

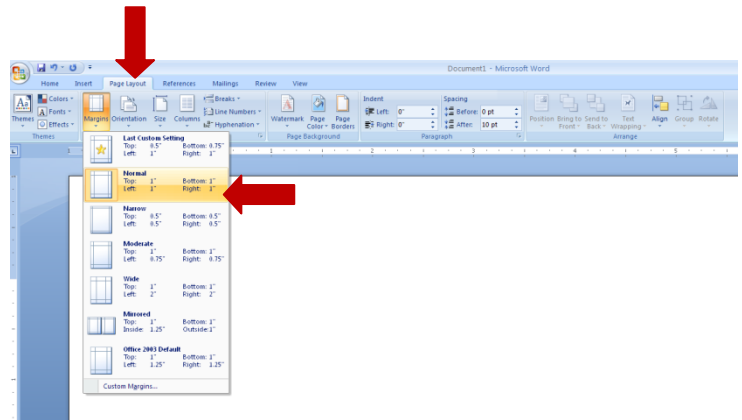
Formatting Research Papers According to APA Style 6th Edition

Microsoft Word 2007

MARGINS

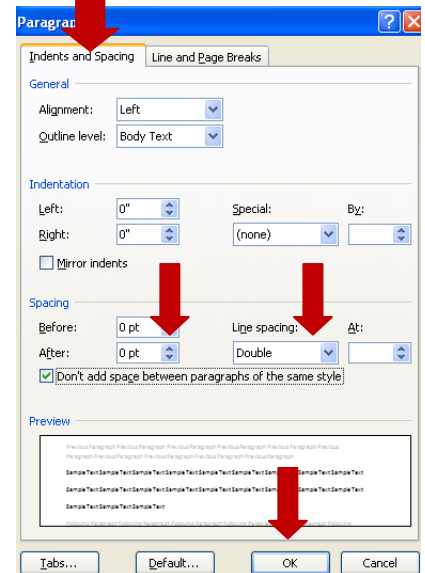
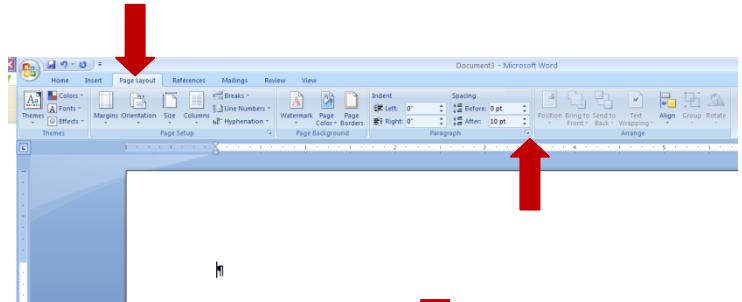
1. From the “Page Layout” tab, click on the “Margins” button.
2. Select the “Normal” option.

Be sure that all margins (top, bottom, left, and right) are set to one inch.



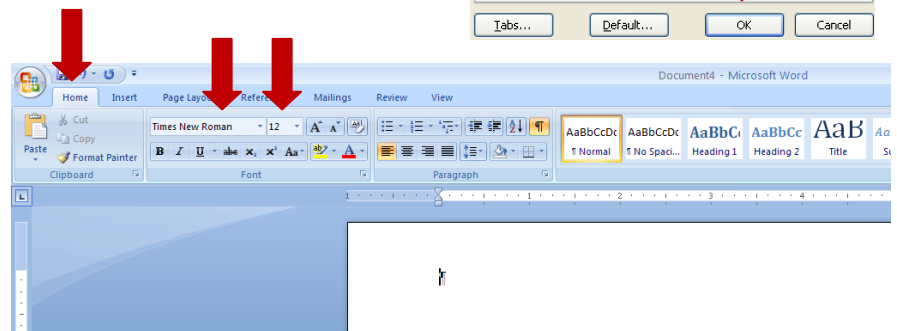
LINE SPACING

1. From the “Page Layout” tab, click on the “Paragraph” arrow to bring down additional paragraph options.
2. In the “Indents and Spacing” tab, go under the “Spacing” section, select “Double” from the “Line Spacing” menu.
3. Set Line Spacing “After” to “0 pt.”
4. Click “OK.”



FONT

1. From the “Home” tab, select font “Times New Roman” from the drop-down menu.
2. Select font size 12 from the drop-down menu.



TITLE PAGE ELEMENTS

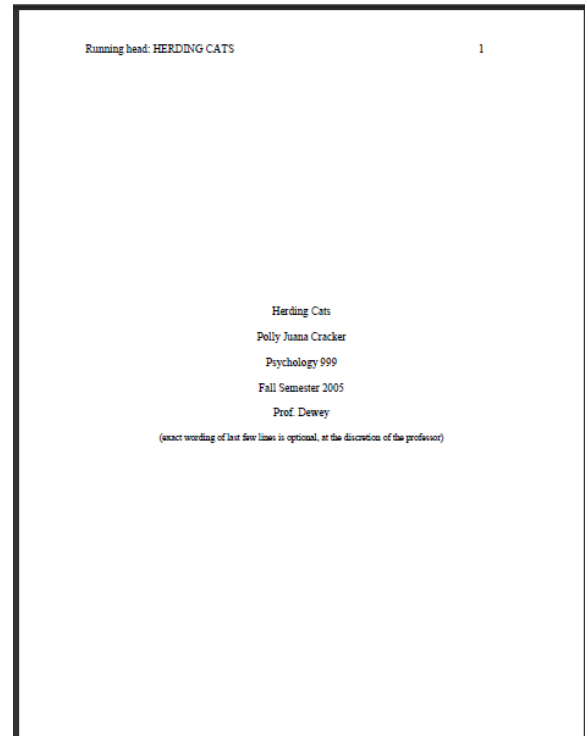
Type the required elements on the title page. Normally, in APA style you will need the following elements:

- Complete title of your essay
- Name of the student
- Class information
- Semester information
- Professor's name

The elements on the title page need to be double-spaced, centered horizontally, and centered vertically.

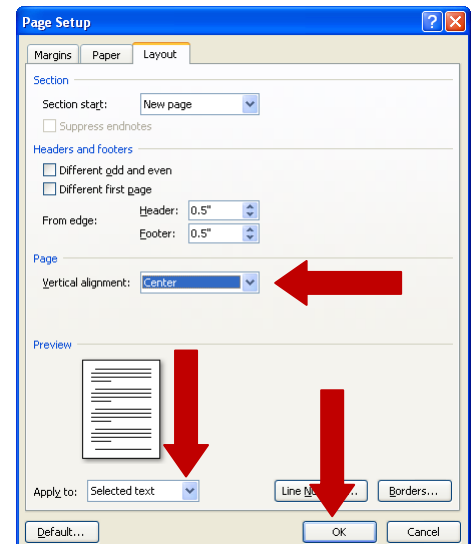
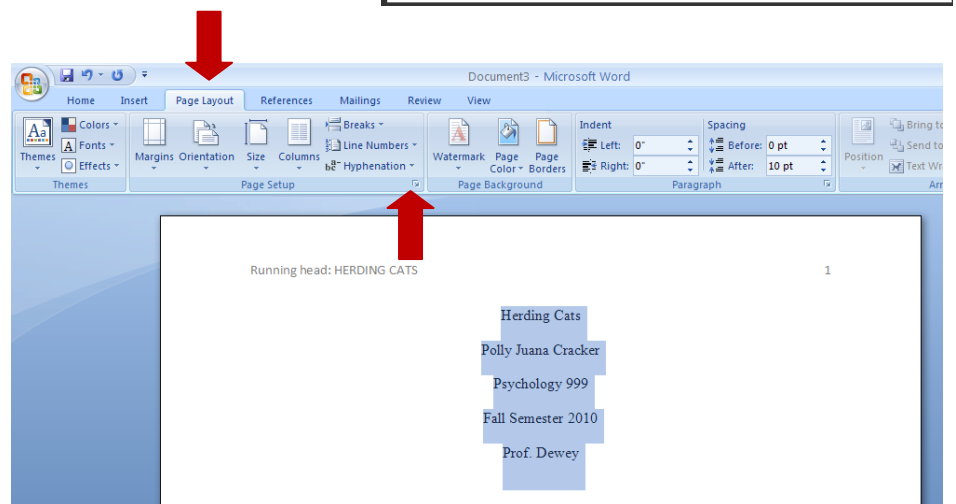
Be sure to check with your professor about the items required on the title page.

Enter a page break [by pressing the "Control" and "Enter" keys at the same time] to add a second page to your document.



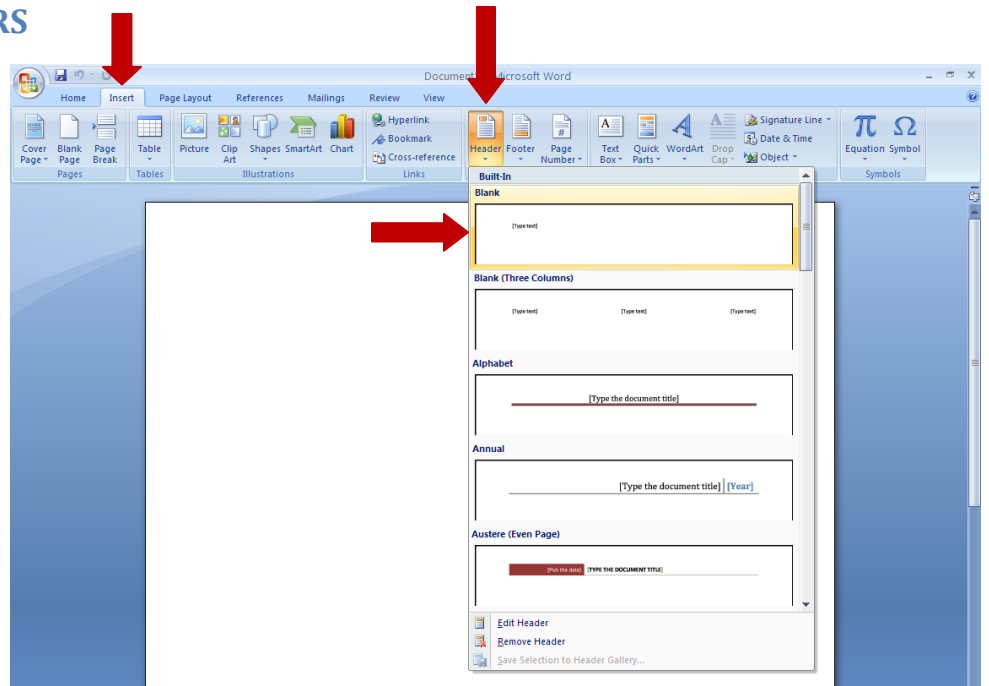
To center the text vertically:

1. Highlight the title page elements.
2. Go to the "Page Layout" tab.
3. Pull the "Page Setup" menu.
4. In the "Layout" tab, pull down the menu in the "Page – Vertical alignment" menu and click on "Center."
5. Then click on the "Selected text" menu item from the "Apply to" menu. Click "OK."

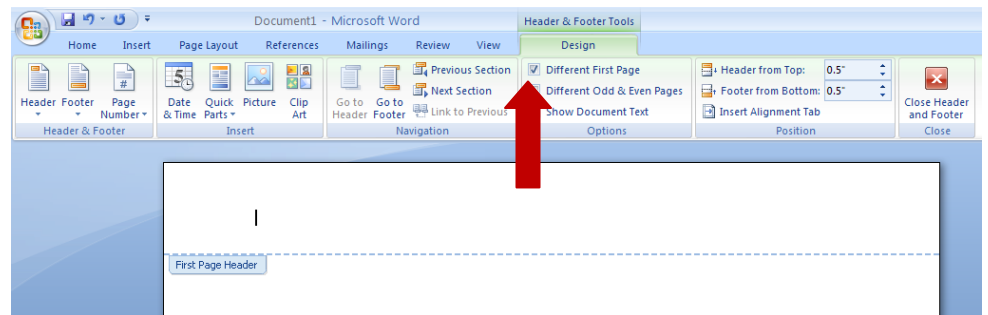


HEADERS AND PAGE NUMBERS

1. To create the header on the title page, be sure that the cursor is on that page. Go to the “Insert” tab, then click on the “Header” button and select the “Blank” option.

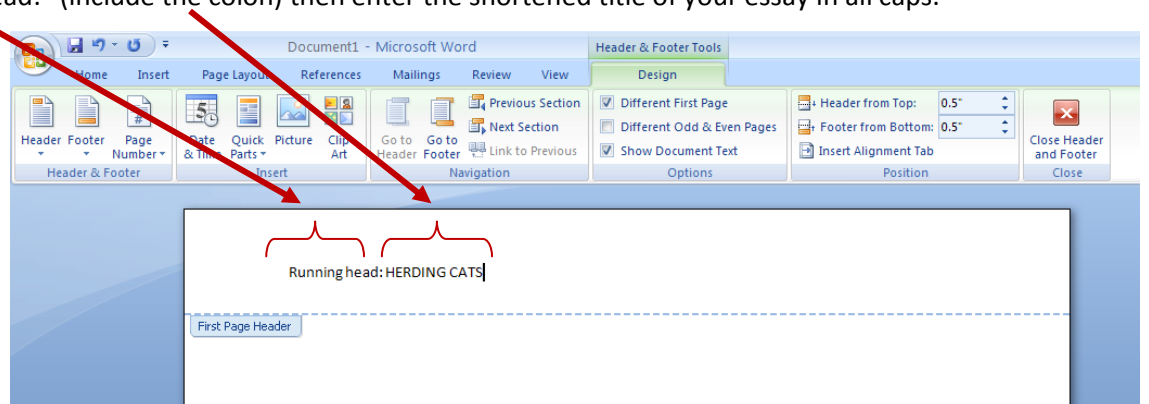


2. Click on the “Different First Page” check box.

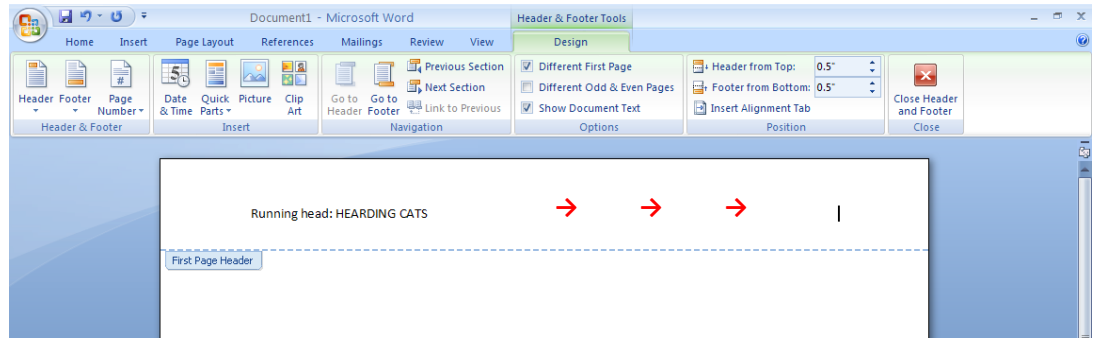


3. Type “Running head:” (include the colon) then enter the shortened title of your essay in all caps.

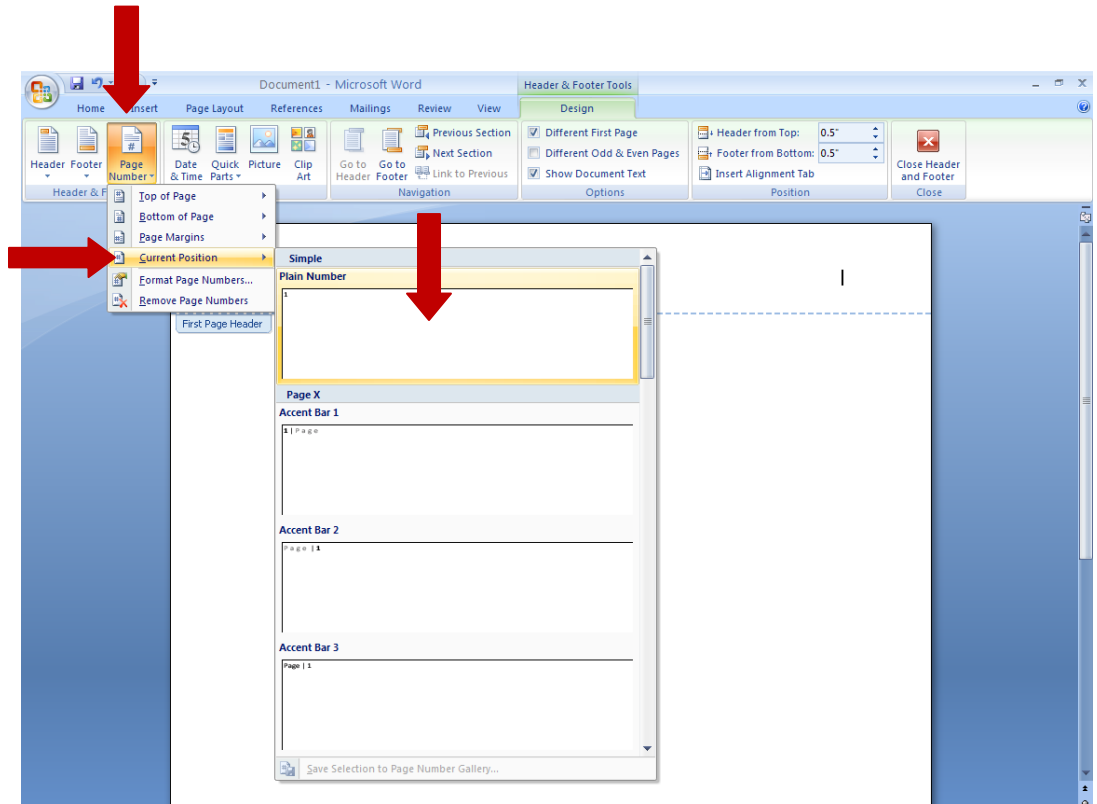
If the title is short, then enter the entire title.



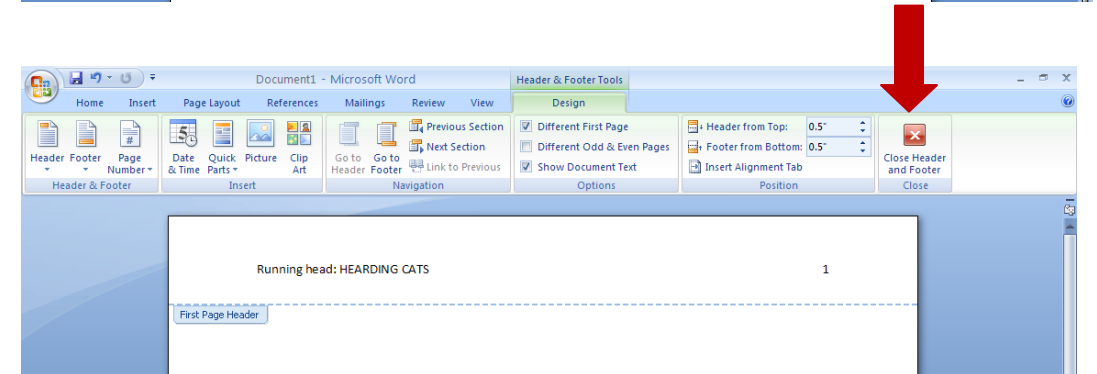
4. Tab over until the cursor is aligned on the right margin.



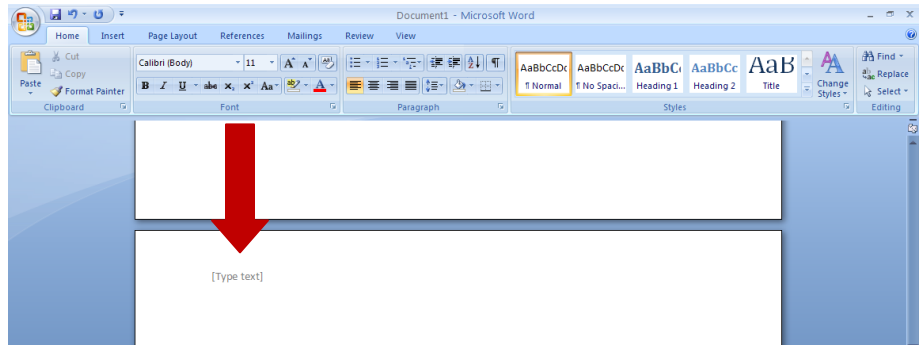
5. Click on the “Page Number” button, then select “Current Position,” then select the “Plain Number” option.



6. Close the “Header” By clicking on the “Close Header and Footer” button.

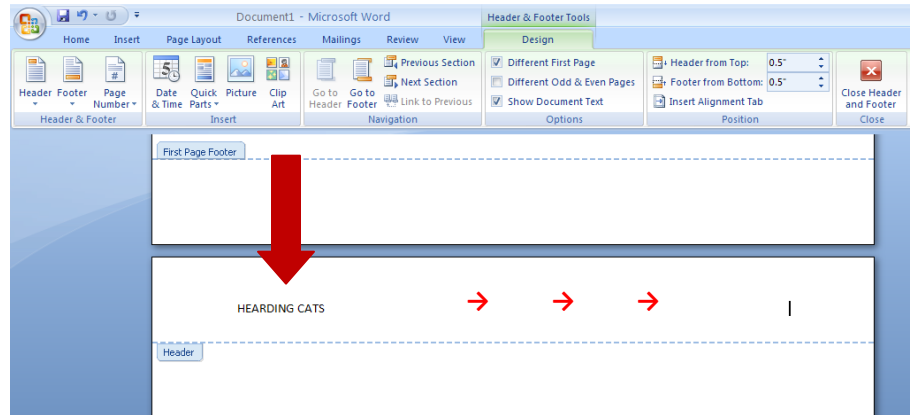


7. Scroll down to the second page and access the second page “Header” by clicking on the [Type text] placeholder.

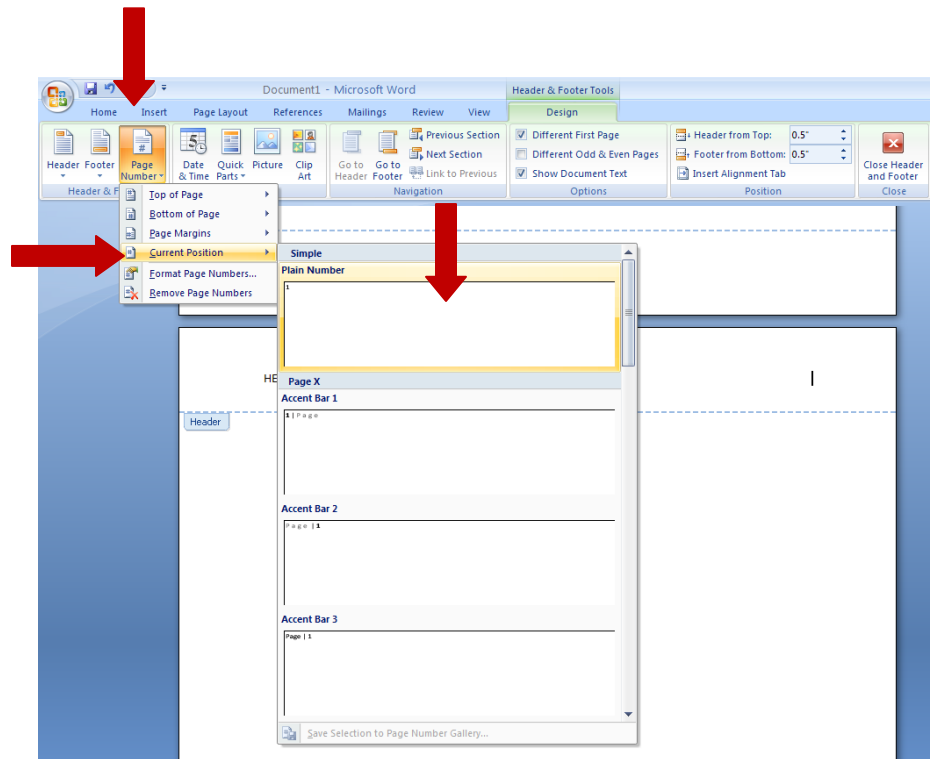


8. Type the shortened title in all caps, then tab over to the right margin.

Note - Do not precede the shortened title with the text “Running head:” This is to appear on the header of the title page only.

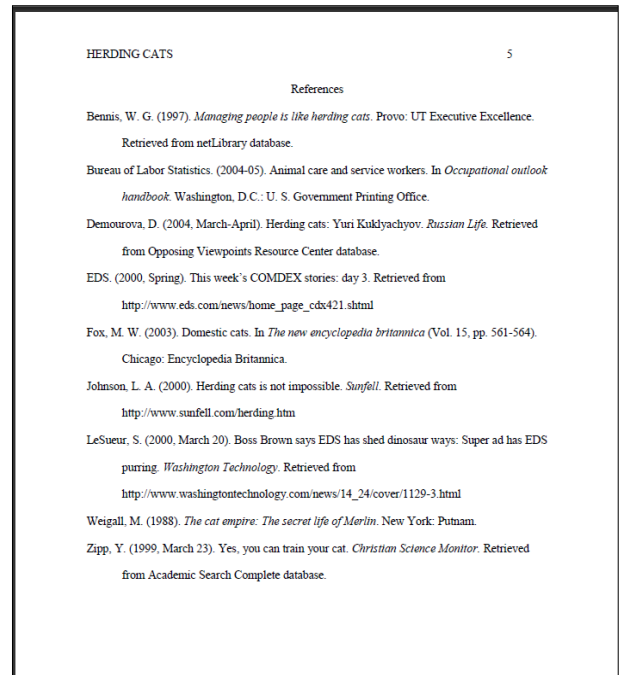


9. Insert the page number by clicking on the “Page Number” button, select “Current Position,” and then select “Plain Number.”



REFERENCE LIST PAGE

- After you finish typing your entire paper, enter a “Page Break.” This will allow you to start a fresh page for your “References” list.
- Your “References” page is the last part of your research paper, and this is where you list all of the sources you used in your research and in your paper.
- Title this page as “References.”
- Be sure to center the title.
- Entries need to be double-spaced, left-aligned, and in alphabetical order.
- Entries need to have a hanging indent. This means that the first line of each entry is flushed left and subsequent lines of the same entry are indented ½ inch.



HANGING INDENTS

1. In the “Page Layout” tab, click on the “Paragraph” menu arrow to bring up the options.
2. In the “Indents and Spacing” tab, go to the “Indentation” section, and select the “Hanging” option from the “Special” menu.
3. Click “Ok.”

