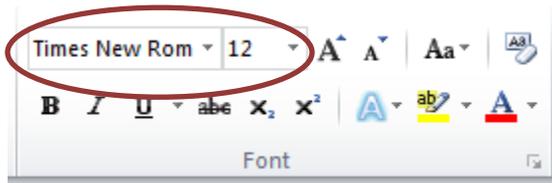


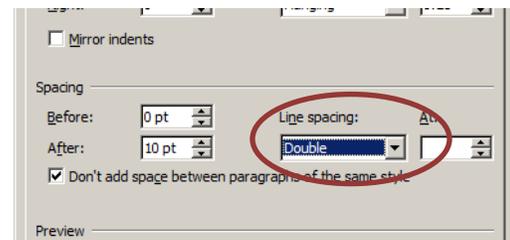
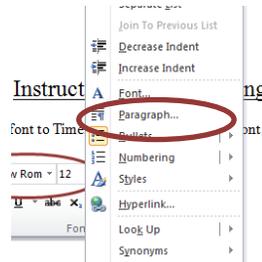
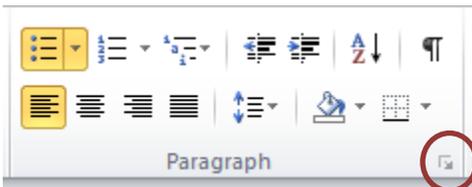
Instructions for Formatting in APA Style

Basic Formatting Instructions

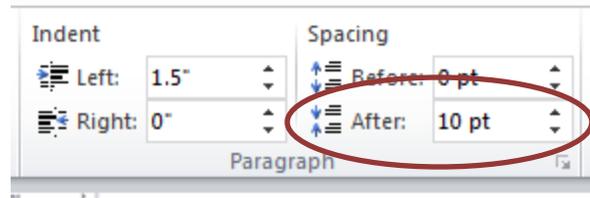
- Set your font to Times New Roman and 12pt font. (Unless instructed otherwise by your professor.)



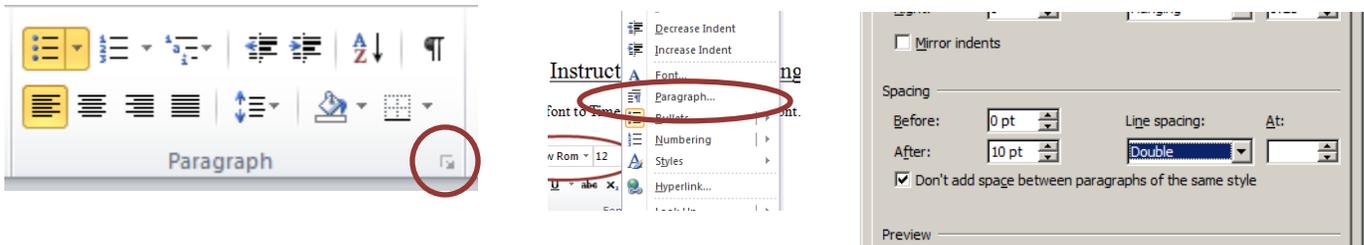
- Spacing and Your Paper
 - There are two methods to double space.
 - The first is a shortcut. Hold down the CTRL key while pressing the number 2 key at the top of the keyboard.
 - The second has multiple steps. You want to select all your work (This can be done by holding down the CTRL key and pressing the letter A). Next right click in the document (or you can click the arrow in the bottom right corner of the paragraph section under the home tab). From there you want to choose the option that says “paragraph”. Next, under indents and spacing, you want to go to the spacing section, click the drop down box for line spacing, and make it double.



- You also want to change the spacing after each paragraph. Again, there are two ways to do this.
 - The first is to go to page layout, under the paragraph section, and change the spacing after to 0. (You want to select all your work before doing this, and it can be done by holding down the CTRL key and pressing the letter A).

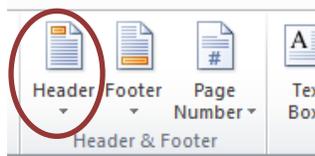


- The second has multiple steps. You want to select all your work (This can be done by holding down the CTRL key and pressing the letter A). Next, right click in the document (or you can click the arrow in the bottom right corner of the paragraph section under the home tab). From there you want to choose the option that says “paragraph”. From there, under indents and spacing, you want to go to the spacing section. Change the spacing after to 0.

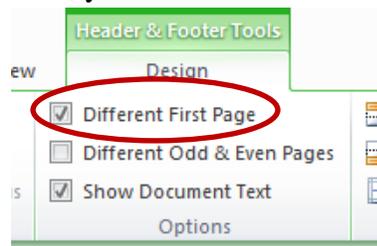


Formatting a Title and Reference Page

- Title Page
 - Insert your header
 - The easiest way to insert the header (in newer versions of Word) is to double click in the top margins.
 - The next way to insert your header is to go to insert, then header.



- First, you want to check that you want the header to have a different first page.



- After you are in your header, you want to insert page numbers. You do this by going to the header options that appear when you enter the header. You want your page numbers to be right aligned.

- Be sure to also set your header to Times New Roman 12pt font. The header does not automatically change the font in the header when you set it for the paper.
- This formatting guide features an example of what your finished header should look like.
- Reference Page
 - On the first line you want to type out “References” and center it.
 - When you get to your reference page you have to put a hanging indent on all of your citations. After you get your references typed, you want to highlight them and click “paragraph”. When the options come up look under indentations. Then go to the indent option. Click the drop down box and click the “hanging” option.
 - It is helpful to set the format after the first citation, so they are easier to read.

