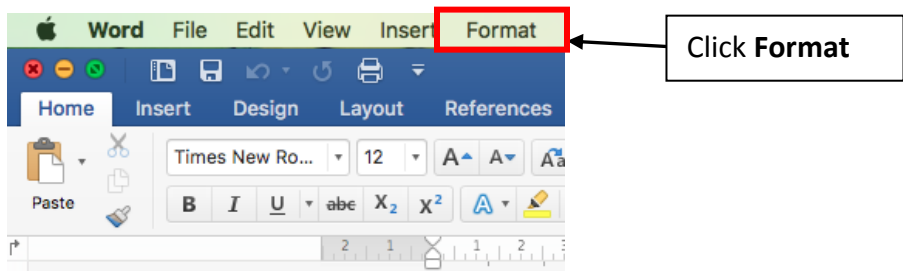


APA Formatting - Microsoft Word 2016 for Mac

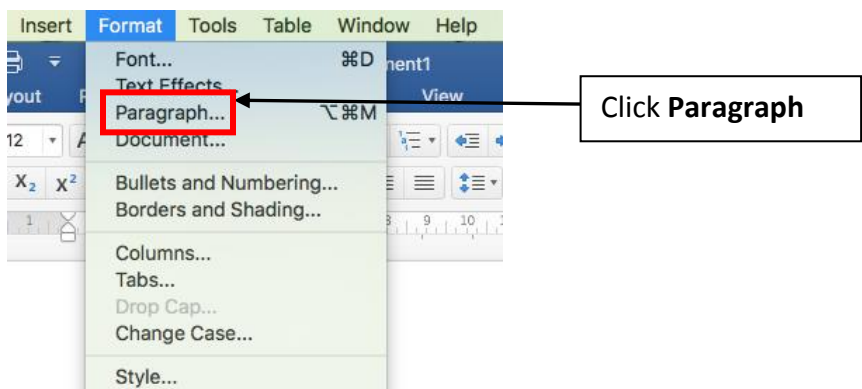
CHECK WITH YOUR INSTRUCTOR about APA Style and what they expect for your papers.

Double Space the Document:

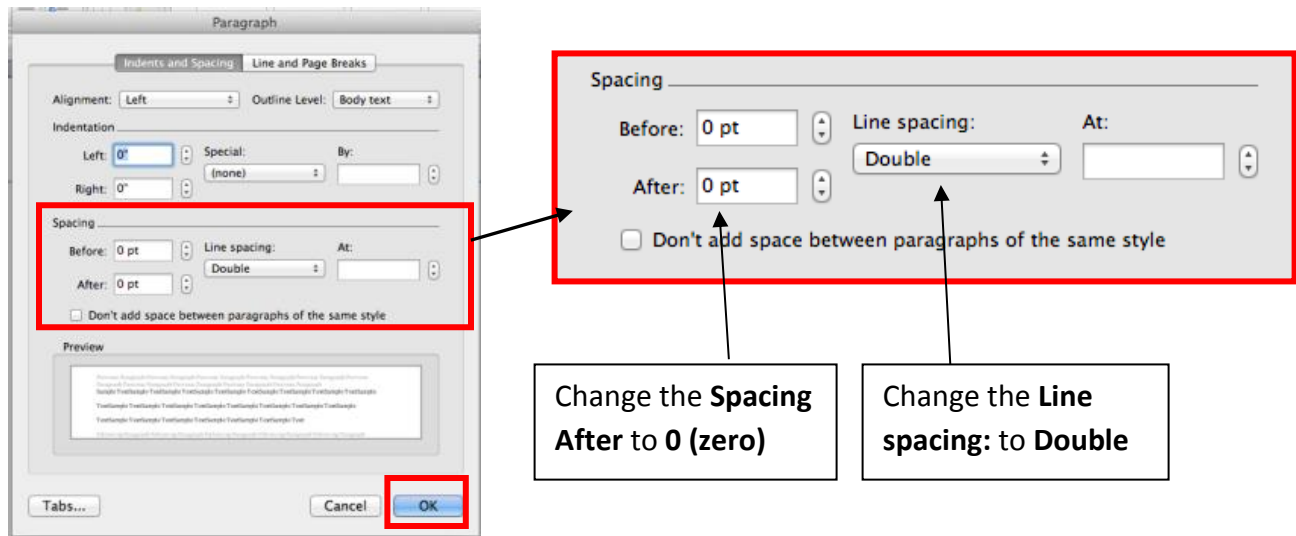
1. Click **Format** on the top menu.



2. Click **Paragraph**.

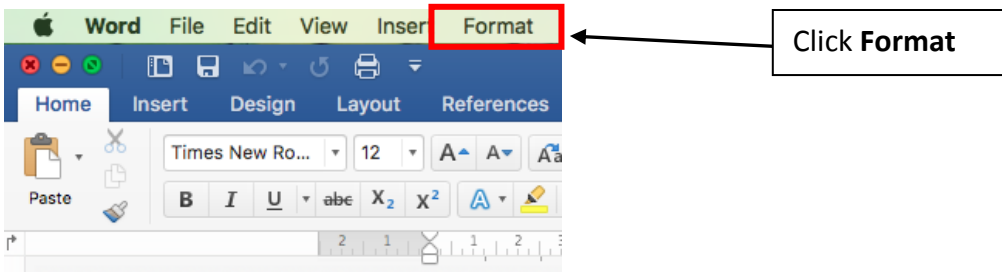


3. Change the **Spacing After** to zero (0) and the **Line spacing**: to **Double**. Then click **Ok** at the bottom.

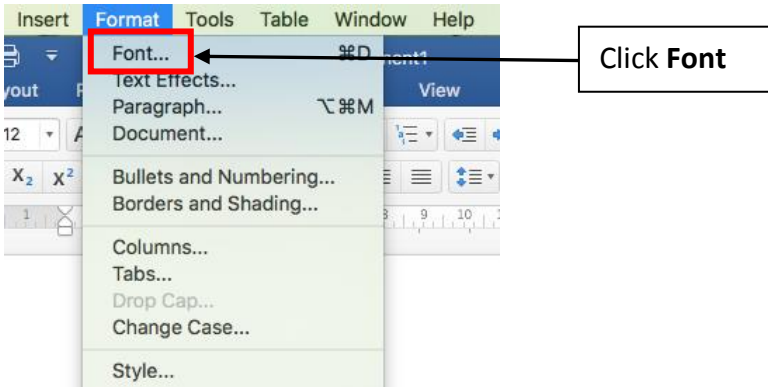


Set Font Style and Size:

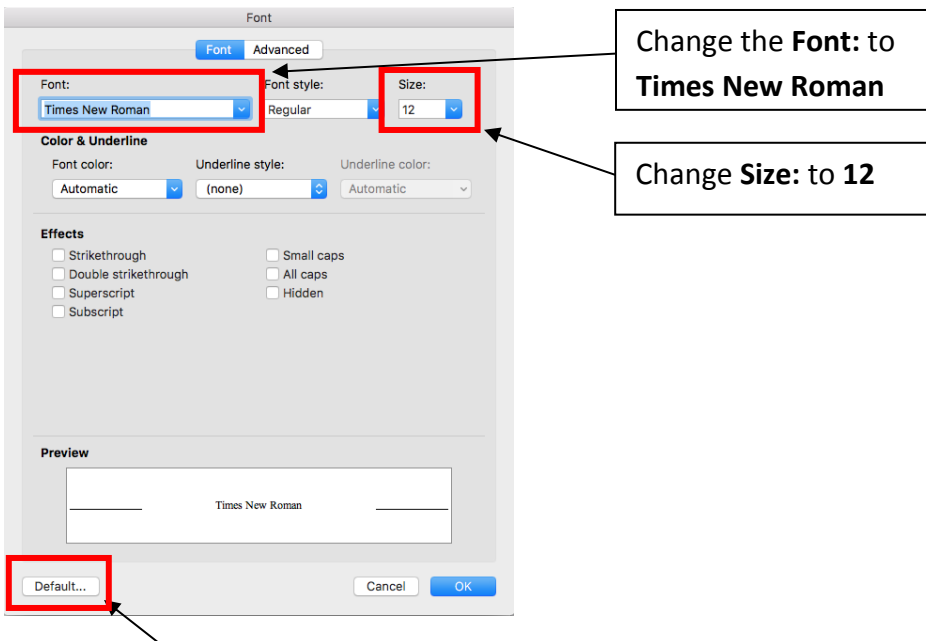
1. Click **Format** on the top menu.



2. Click **Font**.



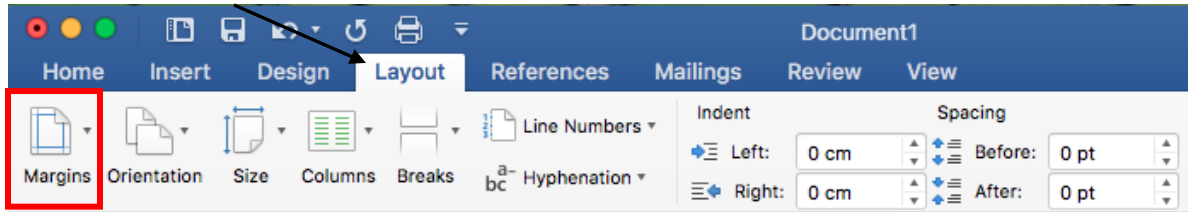
3. In the **Font** options box, change the **Font:** to **Times New Roman** and **Size:** to **12**.



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

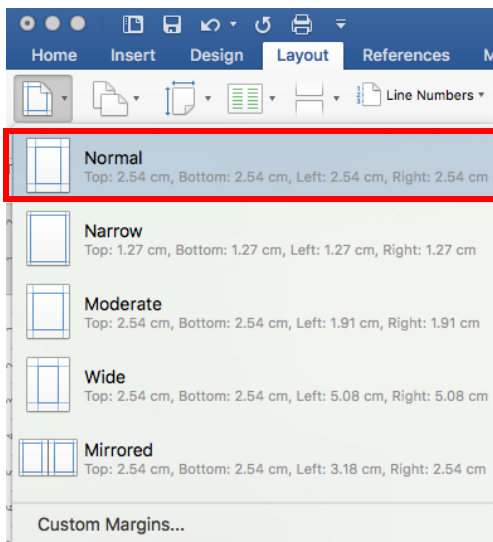
Set Page Margins

1. Click on the **Layout** Tab.



2. Click **Margins**.

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



The **Margins** menu should look like this

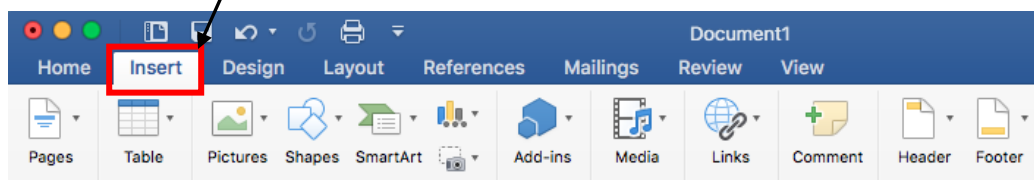
4. If any other choice is highlighted, click on the **Normal** margin setting.

Adding a Header and Page Numbers:

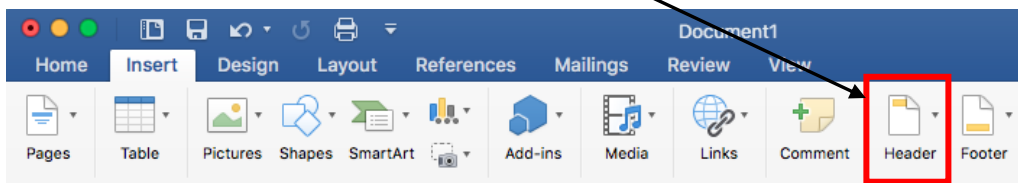
Check with your instructor to see if they want the words **Running head:** in your header.

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

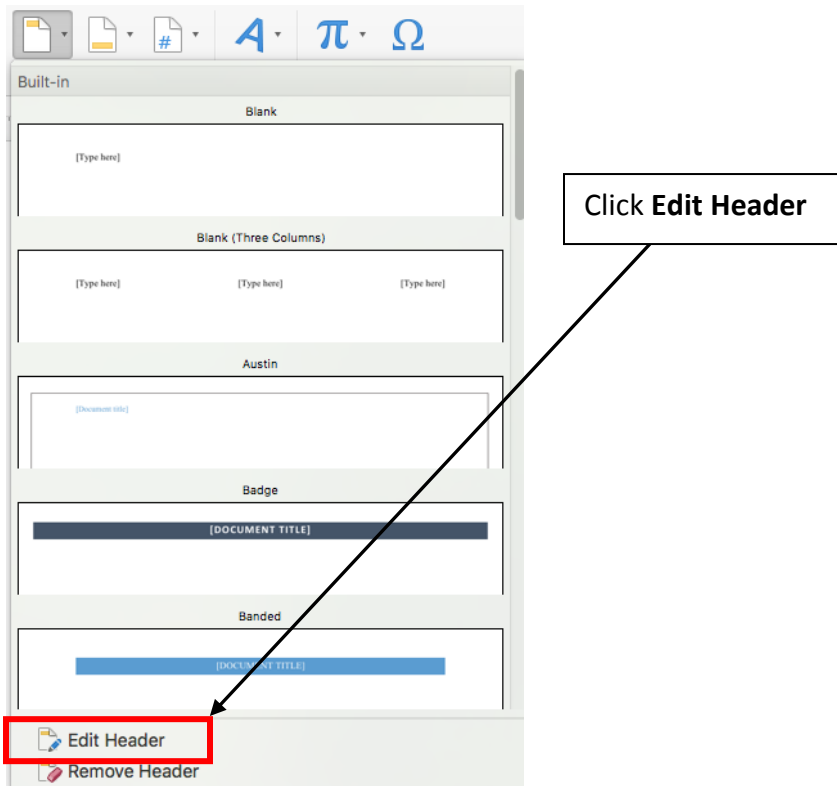
1. Click the **Insert** Tab.



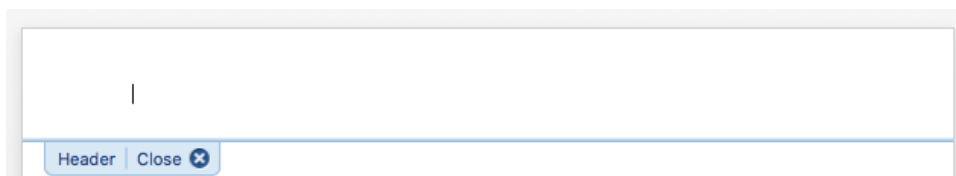
2. In the **Header & Footer** options, click on **Header**.



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.



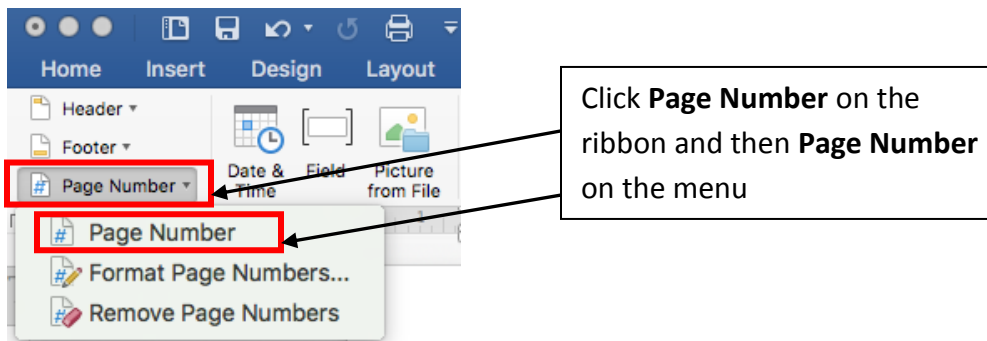
5. **Type** the **short title** of your paper in **ALL CAPS** on the left side of the header. The short title should only be two or three words. For example:



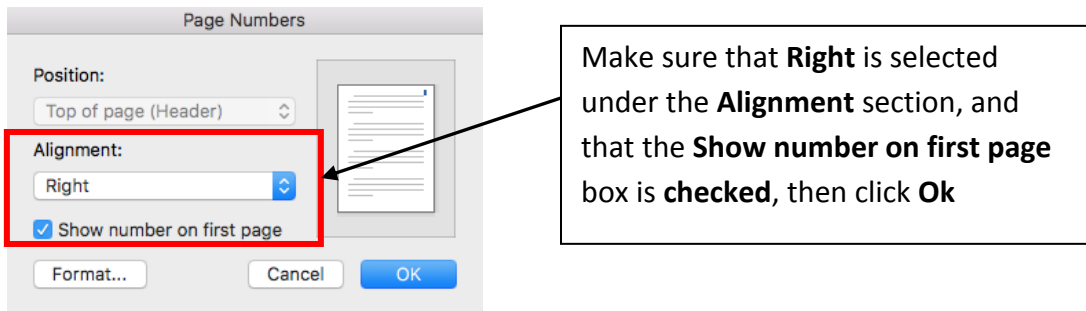
6. Press the **Tab** key on the keyboard **twice** after typing the **short title**. This will bring your cursor to the right side.

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.



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**.

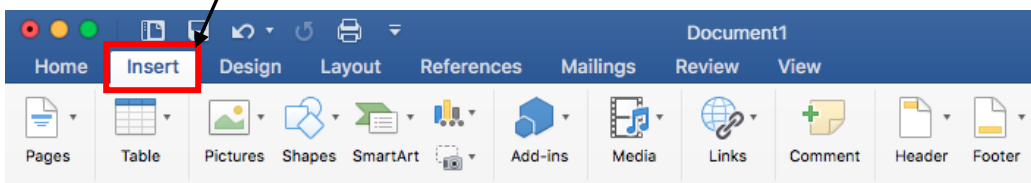


8. Click on **Close Header and Footer**.

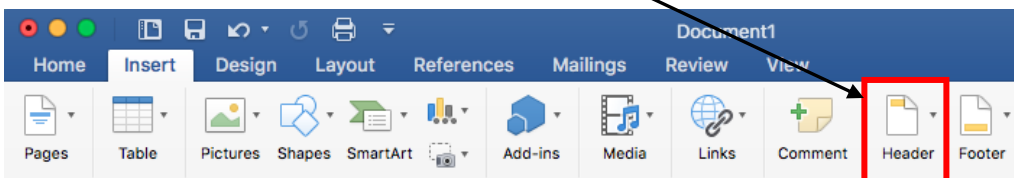
Note: Your Header will appear greyed out, but will print black.

Add a Running Head and Page Numbers WITH the words 'Running head'

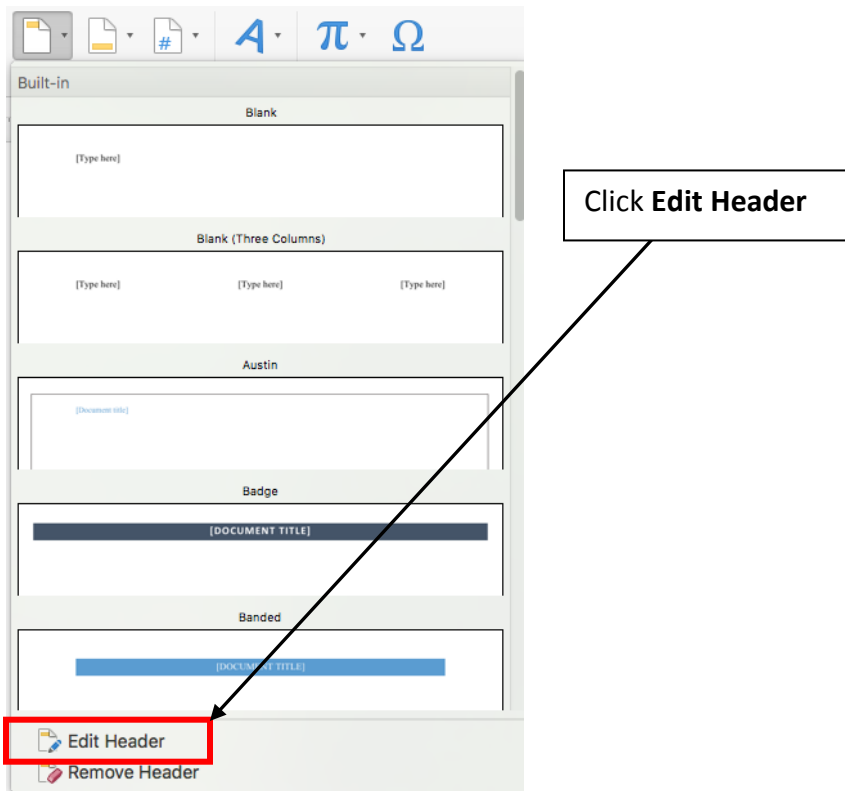
1. Click the **Insert Tab**.



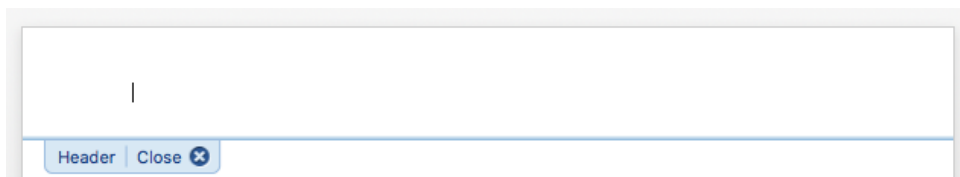
2. In the **Header & Footer** options, click on **Header**.



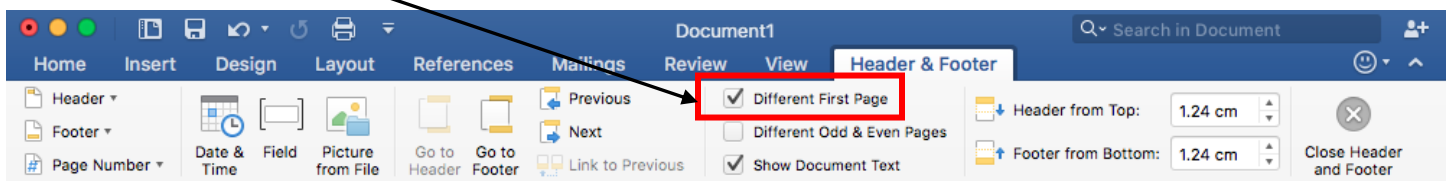
3. In the menu that appears click on **Edit Header**.



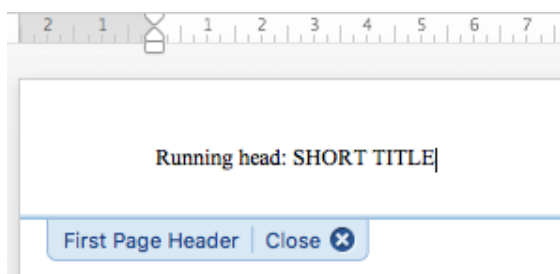
4. Your Cursor (mouse pointer) will be moved into the header space and **Header & Footer** will be added to the **Tabs** at the top.



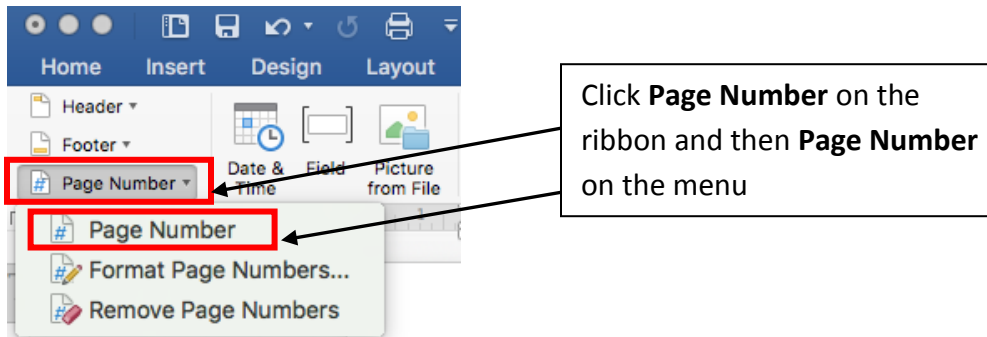
5. Check the box **Different First Page**



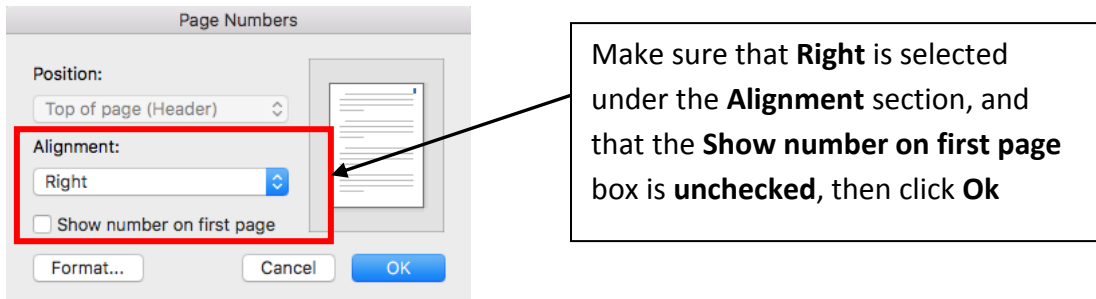
6. **Type** the words **Running head:** followed by the **short title** of your paper in **ALL CAPS** on the left-side of the header. The short title should only be two or three words. For example:



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.



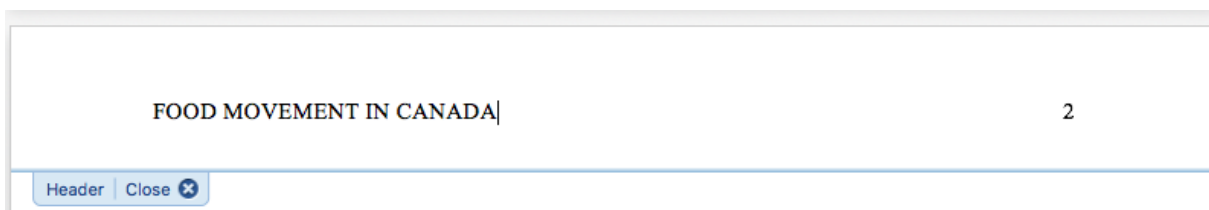
9. In the menu that appears, make sure that under the **Alignment** section, that **Right** is selected, and that the **Show number on first page** box is **unchecked**. Then, click on **Ok**.



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.



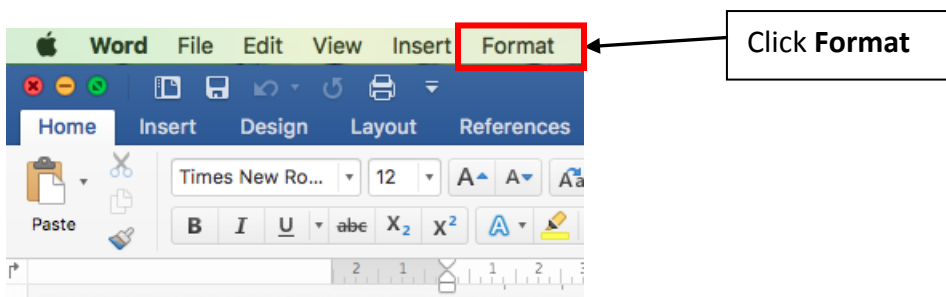
Add a Hanging Indent to the References

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**.

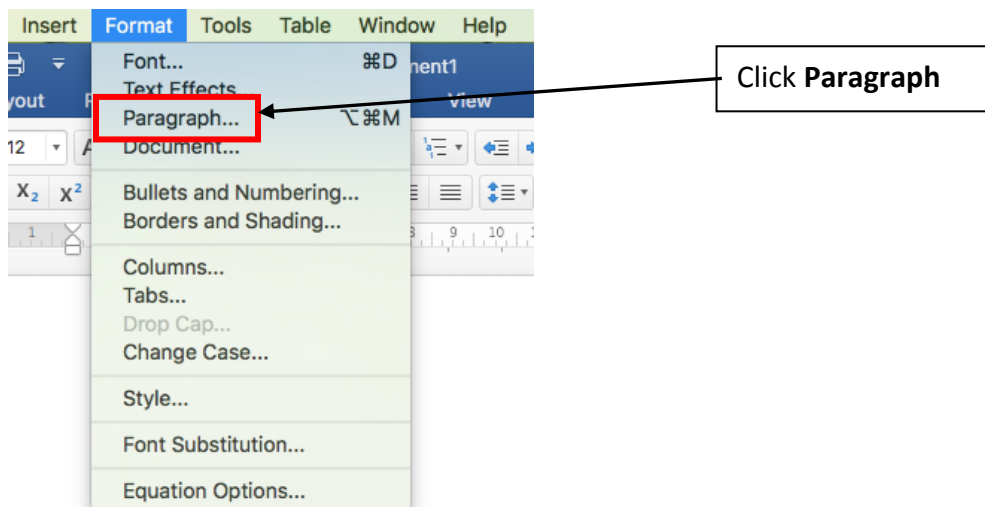
Example reference entry with a hanging indent:

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

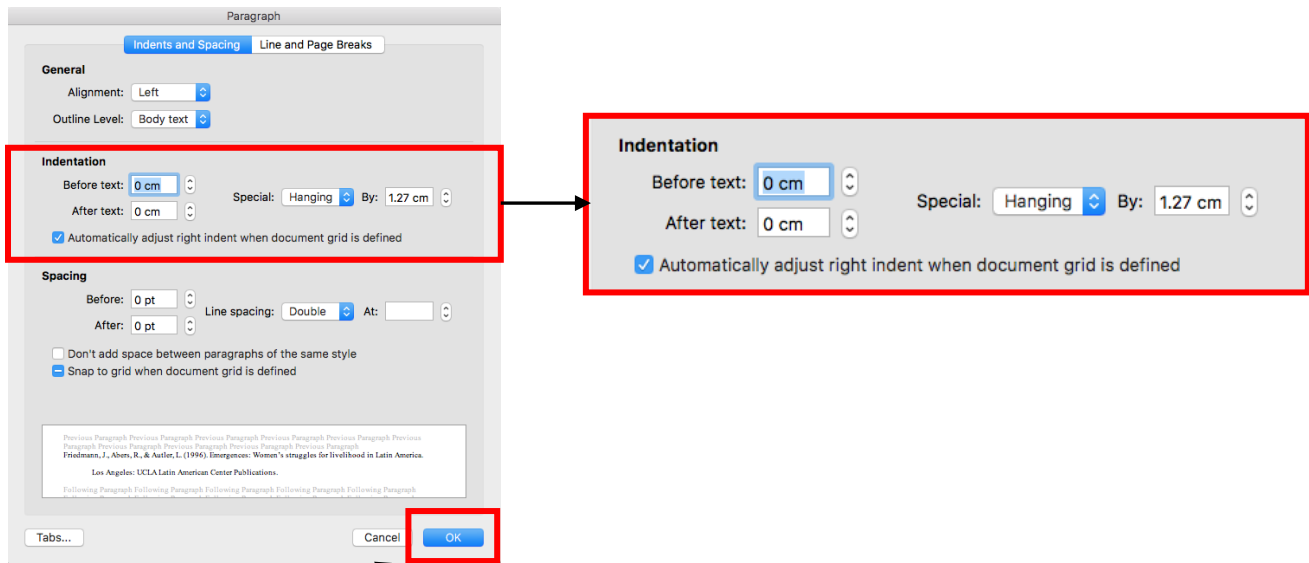
2. To add the indent, **highlight your entire reference list** (only the references).
3. Click on the **Format** menu.



4. Click **Paragraph**.



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



6. Click **OK**

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
-