APA Formatting - Microsoft Word 2016 for Mac

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

Double Space the Document:

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

2. Click **Paragraph**.

3. Change the **Spacing After** to **zero (0)** and the **Line spacing**: to **Double**. Then click **Ok** at the bottom.
Set Font Style and Size:

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

2. Click **Font**.

3. In the **Font** options box, change the **Font**: to **Times New Roman** and **Size**: to **12**.

4. Click **Default** and then click **Yes** in the box that opens.
Set Page Margins

1. Click on the Layout Tab.

2. Click Margins.

3. Make sure that Normal 1" (2.54 cm) setting for all sides is selected.

4. If any other choice is highlighted, click on the Normal margin setting.

Adding a Header and Page Numbers:

Check with your instructor to see if they want the words Running head: in your header.

Add a Running Head and Page Numbers WITHOUT the words Running head

1. Click the Insert Tab.
2. In the **Header & Footer** options, click on **Header**.

3. In the menu that appears click on **Edit Header**.

4. Your Cursor (mouse pointer) will be moved into the header space and **Header & Footer** will be added to the **Tabs** at the top.

5. **Type** the **short title** of your paper in **ALL CAPS** on the left side of the header. The short title should only be two or three words. For example:
6. Press the **Tab key** on the keyboard **twice** after typing the **short title**. This will bring your cursor to the right side.

   *NOTE*: If your short title goes past the centre of the page, you will only need to press **Tab** once.

7. Click on **Page Number** on the **Header & Footer** tab and then **Page Number** on the menu.

   ![Click Page Number on the ribbon and then Page Number on the menu](image)

7. In the menu that appears, make sure that under the **Alignment** section, that **Right** is selected, and that the **Show number on first page** box is checked. Then, click on **Ok**.

   ![Make sure that Right is selected under the Alignment section, and that the Show number on first page box is checked, then click Ok](image)

8. Click on **Close Header and Footer**.

   *Note*: Your Header will appear greyed out, but will print black.

**Add a Running Head and Page Numbers WITH the words ‘Running head’**

1. Click the **Insert Tab**.

   ![Insert Tab](image)

2. In the **Header & Footer** options, click on **Header**.

   ![In the Header & Footer options, click on Header](image)
3. In the menu that appears click on **Edit Header**.

4. Your Cursor (mouse pointer) will be moved into the header space and **Header & Footer** will be added to the **Tabs** at the top.

5. Check the box **Different First Page**

6. **Type** the words **Running head**: followed by the **short title** of your paper in **ALL CAPS** on the left-side of the header. The short title should only be two or three words. For example:
7. Press the Tab key on the keyboard twice after typing the short title. This will bring your cursor to the right side.
*NOTE*: If your short title goes past the centre of the page, you will only need to press Tab once.

8. Click on Page Number on the Header & Footer tab and then Page Number on the menu.

9. In the menu that appears, make sure that under the Alignment section, that Right is selected, and that the Show number on first page box is unchecked. Then, click on Ok.

10. Click on Close Header and Footer.  
*Note*: Your Header will appear greyed out, but will print black.

11. You will need to create the header one more time on page 2. Follow steps 1 – 9 when your mouse cursor is on the second page. Make sure not to type the words Running head: on the second page header.
Add a Hanging Indent to the References

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 reference entry with a hanging indent:


2. To add the indent, highlight your entire reference list (only the references).

3. Click on the Format menu.

4. Click Paragraph.

Click Format

Click Paragraph
5. In the Indentation section change the **Special** indentation to **Hanging** By: 0.5” (1.27cm).

6. Click **OK**

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**APA-style Essay Checklist**

- Times New Roman, 12 point font
- Double-spaced
- Standard 1” (2.54 cm) margins
- Separate cover page & reference page
- Short title (all capitalized) in the top-left of the header
- Page numbers in the top-right of the header
- Write and centre the full title on the second page
- The word ‘References’ appears centered at the top of the References page
- References are listed alphabetically
- References include a hanging indent