Formatting Your APA Style Paper:
A Guide for MS Word 2007 and Above

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Setting your Margins

Your APA paper should use 1 inch margins on all sides. To set this:

a. Go to the page layout tab.

b. Click the box for Margins.

c. Select the option that has one inch margins on all sides:

If you want 1” margins to be the default option every time you open up MS Word:

a. Click on the box on the lower right side of the page setup menu.

b. Set your margins to 1 inch on all sides.

c. Select the Default option to make this the standard for every time Word is opened.
Setting a Default Font

MS Word generally has Calibri 11 point font set as the default font for typing your paper—neither of these are the preferred font for your APA paper.

Your APA style paper should be typed in 12 point font, and use a font such as Times New Roman, Courier, or Arial.

So, you need to change the default font that MS Word uses for every function.

a. Go to the Home Tab.
b. Click the little box in the lower right corner of the Font Box.
c. Select one of the Fonts (Times New Roman, Courier, or Arial), Choose Regular, and Choose 12 point font.
d. Then click the Default button in the lower left corner, and Word will automatically make this your setting every time you use this computer.

(The picture below uses Times New Roman as an example—this paper uses Arial—you can choose either.)
Second, you need to turn off the default line spacing in MS Word 2007. Word attempts to automatically format the spacing of your title and references, and ends up causing more problems than it solves. One of the problems with the default line spacing is that it makes it almost impossible to get Word to evenly double space your references without extra space between each reference.

To turn off automatic spacing, go to the Home Tab, and click on the box in the corner of the Paragraph group:

![Paragraph settings](Image)

Notice that the box says:

<table>
<thead>
<tr>
<th>Spacing</th>
<th>Before:</th>
<th>Line spacing:</th>
<th>At:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 pt</td>
<td>Multiple</td>
<td>1.15</td>
</tr>
<tr>
<td>After:</td>
<td>10 pt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This means that word is putting a 10 point space after each paragraph, and 1.15 spaces between lines—that's why the formatting is so “funny” in the default settings.

Change it to this:

![Paragraph settings](Image)

If you change it to “Double,” it will automatically double space everything. For your research paper, you may just wish to select **Double** under line spacing, since the default spacing for all of the sections of your paper should, in fact, be double spaced.

Now, you can fix your line spacing without MS Word trying to “help” you by inserting its own spacing conventions.
Inserting a header and page number:

APA 6th edition has two components of your header on EVERY page of your paper—a running head and a page number:

a. On the title page, type the words “Running head” followed by a colon, and an all-caps short form of your title on the LEFT side of the page.

Note: The words “Running head" ONLY appear on the title page—the words in ALL caps appear on the second and subsequent pages along with the page number. This was described incorrectly in the first printing of the APA 6th edition manual—it has since been corrected.

b. A page number starting on the title page on the upper RIGHT corner of every page—on the same line as the running head.

How does one accomplish this?

a. Go to the Insert tab on top of the screen.
b. Insert the header using the Header Tool.
c. Select the blank header command—and make sure you start it on the upper left side of the header.
d. Type the words “Running head” followed by a short-form of your topic, in 1-2 words, in ALL CAPS.
Adding the Page Number:

a. Go to the Page Number Tab, and insert the page number under CURRENT POSITION right after the running head.

b. Then, hit the tab key (or maybe the space bar a few times) to move the PAGE NUMBER to the RIGHT side of the screen.

Sample Title Page:

A Sample Title Page in APA Style: Title Goes Here

John J. Doc

Prime State College
Different Running Head on Title Page

A major formatting issue is that the title page contains the words “Running head” while subsequent pages of the paper contain only the running head and the page number.

How does one go about setting a different header on the title page than other pages of the paper?

The answer lies in the Header/Footer menu in Microsoft Word. Pay attention to the fact that there is an option to allow a “Different First Page” header. If this box is selected, it is possible to type the words “Running head” on the title page, not on any subsequent pages of the paper.

Sample Second Page

Note the format of the running head and page number on this page—this is how the 2nd and all subsequent pages of the paper should be formatted.
Formatting References with Hanging Indents

Your APA 6th edition references (as found on your references page) are supposed to “hang” if the reference takes up more than one line.

What this means is that, if you have multiple references, each of which takes up multiple lines, the first line of each reference is flush with the 1” left margin, and then any additional lines of the reference are indented ½ inch to the right.

(See an example of these hanging indents at the end of the paper.)

How to accomplish hanging indents:

a. Put the word “References” at the top center of your page, in bold font. This should be centered, but the rest of your references should NOT be.
b. Type your references, double spaced, before you insert any indented lines. In other words, type them at the left margin, like this:

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Anderson, A.B. (2001). This is an example of a scientific journal article reference. 
Journal of Made-up References, 23, 10-23.
Chicago Heights, IL: Prairie State College Press.
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c. Only hit ENTER after you finish typing each reference. (In the above, you would hit enter after you type the page numbers for the journal article and put a period at the end.
d. Alphabetize your list by the first word/author of each article.
e. When you get ready to add hanging indents, do the following:
   - Make sure the Ruler is visible on the top of your screen (Go to the View Tab, and make sure Ruler is checked}
- Highlight the references you wish to indent with the mouse


- Highlight the references you wish to indent with the mouse
- Click and drag the BOTTOM arrow only on the ruler tab ½ inch to the right. This will cause any highlighted references to be put in “hanging indent” format.

**Sample Reference Page**