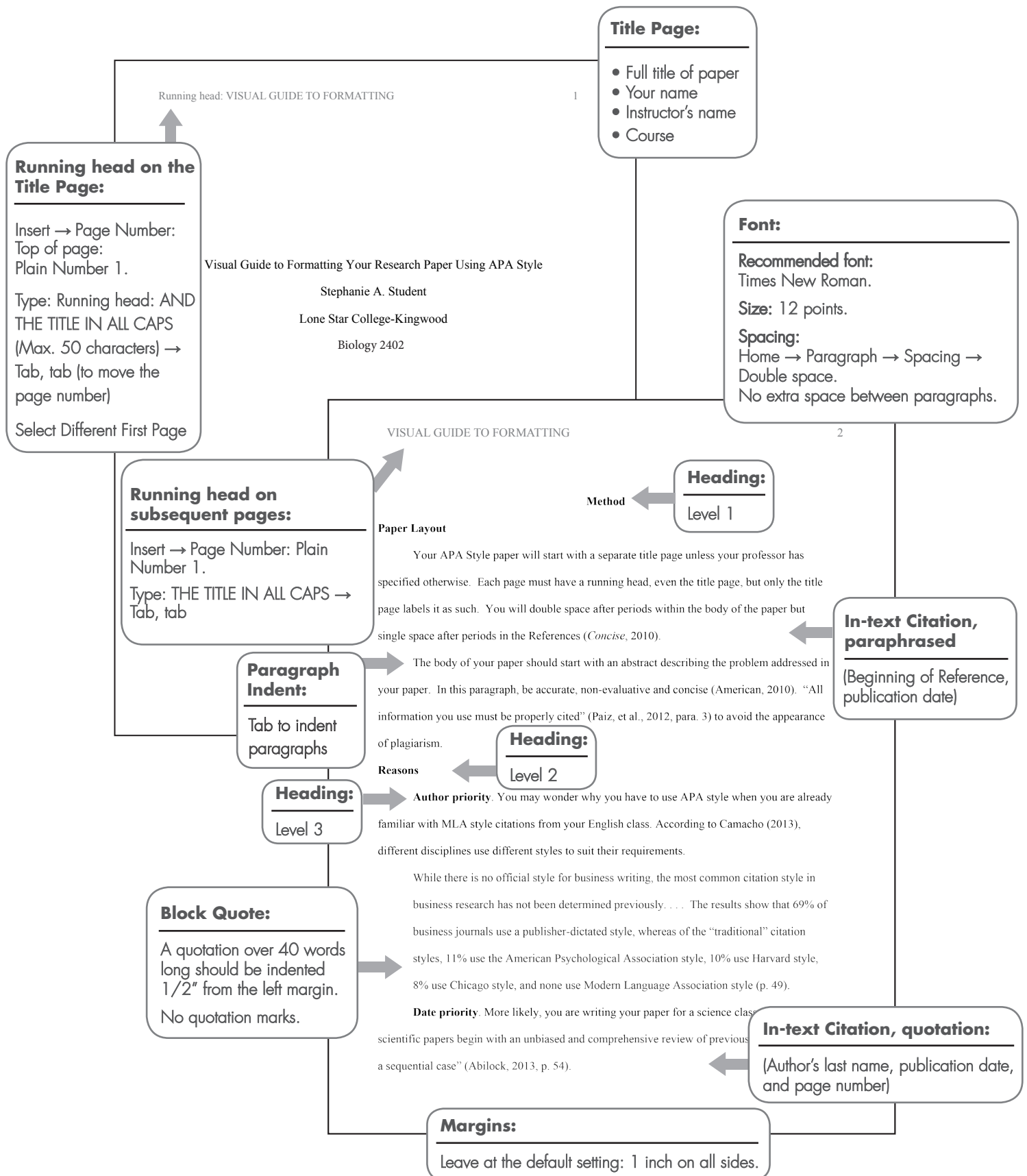


# Visual Guide to Formatting Your Research Paper Using APA Style



## References:

Start on a new page:  
Insert → Page Break.

Formatting:  
See the APA guide in paper form  
or online at:  
<http://tinyurl.com/kw-apastyle>

## VISUAL GUIDE TO FORMATTING

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### References

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### Hanging Indent:


Paragraph → Dialog  
box → Indentation →  
Special → Hanging

Line spacing → Double

No extra space  
between paragraphs

### Alphabetize:

Select all (minus title).

Home → Paragraph → Click on the  button