

Get Started

Open Microsoft Word 2010. You will automatically have a blank document.
Go to the **File** tab and select “Save As.” Give the document a name and save it!

Set the font, margins, and spacing

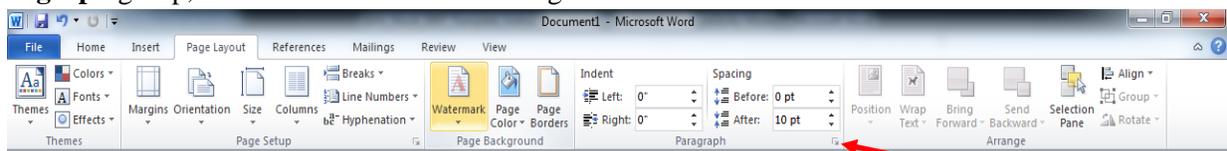
Font: The default font is Calibri, font size 11. Change this to Times New Roman, size 12 font.

Then click the **Page Layout** tab

Click **Margins**

Select **Normal** (1 inch on all sides). Your margins should now be set correctly.

In the **Paragraph** group, click the arrow in the lower right corner.

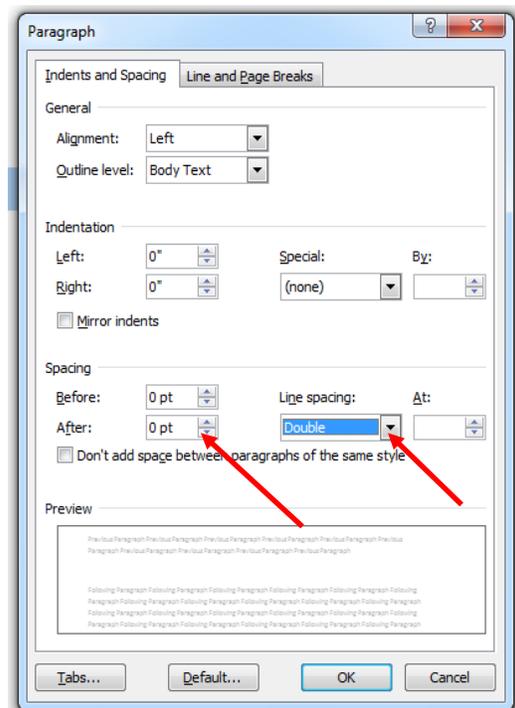


The **Paragraph** box will appear.

Under **Spacing**, the default setting for “After” is 10.

Change the 10 to a 0.

Under **Line spacing**, choose **Double** from the dropdown menu. Click **OK**.

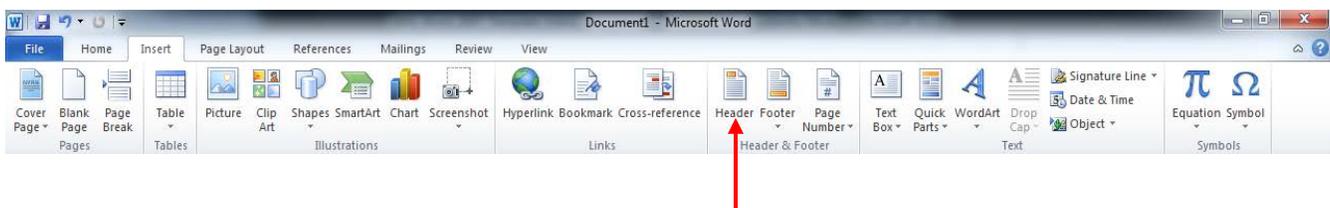


Running Head

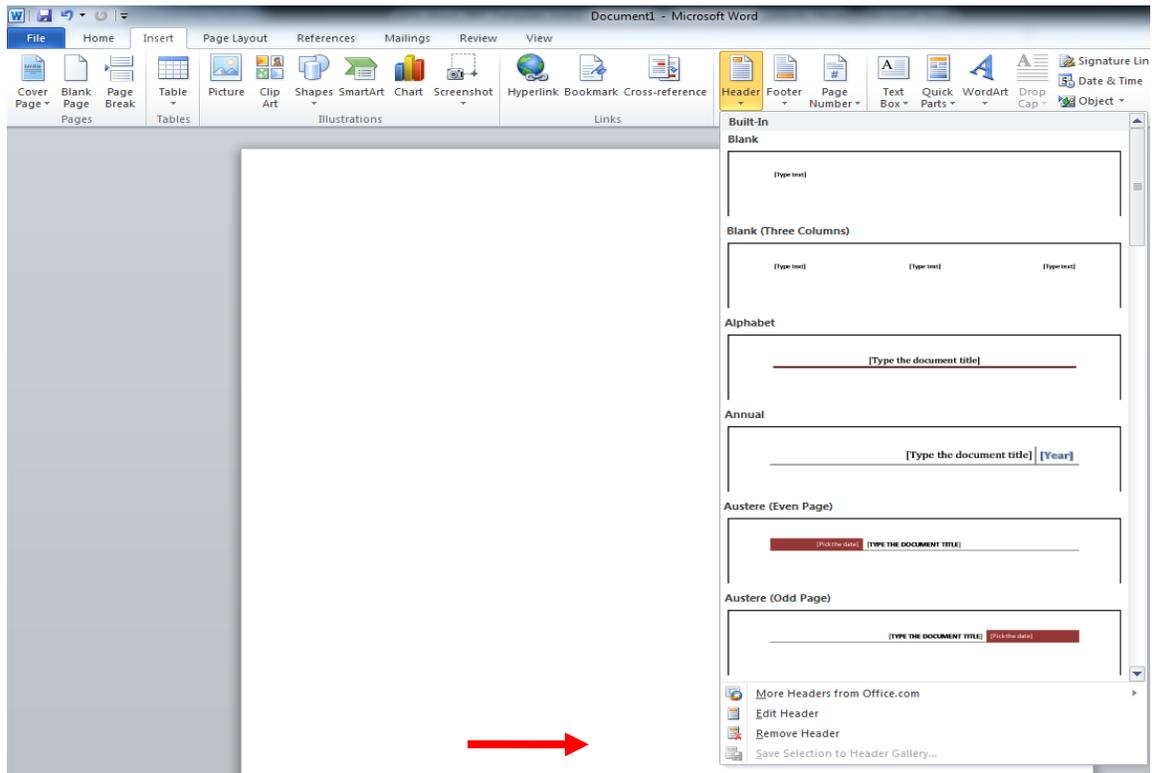
APA requires that the header field contain a running head in the header field. To insert the running head:

Click the **Insert** tab

Select **Header**



Click **Edit Header**



The running head has to have a different format on the title page.



In the **Options** panel, click **Different First Page**. A check mark should appear in the box next to it.

Type: Running head: SHORT TITLE LESS THAN 50 CHARACTERS (CAPS)

Tab over to the 1" right margin (should take 2-3 tabs)

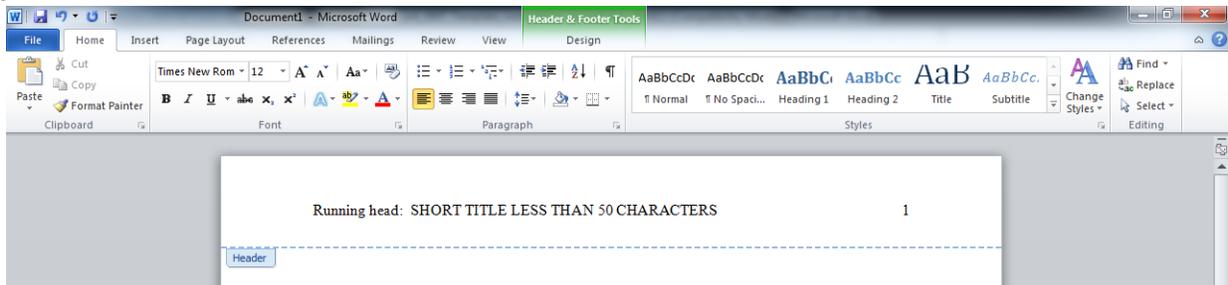
Select **Page Number** (from the far left)

Select **Current Position**

Select **Plain Number**. The page number will be placed where the cursor is.

Click **Home**. Highlight all the text in your header (incl. the page number) and change font to Times New Roman, Size 12.

Your page should look like this:



Exit the header by double clicking in the body of the text.

Create Title Page

On page 1, click the **Center** button (second from left) and hit **Enter** about 7 times to center your cursor in the page both vertically and horizontally. Then type:

Title of paper

Your name

The school name

Creating a header for the remaining pages of the paper

The words “Running head” should not appear on any page except the title page (page 1). Therefore, a different header needs to be created on the second page.

Put your cursor **one line below** the school name in your title.

Click **Insert Tab**

Click **Page Break**

You are now on page 2 of the document.

Click **Header**

Click **Edit Header**

Type your header: **SHORT TITLE LESS THAN 50 CHARACTERS (CAPS)**

Tab over to the 1” right margin (should take 2-3 tabs)

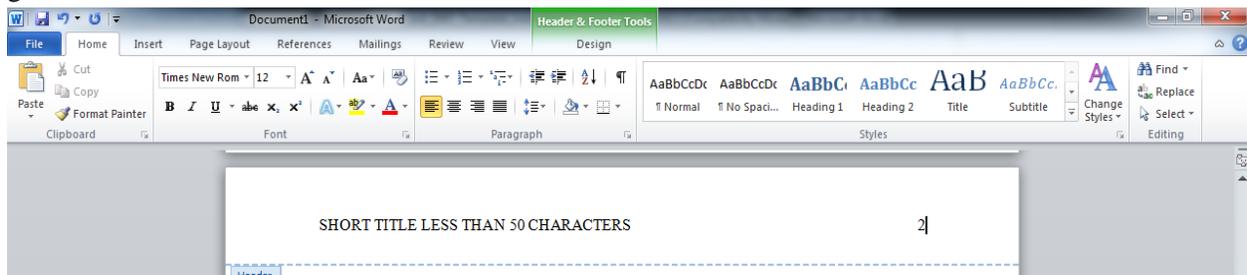
Select **Page Number** (from far left)

Select **Current Position**

Select **Plain Number**. The page number will be placed where the cursor is.

Click **Home**. Highlight all the text in your header (incl. the page number) and change font to Times New Roman, Size 12.

Your page should look like this:



Exit the header by double clicking in the body of the text.

Create First Page of Text (Page 2 of paper)

[If your assignment requires an Abstract, you would type it here. See Purdue OWL for more information on abstracts. Most high school assignments will not require an abstract.]

On your second page, type your title on the top line. The title should be centered on the page, typed in 12-point Times New Roman font. It should not be bolded, underlined, or italicized. Hit **Enter**.

Change your cursor back to left alignment (**Paragraph Tab** and click **Left Align** button) and begin typing your paper.

Create Reference Page

Put your cursor one line below where you are typing your paper.

Click the **Insert** tab

Click **Page Break**

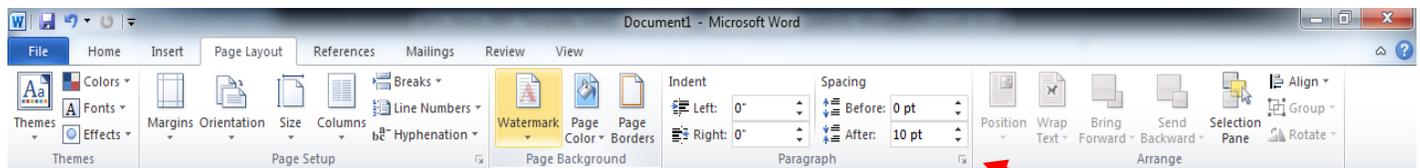
On this page, change the type back to Centered (click **Home**, go to the **Paragraph Tab** and click the **Center** button--second from left).

Type the word: References. It should be centered on the page. Hit **Enter**.

Change your cursor back to left alignment.

Formatting your references

APA rules require that the second line and subsequent lines of your citation be indented. To create this hanging indent, click the arrow in the lower right corner of the **Paragraph Panel**.

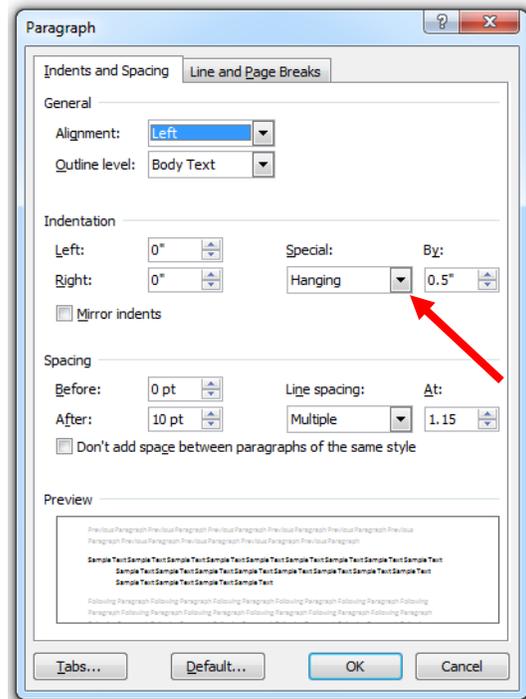


In the Indentation area, select the Hanging option from the Special drop-down list.

The “By” box automatically reads 0.5”, which means that Word automatically hangs and indents the paragraph a half-inch.

Click “Ok”

Your citations should now format correctly.



References

Everglades University Library staff (2013, June 13). *APA Template*. Retrieved from

<http://eulibraryblog.com/2013/06/13/apa-template-2/>

Anderson, M., Angeli, E., Brizee, A., Keck, R., Lawrick, E., Moore, K., Paiz, J., Soderlund, L. & Wagner, J. (2013, March 1). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>