

Formatting an APA Document in Microsoft Word

Note: These instructions reflect Microsoft Word 2013 on a PC. If you are using a different version of Word, you may need to alter some of these steps.

1. Open a blank document.
2. Format the font and spacing.
 - a. On the Home tab, change the font to Times New Roman. Change the font size to 12 pt.
 - b. In the Paragraph group of the Home tab, click the arrow in the bottom right corner. The Paragraph window appears.
 - i. Change spacing before and after to 0 pt.
 - ii. Change line spacing to double.
 - iii. Click Set as Default to make these settings the default.
 - c. In the Page Layout tab, in the Page Setup group, click Margins. Ensure the margins are set as Normal (1" all around).
3. Format the first-page header.
 - a. Double-click the top of the page to open the header.
 - b. In the Header and Footer Tools tab, in the Options group, select the Different First Page check box.
 - c. In the Header and Footer group, click Page Number -> Top of Page -> Plain Number 3. The page number appears in the upper right corner of the header.
 - d. Your cursor is to the left of the page number. Type the following: Running head: THEN YOUR RUNNING HEAD IN ALL CAPS. Press TAB twice to left-justify the running head.
 - e. Select all of the text in the header. Change the font to Times New Roman and the size to 12 pt.
4. Format the title page and enter title page text.
 - a. Double-click anywhere on the page to close the header.
 - b. Center-justify the cursor. Press ENTER 5-6 times.
 - c. Type your title and press ENTER.
 - d. Type your name and press ENTER.
 - e. Type your affiliation, University of Wisconsin-Whitewater, and press ENTER.
5. Format the first body page and enter body page text.
 - a. Press CTRL+ENTER to insert a page break.
 - b. Double-click the top of the page to open the header.
 - c. Repeat steps 3c-3e. However, do not include the words "Running head" in this header.
 - d. Double-click anywhere on the page to close the header.
 - e. Center-justify your cursor. The first line on this page will either be the word "Abstract" or your title.