



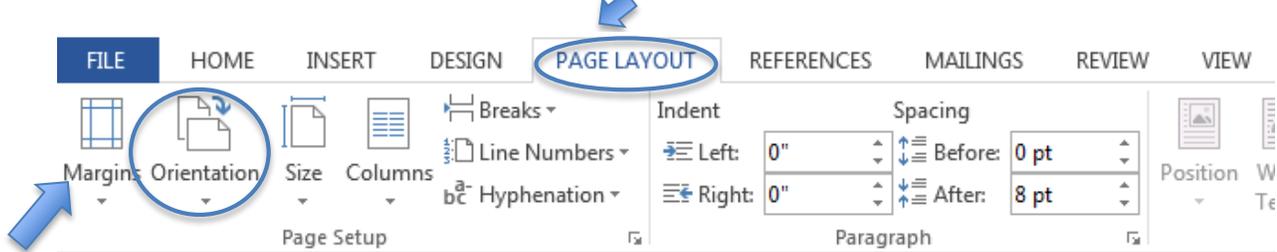
APA Style Page Formatting Instructions Microsoft Word - Windows Version



PART 1 - GENERAL FORMATTING AND COVER PAGE

Adjust all margins to 1 inch on each side, page in Portrait orientation

1. Click on the Page Layout tab.

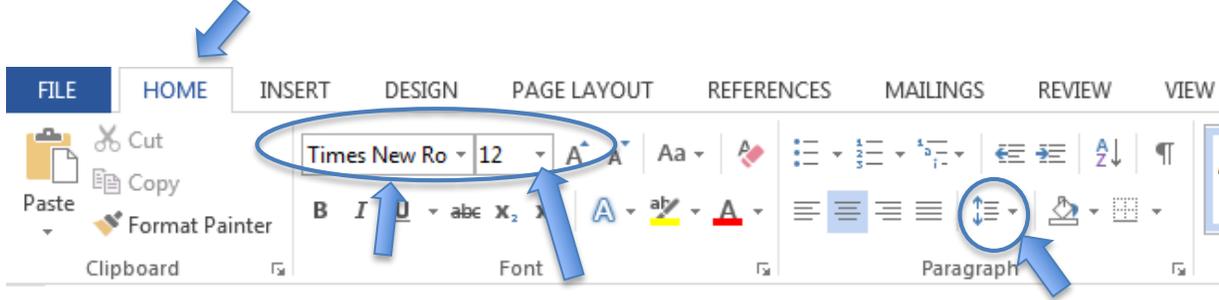


2. Click on Margins and then "Normal".

3. Click on Orientation and then "Portrait".

Set typeface to Times New Roman (12pt) and double-space your text

1. Go back to the Home tab.

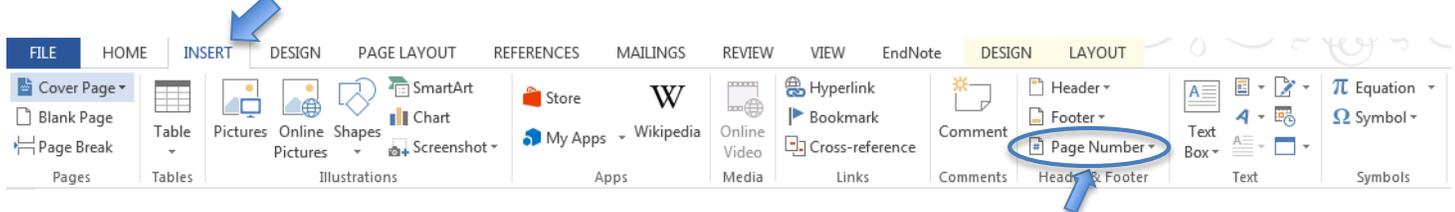


2. Click on the arrow beside the font name and Select "**Times New Roman**". Select 12 as the font size.

3. Click on this icon and select "2.0" to double-space your document.

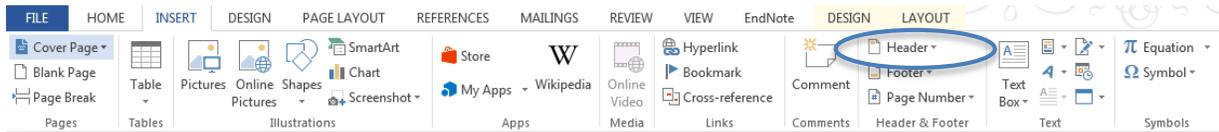
Page numbers and running head

1. Click on the Insert tab.

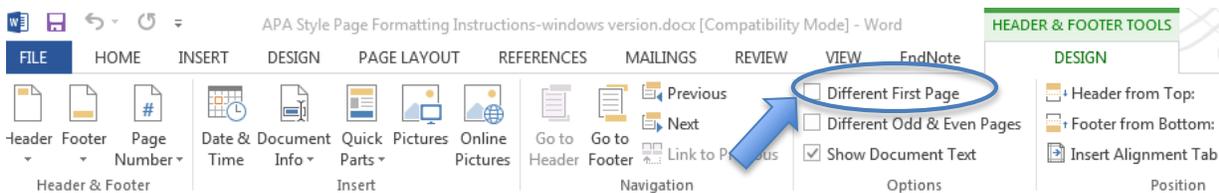


2. Click on Page Number and then click on "Top of Page". Select "Plain Number 3".

3. Click on the “Header” icon and then click “Edit Header” at the bottom of the resulting menu.

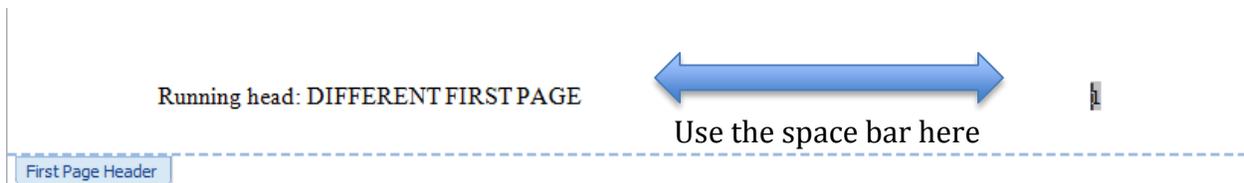


In the Header & Footer Tools tab (in green), check the option “Different first page”.



4. Type in “Running head:” followed by the short title of your paper (ALL CAPS).

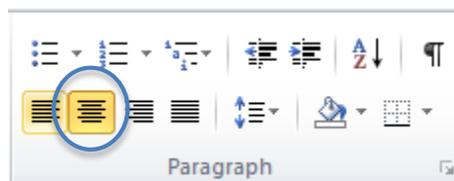
5. Type in the number 1 after the title and click on the space between the title and the number. Use the space bar to move the number to the far right hand side. See image bellow.



Title, Author(s) name(s), institutional affiliation, and author note

1. Hit the ESC key to close the first page header area.

2. Go back to the Home tab. Click on the Center Text button, in the Paragraph section.



3. Place your cursor in the center of the page. Type in the full title of your paper, capitalizing the first letter of each word.

4. In another line, type in the first author using first name, middle initial, and last name, followed immediately below with the institution the author is from (Yukon

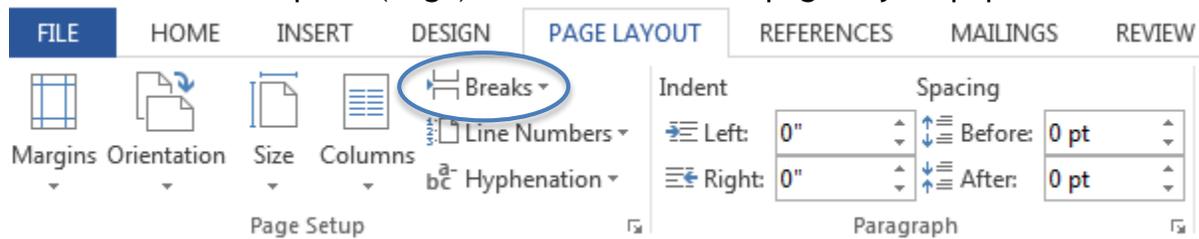
College). Course number and due date can also be included beneath the institutional affiliation.

5. Author note may not be required for all courses, so make sure to talk to your instructor about it. If you need to include a standard author note, type in the phrase “Author Note” centralized several inches beneath the title and author information. Identify your department and contact information in different paragraphs, left justified.

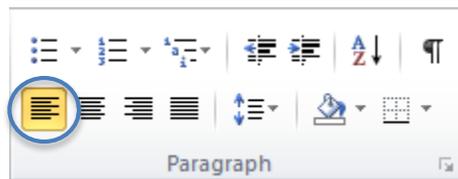
PART 2 - FORMATTING SPECIFIC SECTIONS AND REFERENCE LIST

Creating header for other pages

1. After finishing your cover page, click on the Page Layout tab. Click on “Breaks” and select the first option (Page) to include a second page in your paper.

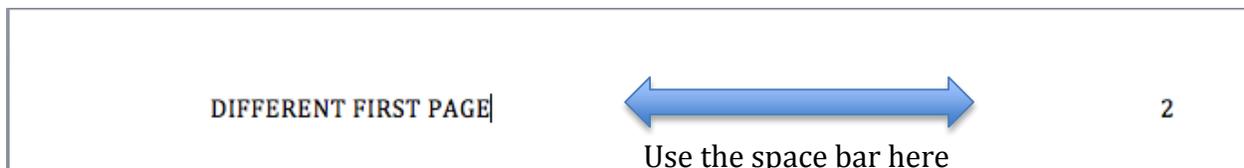


2. With the cursor on the second page, go back to the Home tab and click on the Align Text Left button.



3. Double click on the page number (page 2) to open the header area. Type in the same short title you used in the first header, but this time without the words Running head:. Use all CAPS.

4. If necessary, use the space bar to move your title to the far left hand side.



4. Hit the ESC key to close the header.

Creating sections in your paper

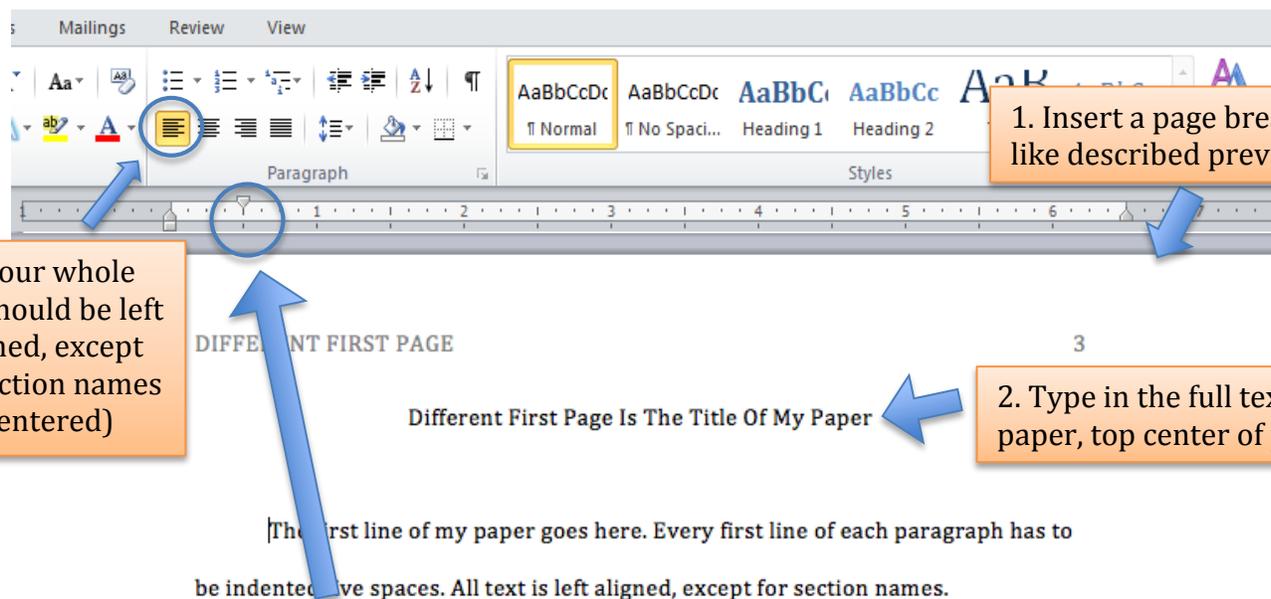
An APA style paper consists of:

- cover page
- abstract page (if required)
- full text of paper, with or without separate sections
- reference pages
- tables/graphs (if required)

Including an abstract

1. Insert a page break like described previously. Type in the word Abstract using uppercase for the first letter only.
2. Select the word Abstract and center it by clicking on the Center Text button.
3. Hit the Enter key and type in the text of your abstract as a single paragraph. Do not indent the first sentence.

Starting your text



1. Insert a page break like described previously

3. Your whole text should be left aligned, except for section names (centered)

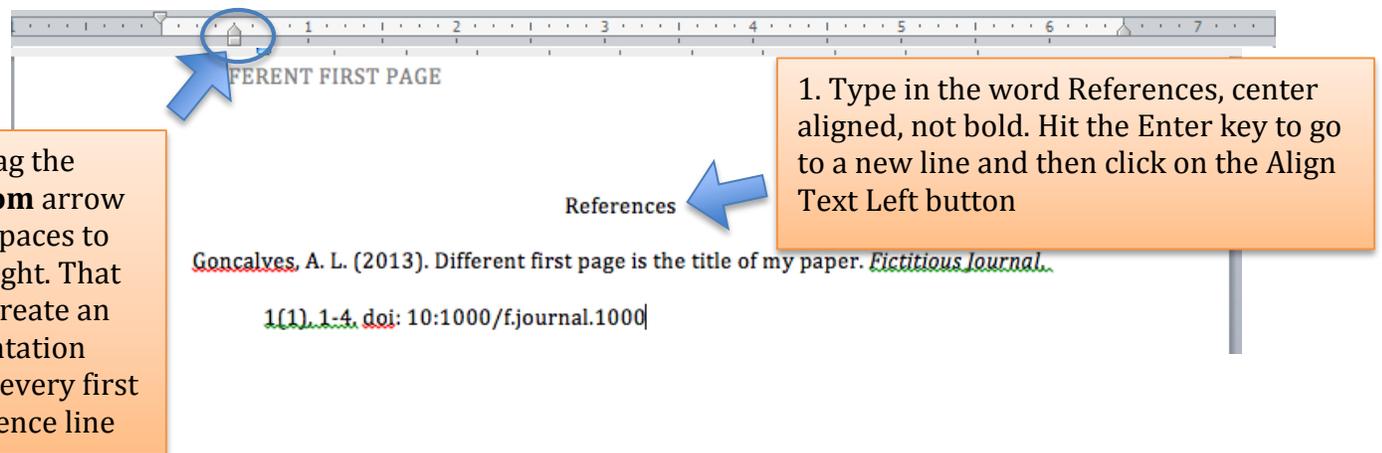
2. Type in the full text of your paper, top center of page

4. In the horizontal ruler that appears at the top of your page, drag the **top arrow** five spaces to the right. That will create an indentation for the first line of each paragraph

Creating sections in your paper

1. Use a page break to create a new page before starting each section.
2. Type in the name of the section. Section names must be **bold** and center aligned.
3. Type in the text of your section. The **text must be left aligned**, and every first line of each paragraph must be indented five spaces.

Creating a reference list



The screenshot shows a word processor interface with a ruler at the top. The text "DIFFERENT FIRST PAGE" is centered at the top. Below it, the word "References" is centered. A blue arrow points to the ruler's bottom arrow, and another blue arrow points to the word "References". Below "References", there is a reference entry: "Goncalves, A. L. (2013). Different first page is the title of my paper. *Fictitious Journal*. 1(1), 1-4. doi: 10:1000/f.journal.1000".

2. Drag the **bottom** arrow five spaces to the right. That will create an indentation after every first reference line

1. Type in the word References, center aligned, not bold. Hit the Enter key to go to a new line and then click on the Align Text Left button

See other APA handouts www.yukoncollege.yk.ca/library/pages/cite_your_sources