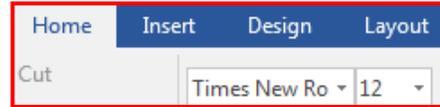
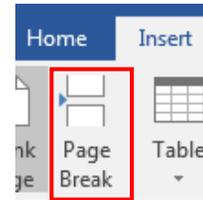


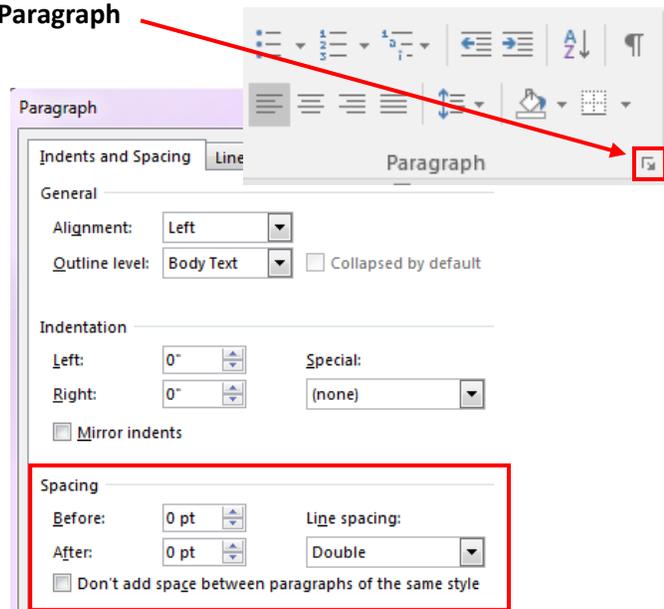
Formatting an APA Paper Using Microsoft Word 2016 (PC version)

1. Open a **New** blank document in Word.
2. From the **Home** tab click **Insert**, and click on **Page Break** to create two pages.
3. Select **Times New Roman, 12-point font**.
4. Word's default margins are 1 inch, which is standard for APA.



Double Space Your Paper

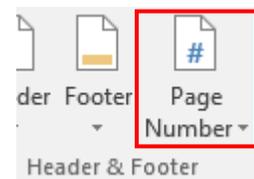
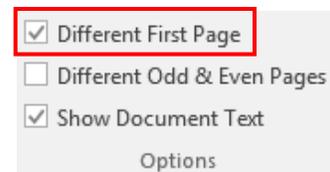
1. Make sure you are on the **Home** tab, and click **Paragraph Settings** button in the **Paragraph** section.
2. The Paragraph box opens. Change the **spacing before and after** to 0 pt, and the **line spacing** to double.
3. Then click **OK** at the bottom of the box.



Inserting a Running Head and Page Numbers

APA style requires a running head in the header of the title page.

1. Access the header of your document by **double-clicking** in the area at the top of the page. The **Header & Footer Tools** tab will open.
2. Click the box for **Different First Page** in the Options section located at the top of the screen.
3. Go to the left-hand side of the screen to insert a **Page Number**.
4. Click on the drop arrow to go to **Top of Page** and then to **Plain Number 1**. Page number 1 appears.
5. Then type "Running head: TITLE" (a brief title of no more than 50 characters in capital letters) next to the page number.
6. Press the **Tab** key twice to move the page number to the right-hand margin.
7. Your header should look like this example:



Running head: THERAPEUTIC TOUCH AND CANCER PAIN

Numbering Subsequent Pages

The subsequent pages of your paper need to have the same **brief title** from page 1 (without the words “Running head”) and continuous page numbers.

1. Double-click in the header area of the second page.
2. Go to the left-hand side of the screen to insert a **Page Number**.
3. Click on down arrow to go to **Top of Page** and then to **Plain Number 1**. Page number 2 appears.
4. Then type your **TITLE** next to the page number.
5. Press the **Tab** key twice to move the page number to the right-hand margin.
6. The rest of the pages will have the title only and correct pagination in the header, as shown in this example.

THERAPEUTIC TOUCH AND CANCER PAIN

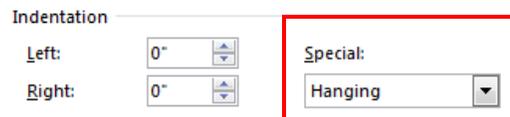
2

Title Page Elements

1. Double-click in the body of the page to exit the header.
2. Type your paper’s title in uppercase and lowercase letters, your name, and St. Catherine University on separate lines in the upper half of the page. The title should be no more than 12 words.
3. Highlight this text, and center it on the page.
4. Add anything else to the title page required by your instructor or department.

Formatting the References Page

1. The reference page begins on a separate page and “References” is centered at the top of the page.
2. All references must be double-spaced and use hanging indents (the first line is flush left, and subsequent lines are indented five spaces).
3. To create a hanging indent, highlight the reference.
4. Make sure you are on the **Home** tab, and click the **Paragraph Settings** button in the **Paragraph** section.
5. In the Indentation area, go to **Special** and use the down arrow to select **Hanging**. Then click **OK**.



References

Aghabati, N., Mohammadi, E., & Esmail, Z. P. (2010). The effect of therapeutic touch on pain and fatigue of cancer patients undergoing chemotherapy. *Evidence-Based Complementary & Alternative Medicine*, 7(3), 375-381. doi:ecam/nen006



Removing Hyperlinks in URLs

URLs should not be underlined (as shown in the example below).

Retrieved from <http://www.ijpn.co.uk>

To remove a hyperlink from a URL:

1. Right-click on the hyperlinked URL
2. Click **Remove Hyperlink**

