

Formatting Your Paper in APA Style (Sixth Edition) Using MS-Word (Office 2007 and 2010)

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Manuscript updated on 9 July 2011

Formatting your title page in APA style using MS-Word (Office 2007)

### **6 key components of any cover page in APA style**

- Page setup
- Manuscript page header and page numbers
- Running head
- Title
- Author(s) and institutional affiliation(s)
- Author Note

#### **Page setup**

All APA style papers use one inch margins on each side of the page.

- Click on *Page Layout* located on the top of the page. It is just to the right of the *Home* and *Insert* functions.
- Click on *Margins*. Select *Normal* which uses 1 inch margins on all sides of the document.
- Click on *Orientation*. The *Portrait* choice should be highlighted rather than *Landscape*.

All APA style papers use double spacing throughout the entire manuscript including the title page, abstract, references, etc.

- Click on the *Home* link located at the upper left section of the tool bar. This is the default page.
- Click on the line spacing icon which is located in the center of the tool bar directly beneath the link for *View*. Positioning the mouse right over this link will open a popup window of text identifying the link and what it does.
- Open the drop down menu and select 2.0 as your line spacing.
- MS-Word is set up to add spaces before and after each paragraph. If you see the phrase “Remove Space Before Paragraph” or “Remove Space After Paragraph” click on them so they change to read “Add Space Before Paragraph” or “Add Space After Paragraph” Doing so will ensure that no extra spaces are being added.

The preferred typeface in APA style is Times New Roman using a 12 point font.

#### **Manuscript Page Header and Page Numbers**

APA uses a manuscript page header which is a short name for your paper placed at the upper left hand corner of the page. This page header uses all caps. On the first page (title page) of your manuscript the page header is preceded by the phrase Running head: exactly as typed here. See page 41 of the APA Publication Manual 6<sup>th</sup> edition for an example of the running head on the title page. This makes identifying each page of your paper easier of the pages of the manuscript become separated during the review and editing process. APA also numbers each page starting with the title page. The page number is positioned in the upper right hand corner of the page.

Both Office 2007 and Office 2010 are set up to allow creation of different running heads on the first and subsequent pages of your manuscript. Follow the steps below for how to do this.

To create the running head and insert the page numbers, do the following steps.

- Start on the first page of your manuscript.
- Click on the *Insert* link on the tool bar at the top left of the page. IT should be just to the right of the *Home* link.
- Click on *Header*. You will find it in the *Header & Footer* box located just to the right of the tool bars center.
- Choose the *Blank Text* option which is the first choice that you have.
- As soon as you do this the header section will appear at the top of your page and you will see a text box with the phrase Type Text in the upper left corner of the page. Don't type anything yet.
- Look up and just to the right of the Type Text box for the tab labeled Header & Footer Tools. Just beneath the label are 3 boxes. The first box says Different First Page. Click on the box so a black check mark appears in the box. The Type Text Box will disappear.
- Type in the running head for your paper. Make sure you begin with the phrase Running head: followed by the actual running head in all CAPS. For this example it would look like the following. Running head: APA STYLE FORMATTING INSTRUCTIONS
- Once you have typed the running head, use the tab key to move the cursor to the right hand margin. The cursor should be at the one inch margin on the right side of the page. Enter the number 1. You have to do this because MS-Word does not display the page number for the first page.
- Once you have the running head text and page number inserted and positioned properly on the first page, click on the red X box located at the top right of the tool bar. This will close the header-footer function.
- Hit the enter key a few times so the cursor moves down the page. Now hold the control key while pressing the enter key. This creates a hard page break so that when you fill in the title page information the text on the second page does not move accordingly.
- On the second page you will see the Type Text box on the upper left corner of the header page area.
- Put the cursor over the Type Text phrase on the second page. Double clicking your mouse button will cause the header section to open at the top of the page.
- Ignore the type text on the left hand side. Instead select Insert Page Number from the choices on the upper left corner of the tool bar. Chose Plain Number 1 which will insert the page number on the left side of the page. As soon as the page number appears on the page, it should be 2 as this is the second page, You will notice the cursor is to the left of the number. Begin typing the actual running head for your paper. Make sure you use all caps for your running head.
- Once you are done typing the actual running head name, press the tab key twice. This will cause the page number to move to the right hand side of the page which is where it should be.
- Close the header by clicking on the large red X box in the upper right hand corner of the page. The remaining pages of your manuscript will have the proper running head text on them and the proper page numbers.

## Title

All titles on the cover page in APA are center justified which means spaced equally between the left and right hand margins. Each word in the title has the first letter in upper case text except for common words such as *and*, *is*, etc. which are done in all lower case letters.

- Click on the *Home* link located at the upper left section of the tool bar. This is the default page.
- Click on the center justification icon which is located in the center of the tool bar directly beneath the link for *Mailings* in *OFFICE 2007* and just beneath the link for *Review* in *Office 2010*.
- Type in the full title using proper punctuation and capitalizing the first letter of each word in the title.
- Double space between each line of the title if it uses two or more lines of text.

## Author(s) Byline, Institutional Affiliation(s), and Author Note

APA style requires that all authors and their institutional affiliations be identified on the title page. Like the title, all other information on the title page is center justified. Only list the university or college and not your department for the institutional affiliation. The order of authorship is determined by the authors themselves.

- Click on the *Home* link located at the upper left section of the tool bar. This is the default page.
- Click on the center justification icon which is located in the center of the tool bar directly beneath the link for *Mailings* in *OFFICE 2007* and just beneath the link for *Review* in *Office 2010*.
- Type in the name of the first author using first name, middle initial, and last name followed immediately below with the institution the author is from.
- Type in the name of the second author using first name, middle initial, and last name followed immediately below with the institution the author is from.
- Continue this pattern until all authors have been properly identified.
- Make sure all entries are double spaced.

Author Note: The author note is identified as such and appears several inches beneath the title information. You should identify your department on one line and provide contact information in the author note such as an email address on a second line. See the APA Manual, 6<sup>th</sup> edition, section 2.03 for additional information.

You can find a copy of the APA Publication Manual at the I. D. Weeks Library reference desk or at call number BF 76.7 P83 (2010).

### Using hard page breaks between sections of an APA style paper

APA style papers consist of the cover page, an abstract page, the full text of the paper, reference page(s), and tables/graphs. A hard page break is inserted between each of these specific sections of the paper. The page break preserves all formatting on the pages above it while allowing changes in formatting to the text and pages below it. To insert a page break after the title page do the following:

- Position the cursor at the end of the last line of text on the page.
- Click on the *Insert link* located at the upper left of the toolbar.
- Click on the *Page Break* link located on the left side of the tool bar, just beneath the *Home* link. This will insert the page break. You can also use the Ctrl + Return keys shortcut to insert page brakes.

### Formatting the Abstract page

The abstract in APA style consists of a paragraph length summary of what your paper is about. The abstract should be between 150-250 words of text depending what the journal requirements are. Since many professors do not require an abstract for a student paper, ask your professor if one is needed or not. If you do provide an abstract, it will always be on page 2 of your paper in APA format.

- Separate the abstract from the title page using a hard page break.
- Type the label Abstract using upper case for the first letter and lower case for the rest of the word.
- Center the label Abstract by clicking on the *Center Justification* icon which is located in the center of the tool bar directly beneath the link for *Mailings* in *OFFICE 2007* and just beneath the link for *Review* in *Office 2010*.
- Use *Left Justification* for the text of the abstract. The *Left Justification* icon is located just beneath the *Review* link in *OFFICE 2007* and just beneath the link for *Review* in *Office 2010* and is to the left of the *Center Justification* icon.
- Type in the text of the abstract as a single paragraph but do not indent the first sentence of the abstract. Use double spacing for the abstract.
- Insert a Hard Page Break after the abstract text using the instructions above. This separates the abstract from the body of your paper.

### Formatting the References page

- Insert a hard page break between the body of the paper and the reference page(s).
- Type the word References at the top of the page and center it.
- Type in each reference in alphabetical order using the last name of the first author of each article or monograph.
- Two or more articles by the same person, order by year with the most recent article first.
- If no author is given then use the first letter in the first word of the corporate author or title to alphabetize the order of presentation.
- Article from a web-based database (see section 7.01)

- Author name(s) beginning with last name and initials.
- Year of publication
- Title
- Publishing information
- Digital Object Identifier (DOI) or the URL of the database you retrieved the item from. NOTE: the DOI is the preferred information for a web-based document.

### **Creating Hanging Indentations**

APA uses the hanging indentation which is the opposite of paragraph indentation. All lines following the first line of text are indented 5 spaces in hanging indentation.

- Make sure the horizontal ruler appears at the top of your text page. The ruler will be immediately below the toolbars.
- There are two arrows that can be slid along the ruler at the top of the page. The top arrow (pointing towards the bottom of the page) is called the *First Line Indent*. The bottom arrow (pointing towards the top of the page) is called the *Hanging Indent*. The square box at the very bottom edge of the toolbar is called the *Left Tab*.
- Type in each reference using proper APA format but do not indent any line
- Highlight all of the typed in references
- Placing your mouse on the *Hanging Indent* arrow, hold the left mouse key and drag the Hanging Intent arrow five spaces to the right. This should cause the second and subsequent lines of text for each reference to be indented 5 spaces.

### **On-line web sites for APA style help**

The Online Writing Center (OWL) at Purdue University offers on-line guides for formatting and using APA 6<sup>th</sup> edition style. Click on the link below then look at the right hand column. Select Research and Citation from the right hand menu choices. Then select APA Formatting and Style Guide.

<http://owl.english.purdue.edu/owl>