Font, Spacing, & Margins

1. Pull down the Font arrow located in the Font Group inside the Home tab.

2. From the Font menu, select Times New Roman.

3. From the Size menu, select 12.

4. Click on the button Set As Default.

5. Click OK.
6. Pull down the **Paragraph arrow** located in the Paragraph Group, inside the Home tab.

7. Set the “Before” and “After” spacing to zero.

8. Select **Double** under Line Spacing.

9. Click on the **Set as Default** button.

10. Click the **OK** button.

11. Click on the **Margins** button located in the Page Setup group on the Page Layout tab.

12. Make sure that **Normal** is selected. (1 inch all around)
Your professor’s requirements trump APA guidelines, so be sure to **check with your professor**.

**Suggestion:**
- Complete Title of Research Paper
- Student’s Name
- Class Information (such as class name & number)
- Semester Information
- Professor’s Name

These elements need to be double-spaced and centered horizontally & vertically.

1. Enter the required elements. Press the Enter key after each element.
2. Enter a **Page Break** by pressing the **Ctrl and Enter** keys on the keyboard.
3. Scroll back up to your first page, and use the mouse to select all the elements.
4. Center the items horizontally by clicking on the **Center button** located in the Paragraph group in the Home tab.

5. Center the items vertically by going to the **Page Layout** tab.

6. Click on the Page Setup **arrow**.

7. Go to the **Layout** tab.

8. Under Page, select **Center** for the Vertical alignment.

9. In the Apply to section, select **Selected text**.

10. Click **OK**.
APA calls for two different headers. The first header applies to the title page, and then the second header applies to the rest of your document. The running head is an abbreviated title printed on the top of each page of your essay.

**Title Page Header:**

1. Move your cursor to the first page, which is your Title Page, then go to the **Insert** tab.

2. Click on the **Header** button located in the Header & Footer group.

3. From the menu, select **Edit Header** (located towards the bottom).
4. Place a checkmark on the Different First Page option.

5. Enter Running head, colon, space, and then enter the abbreviated title in all caps.

6. Press the Tab key on your keyboard several times until the cursor is aligned to the right. (This is where the page numbering will be located.)

7. Select Page Number.
9. Select Plain Number.
10. Close the Header & Footer.
Second page header that will apply to the rest of your document:

11. Move your cursor down to your second page, and then go to the Insert tab.
12. Select Header.

13. Click on Edit Header.

14. Enter the abbreviated title in all caps. (This time you will NOT include “Running head:” before the title.)

15. Press the Tab key on your keyboard several times until the cursor is aligned to the right.

16. Select the Page Number button.
18. Select Plain Number.

19. Close the Header.
Hanging Indents – References List

After your essay, the last section is the References list. This is where you list all your sources alphabetically, and follow strict APA citation guidelines. APA calls for double line spacing, and requires hanging indentation. A hanging indent is where the first line of an entry extends out to the left margin, and the rest of the entry is indented.

To set up your References list:

1. Type and center: References
2. Press enter to move cursor to the next line. You may need to align the line to the left by clicking on the left align button located in the Paragraph group in the Home tab.
3. Click on the down arrow in the Paragraph group.
4. Under the Indentation section, select Hanging from the Special menu.
5. Click OK.
6. Start typing your citation entries following APA guidelines. Not sure about the format? Contact your professor or librarian.