

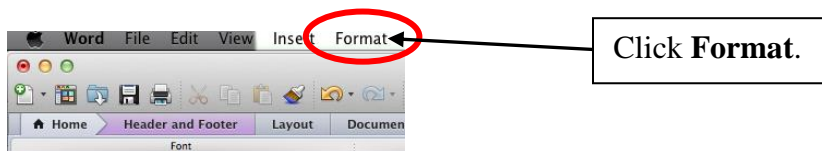
Basic Formatting for APA Style using Microsoft Word for Mac 2011

It is very important to set up the Word document to APA style BEFORE typing any content. After you have set up the formatting, save the blank document as a template for future assignments and then begin typing in the content.

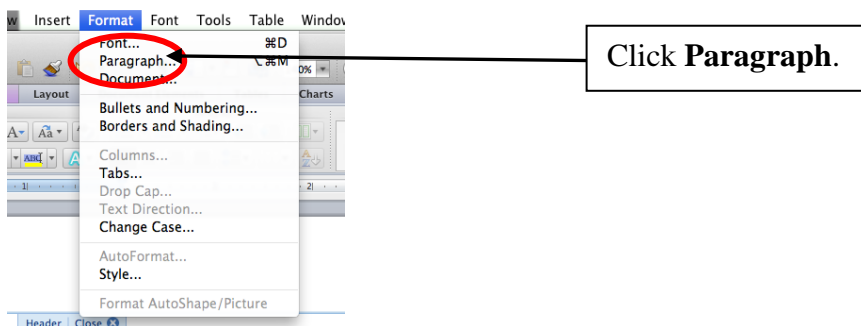
Remember to CHECK WITH YOUR INSTRUCTOR about APA Style and what they expect for your papers.

Double Space your document:

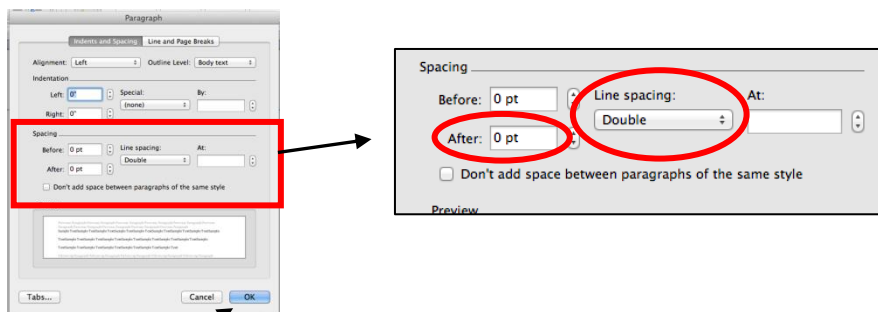
1. Click on the Format menu.



2. Click on Paragraph.



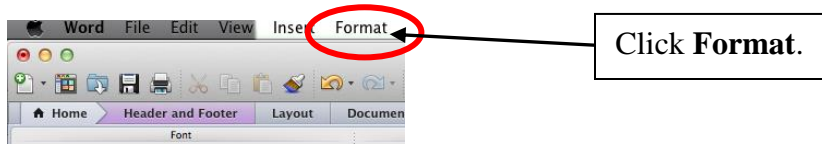
3. Change the Spacing **After** to zero (0) and the **Line spacing** to Double (see below)



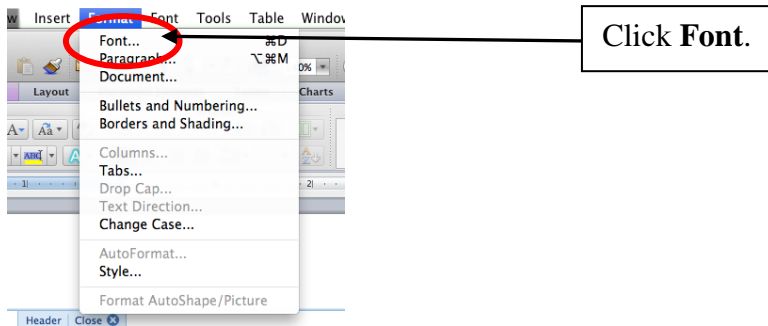
4. Click **OK** to complete the line spacing.

Set the font type, size and margins:

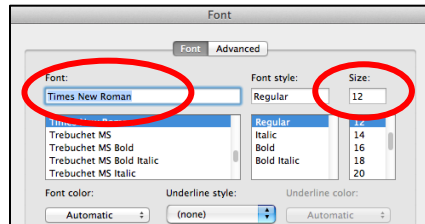
1. Click on the **Format** menu.



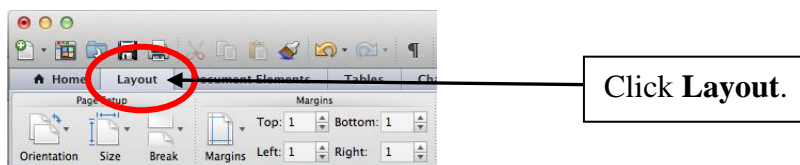
2. Click on Font.



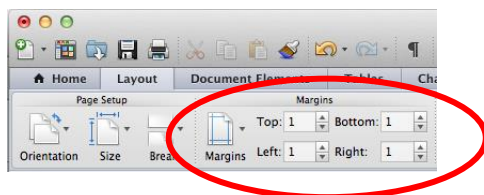
3. In the Font options click on the Font box and change the font to **Times New Roman**. Click on the Size box and change the size to **12**. **When you create the Header (see page 3) you will need to set the font type and size again.**



4. Next, click on the Layout Tab.



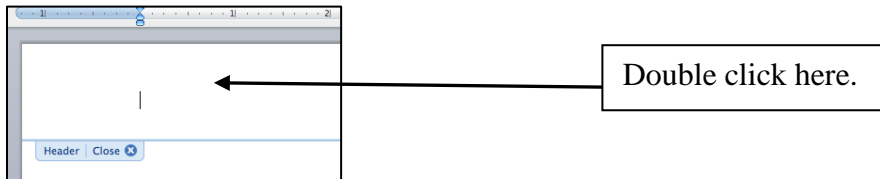
5. In the Margins area, change the numbers for Top, Left, Bottom and Right to 1".



Adding a header and page numbers:

The Header described below is the typical header required for an APA style paper. Please make sure to read the expectations from your instructor as they may ask for something different.

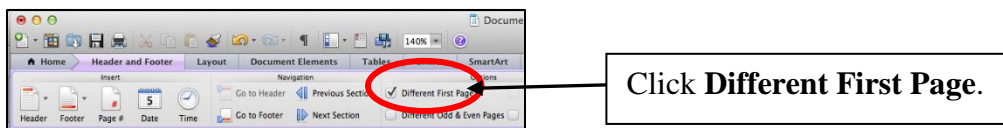
1. Double click in the very top of your document (inside the top margin).



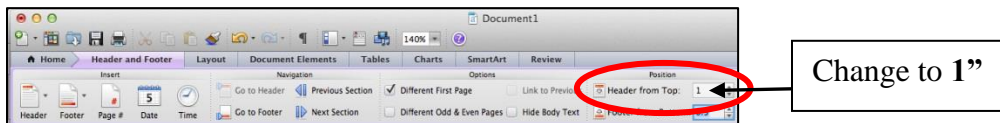
2. Your cursor (mouse pointer) will be moved into the header space and Header and Footer will be added to the Tabs at the top.



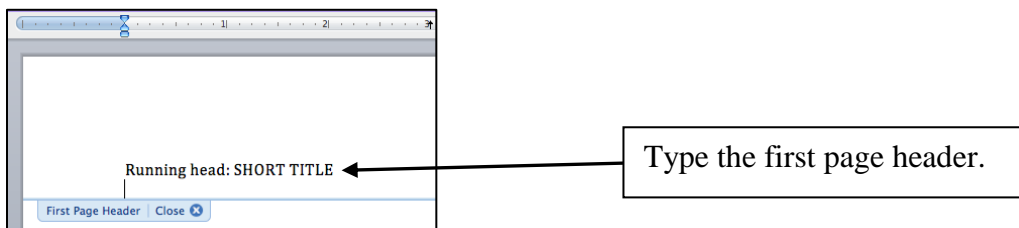
3. Click on the **Header and Footer** Tab and check the box beside **Different First Page**.



4. Change the **Header from Top** to 1”.

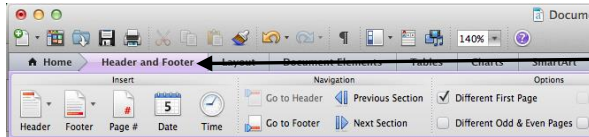


5. Type the words **Running head:** followed by the shortened version of your title in ALL CAPS on the left side of the header.
NOTE – the font will need to be changed to Times New Roman, size 12 again since the header will use the default font.



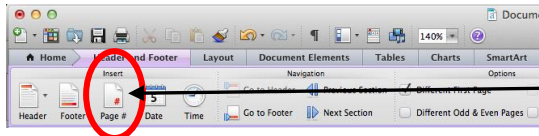
6. Next you need to add the page number on the right side.

7. Press the Tab key on the keyboard twice after typing the title. (This will bring your cursor to the far right side).
8. Click on the Header and Footer Tab.



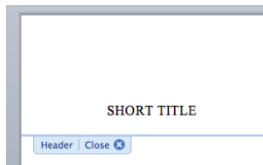
Click on the **Header and Footer** Tab.

9. Click on **Page #**.

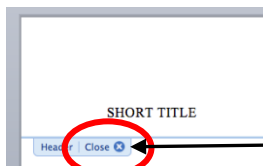


Click on **Page #**.

10. The page number will appear in the area of the cursor.
11. Press the **Enter** key on the keyboard once to create space below the header.
12. Go to the second page of your paper and double click in the Header space to open it.
13. Type the shortened version of your title in ALL CAPS on the left side of the header. This is called the running head. For example, if your title is 'A Critical Look at Nursing in Canada' the running head is NURSING IN CANADA.



14. Repeat steps 7-11 above to put the page number in the header.
15. Next Click Close. (Note: your Header will appear greyed out, but will print black).



Click **Close**.

Reference Page

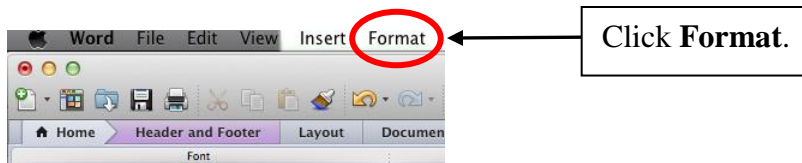
Add a hanging Indent to the second line of a reference:

1. When your reference has more than one line in the reference list you will need to add a hanging indent to the second line:

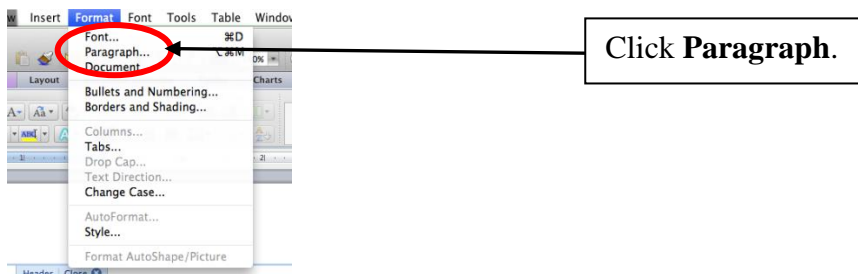
Example:

Friedmann, J., Abers, R., & Autler, L. (1996). Emergences: Women's struggles for livelihood in Latin America. Los Angeles: UCLA Latin American Center Publications.

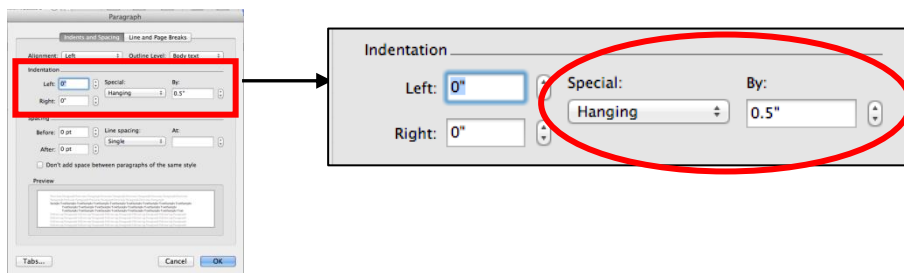
2. To add the indent, highlight your entire reference list (only the references).
3. Click on the Format menu.



4. Click on Paragraph.



5. In the Indentation section change the Special indentation to Hanging by 0.5" (1.27cm).



6. Click OK

Remember to CHECK WITH YOUR INSTRUCTOR about APA Style to determine what they expect for your paper.