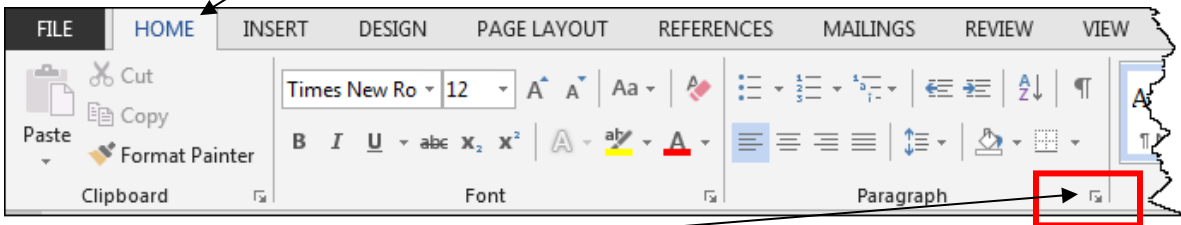


## APA Formatting - Microsoft Word 2013 & 2016

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

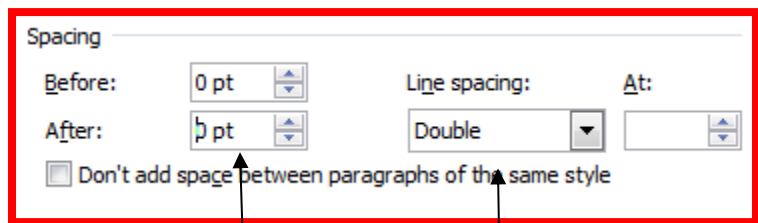
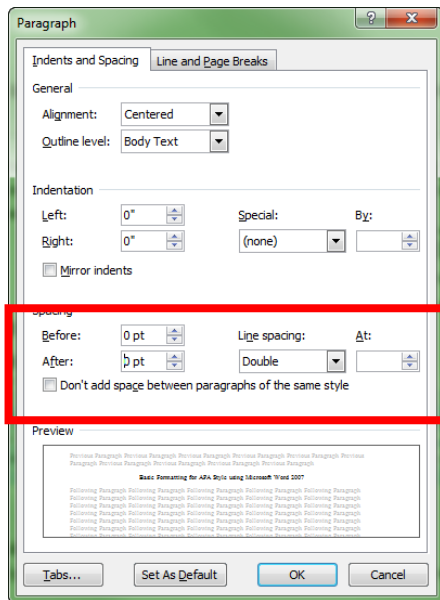
### Double Space the Document:

1. Click on the **Home Tab**.



2. Click on the **arrow** in the **Paragraph** section.

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



Change the Spacing **After** to **0 (zero)**

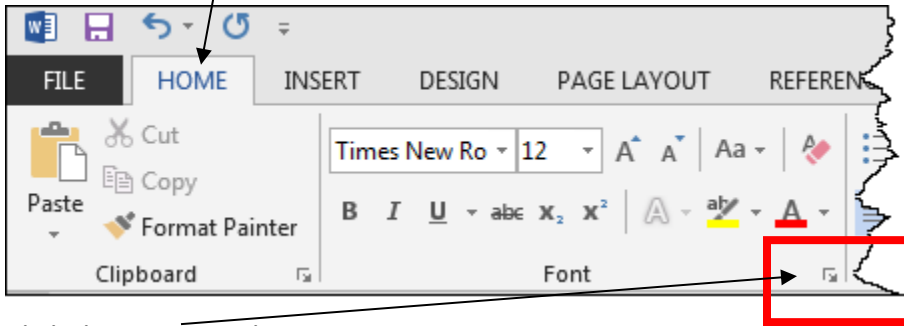
Change the **Line spacing** to **Double**

4. Click **Set as Default** (pictured above) and click **OK** in the box that opens.

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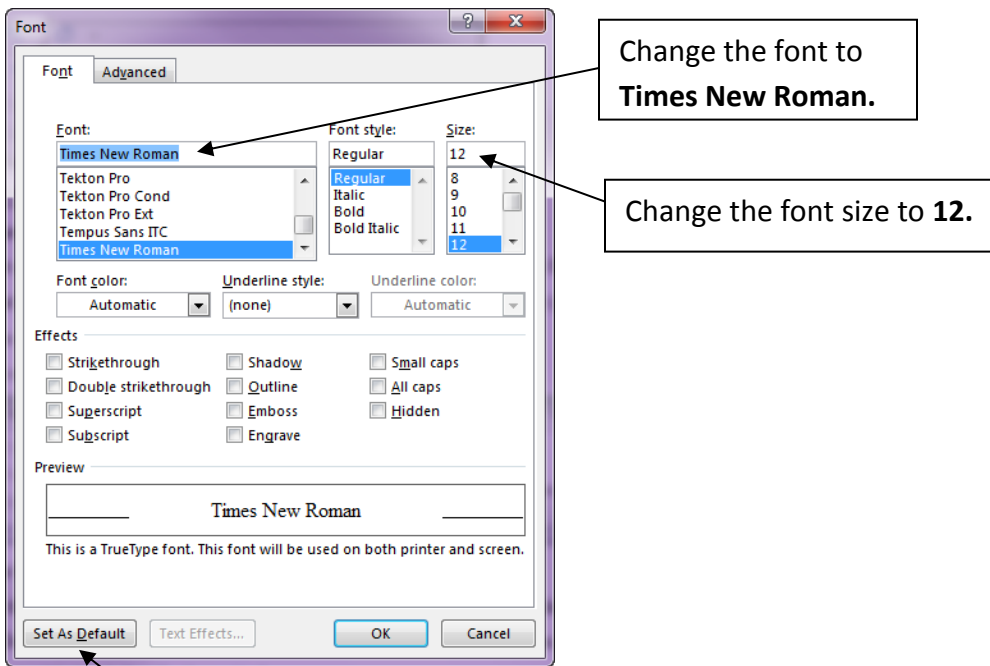
## Set Font Style and Size

1. Click on the **Home Tab**.



2. Click the **arrow** in the **Font** section.

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

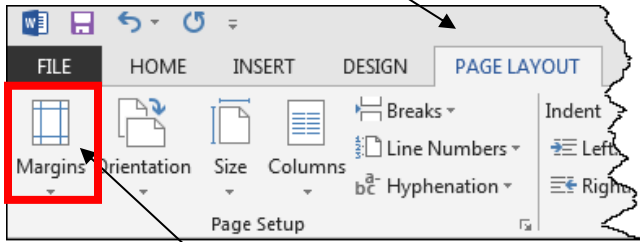


4. Click **Set as Default** and then click **OK** in the box that opens.
-

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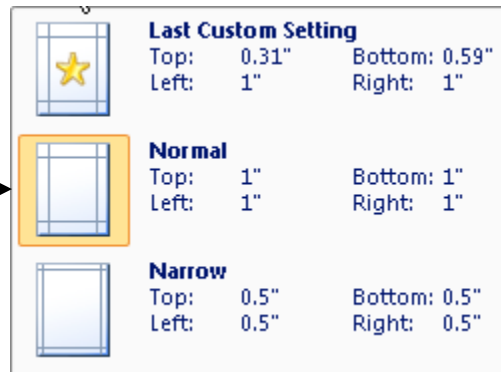
## Set Page Margins

1. Click on the **Page Layout** (**Layout** in Word 2016) Tab.



2. In the **Page Setup** section, click on **Margins**.
3. Make sure that the **1" (2.54 cm)** setting for all sides is selected.

If the margins are already set up correctly the Margins menu will look like this.



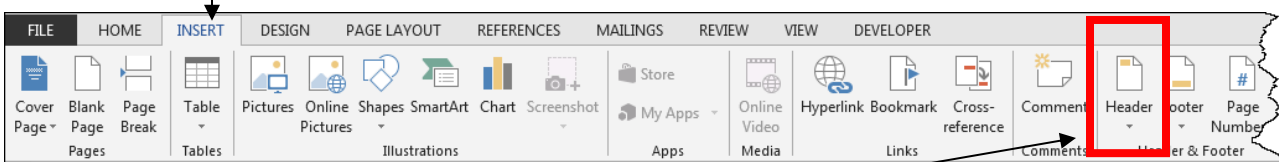
4. If any other choice is highlighted click on the **Normal** margin setting.
- 

## Adding a Header and Page Numbers:

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

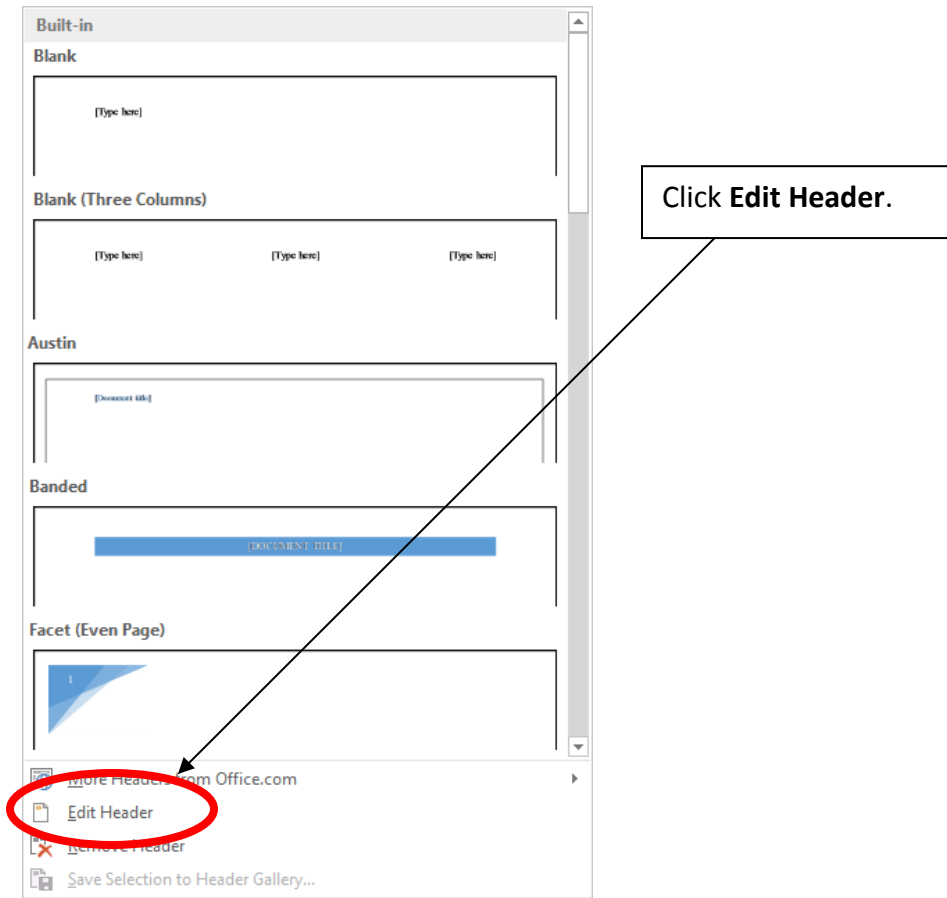
### Add a Running Head and Page Numbers WITHOUT the words 'Running head'

1. Click the **Insert** Tab.

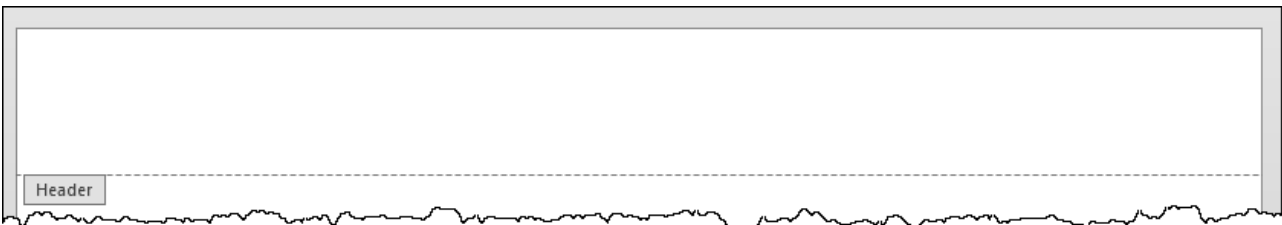


2. In the **Header & Footer** options click on **Header**.

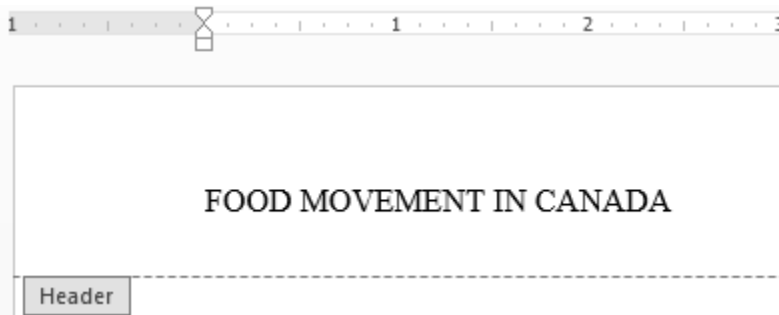
3. In the menu that appears click on **Edit Header**.



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



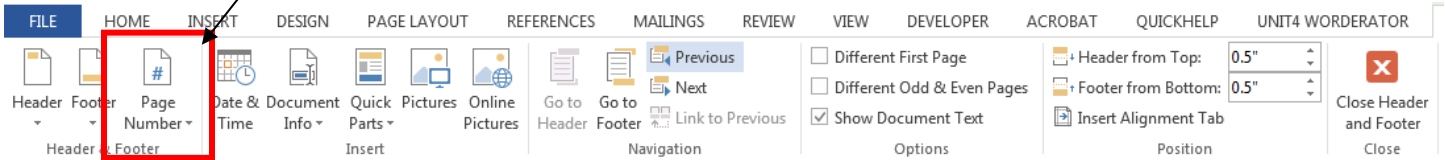
5. **Type the short title** of your paper in **ALL CAPS** on the left side of the header. The running head should only be two or three words. For example:



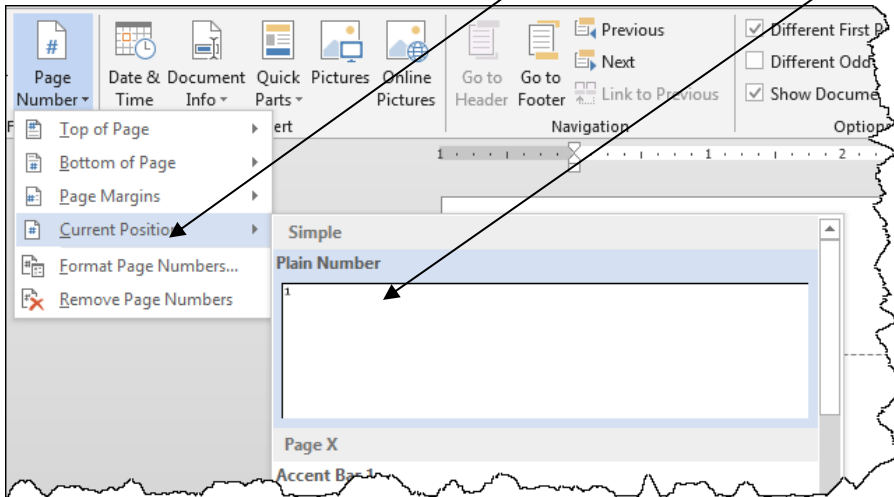
6. Press the **Tab** key on the keyboard **twice** after typing the title. (This will bring your cursor to the far right side).

**\*NOTE\***: If your running head goes past the centre of the page you will only need to press **Tab** once.

7. Click on **Page Number** in the **Header & Footer Tools**.



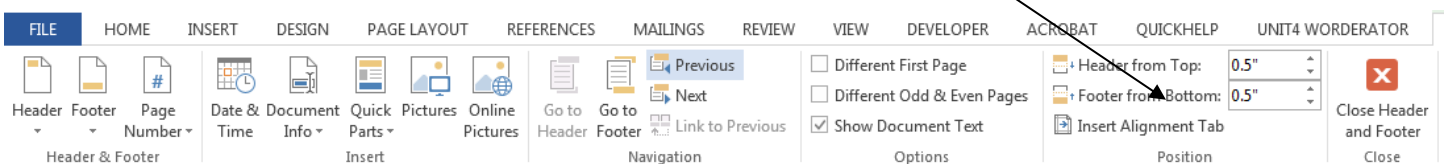
8. In the menu that appears click on **Current Position** and then **Plain Number**.



9. The number 1 will appear in the area of the cursor.

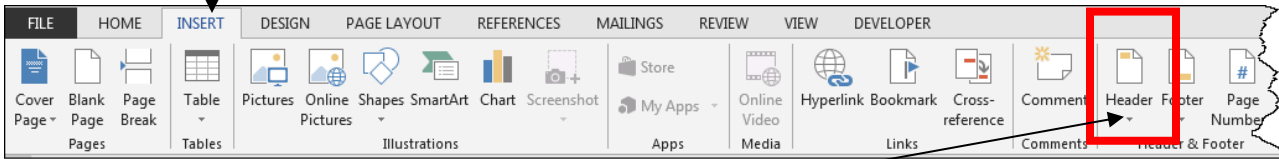
10. Press **Enter** once on the keyboard to create a space below the running head.

11. Click on **Close Header and Footer**. (Note: your Header will appear greyed out, but will print black)



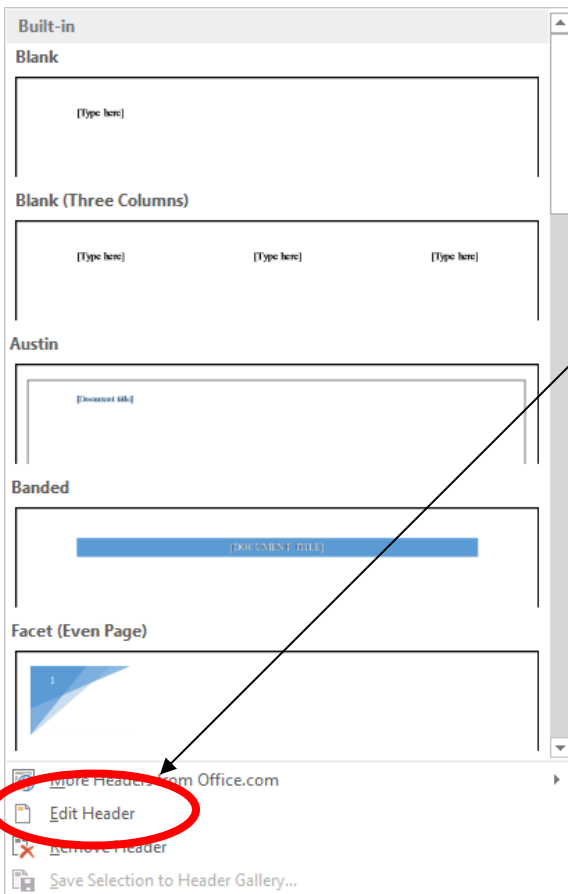
## Add a Running Head and Page Numbers WITH the words 'Running head'

1. Click the **Insert Tab**.

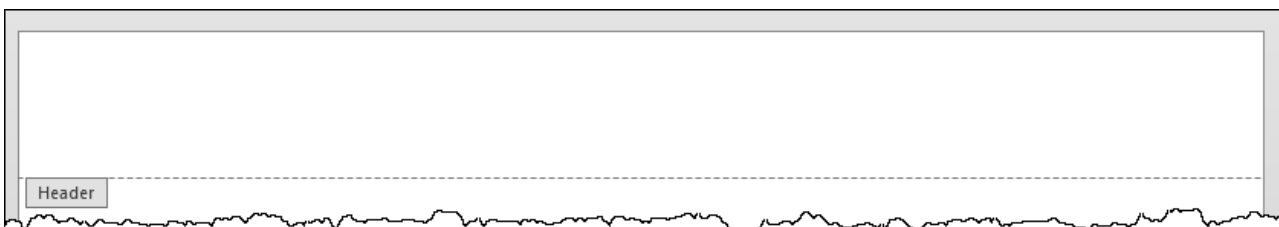


2. In the **Header & Footer** options click on **Header**.

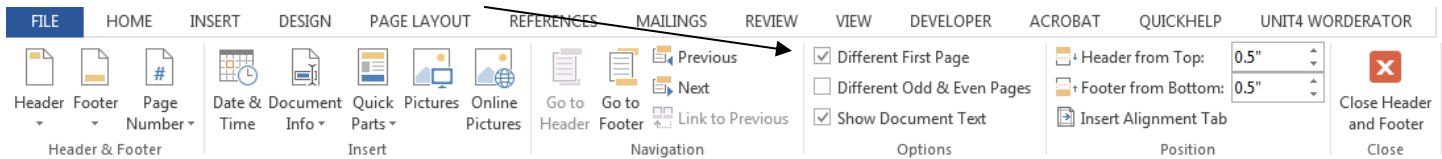
3. In the menu that appears click on **Edit Header**.



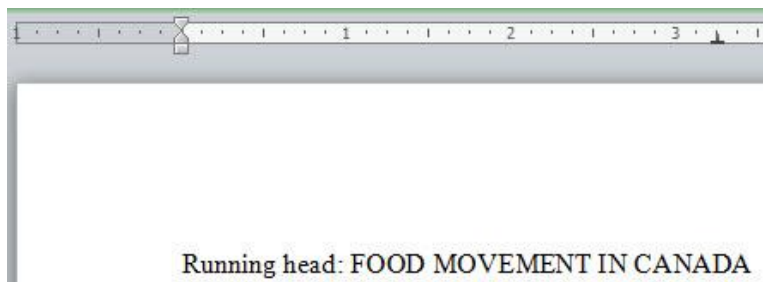
4. Your cursor (mouse pointer) will be moved into the header space and **Header & Footer Tools** will be added to the Tabs at the top.



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



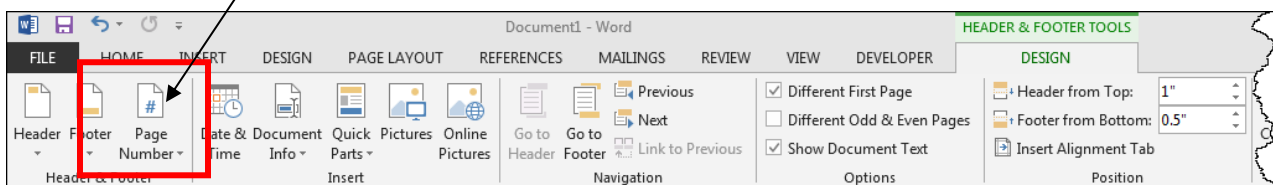
6. **Type** the words **Running head:** followed by the **short title** of your paper in **ALL CAPS** on the left side of the header. The short title should only be two or three words. For example:



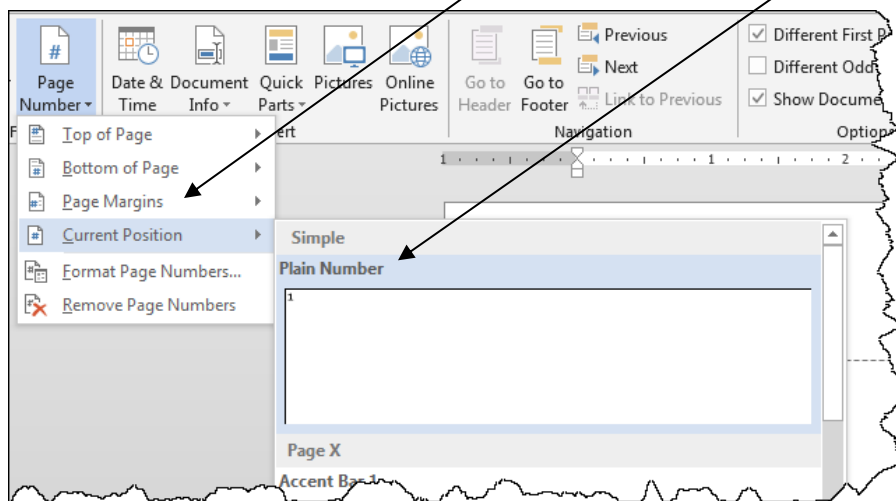
7. Press the **Tab** key on the keyboard **twice** after typing the title. (This will bring your cursor to the far right side).

**\*NOTE\*:** If your running head goes past the centre of the page you will only need to press **Tab** once.

8. Click on **Page Number** in the **Header & Footer Tools**.



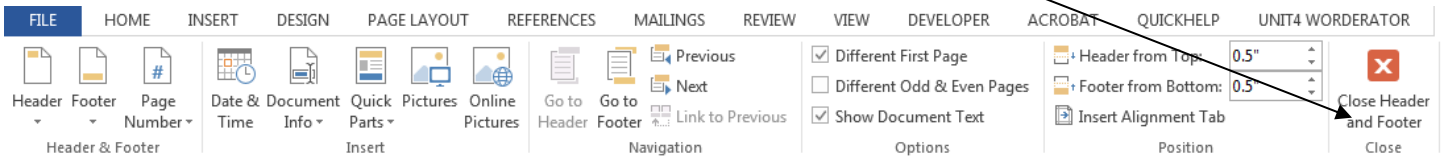
9. In the menu that appears click on **Current Position** and then **Plain Number**.



10. The number 1 will appear in the area of the cursor.

11. Press **Enter** once on the keyboard to create a space below the running head.

12. Click on **Close Header and Footer**. (Note: your Header will appear greyed out, but will print black)



13. You will need to create the header one more time on page 2. Follow steps 1-12 when your mouse cursor is on the second page. Delete the words 'Running head:' so only the short title and page number appears at the top of all other pages of the document (pictured below).



### Add a hanging Indent to the References:

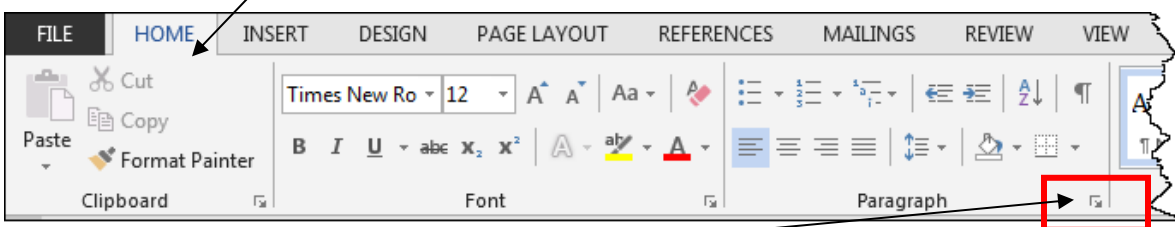
1. When your reference has more than one line in the reference list you will need to add a hanging indent to the second line.

#### **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).

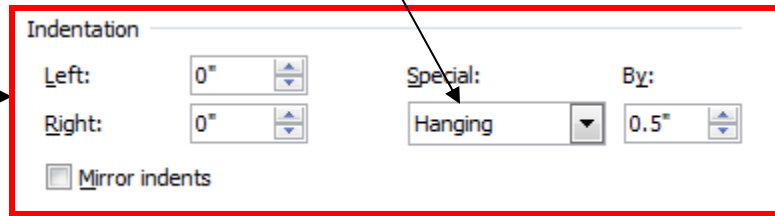
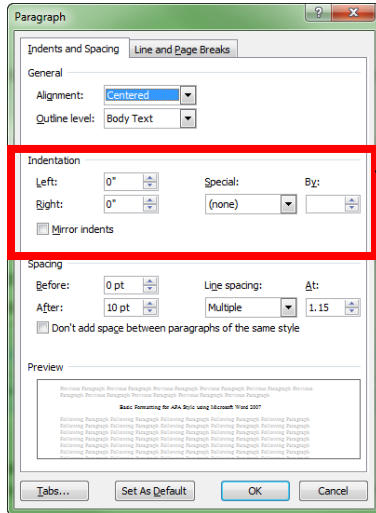
3. Click on the **Home Tab**.



4. Click on the **arrow** in the **Paragraph** section.



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



6. Click **OK**

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

## 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