This handout should help you format your paper in APA style. It describes both proper formatting and what to do in Word to achieve those effects.

Always keep in mind that your instructor is the final authority, however! If you have instructions to do something differently… do it!

**Header:**
Insert tab → Header.

Check [ ] Different First Page

Edit text in Header (double click in area).

Make sure to use Times New Roman at font size 12.

The title here should be no more than 50 characters. It should still reflect the content of the paper, but it does not have to be your exact title as it appears further down the page.

On the title page, it will be Running head: [TITLE]

Page Number: Tab to right corner. Insert page number → Current position

**Title Page**

**TEXT** Home → Font

**Font:** Times New Roman

**Size:** 12 points

Home tab → paragraph:

Center align

Open Paragraph dialog

Box → Spacing - Double Space

Include the running head, your title, your name, and institutional affiliation.

E.g.

On APA Citations

Sarah Smith

Lone Star College
Header:
From this page on, the left corner of your header will only be your TITLE. “Running head:” only appears on the title page.

Page numbers should remain in the right corner. You will have to re-insert the Page Number on page 2, but you’ll be finished doing that for the rest of your document.

Abstract


On a new page, you will write a 150-250 word summary of your paper.

The title is simply Abstract with no other formatting to it.

Do NOT indent when you start writing.

Leave the margins at the default setting: one inch on all sides.
Indent:
½" indent at each new paragraph:
Tab key once, OR
Open Paragraph dialog Box→Special: First line

In-Text Citation
(Author’s last name, year, page number)
E.g. (Ellis, 2000, p. 31).

Body of Text

TEXT Home→Font
Font: Times New Roman
Size: 12 points

LAYOUT Home→Paragraph
Align: Left align, except the title
Spacing: Open Paragraph dialog Box→Spacing: Double Space

In-Text Citation
(Author’s last name, year, page number)
E.g. (Ellis, 2000, p. 31).
References


Insert tab → Page Break

**LAYOUT**

Home → Paragraph

**Align**: Left align, except the title

**Indent**: Open Paragraph dialog Box → Special: Hanging

**Spacing**: Open Paragraph dialog Box → Spacing-Single

Make sure you insert an extra paragraph to separate your sources.

On a new page, you will list in **ALPHABETICAL** order the sources cited in your paper.

You can automatically rearrange your citations by highlighting them all go to

Home → paragraph Click on the **A** button

Refer to the APA Style guide to properly format the source information, available in paper form in the library or online, http://www.lonestar.edu/UP-Library.htm.