The American Psychological Association (APA) style lists some very specific rules regarding how your paper should look. These rules, although they can be complicated, help your reader by creating a uniform paper with readable fonts and easy to find elements. In-text numbers below refer to the appropriate APA Style Guide section.

**Basic APA Requirements**

- 12 point font
- Times New Roman or Arial
- Double spaced between **all** texts
- 1 inch margins
- Align text to the left
- Indent the first line of every paragraph (with the exception of the (a) abstract, (b) block quotations, (c) titles and headings, (d) table titles and notes, and (e) figure captions.

These are all fairly simple to set up, once you know where to find everything in Microsoft Word. To help you, follow the guide below. The first picture shows the location of the different tabs and menus used.

**Changing your font**
1. Click on the “Home” tab
2. Click the “Font” drop down box
3. Select Times New Roman or Arial
4. Click the “Size” drop down box
5. Select 12

**Changing your paragraph settings**
1. Click the “Paragraph Tools” pop out (look for this image).
2. For the body of your paper:
   a. Indentation left and right should be “0”
   b. Special indentation should be “First line” by 0.5”
   c. Line spacing should be double

**Order of Pages**
1. Title page
2. Abstract (if required): start on a separate page - a brief (150-250 words), comprehensive summary of contents of the article, typed in upper/lowercase letters, centered, top of 2nd page, single paragraph, no indentations
3. Body - start on a separate page with title as the first line
4. Reference page
5. Tables (start each on a separate page)
6. Figures (start each on a separate page; include caption on page with figure)
7. Appendices (start each on a separate page)
Running Head

APA style requires a running head that is different on the cover page of your paper.

<table>
<thead>
<tr>
<th>First Page</th>
<th>Subsequent Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Double click on the empty white space above the body of your paper.</td>
<td>10. Double click on the empty white space above the body of your paper.</td>
</tr>
<tr>
<td>2. Access the “Header and Footer” menu.</td>
<td>a. This will open your header and let you access the “Header and Footer” menu.</td>
</tr>
<tr>
<td>3. Select the box labeled “Different First Page”</td>
<td>11. Click on the “Page Number” button</td>
</tr>
<tr>
<td>4. Click on the “Page Number” button</td>
<td>12. Highlight “Top of Page”</td>
</tr>
<tr>
<td>5. Highlight “Top of Page”</td>
<td>13. Insert “Plain Number 3”</td>
</tr>
<tr>
<td>6. Insert “ Plain Number 3”</td>
<td>14. Type a shortened version of your title (no more than 50 characters including spaces) in all caps.</td>
</tr>
<tr>
<td>7. Click in front of the new page number and Running Head:</td>
<td>15. Highlight both your title and page number and adjust the font to match the body of your paper (Times New Roman or Arial 12 point).</td>
</tr>
<tr>
<td>8. Type a shortened version of your title (no more than 50 characters including spaces) in all caps after Running Head.</td>
<td></td>
</tr>
<tr>
<td>9. Highlight both your running head and page number and adjust the font to match the body of your paper (Times New Roman or Arial 12 point).</td>
<td></td>
</tr>
</tbody>
</table>

In APA format, your paper must be preceded by a cover page. The cover page contains the following information typed in sentence case and centered on the page:
- The title
- The author’s or authors’ names (First name, middle initial, last name)
- Your school’s name
The cover page may also include an author’s note (2.03). These are used to identify each author’s departmental affiliation, provide acknowledgements, state any disclaimers or perceived conflict of interest, and provide a point of contact for the interested reader.

Cover Page

Running head: EFFECTS OF AGE ON DETECTION OF EMOTION

Effects of Age on Detection of Emotional Information
Christina M. Leclerc and Elizabeth A. Kensinger
Boston College

Reference Page Formatting

The formatting on your reference page is the same as the rest of your paper, with the following changes:
1. Insert a page break at the end of your essay (this will keep your references on a new page).
2. Center “Reference Page” at the top of the page
3. After you have typed your citations, highlight ONLY the citations (not the title) and create a hanging indent.
   - Click the “Paragraph Tools” pop out (look for this image ).
   - Special should be Hanging by .25”
   - Line spacing should be double

EFFECTS OF AGE ON DETECTION OF EMOTION

Reference Page

Above: An example cover page

Above: An example reference page

Compiled with information from the APA Style Manual – Seventh Edition by J. Guthrie and Geroya Richardson 12/10/13