

Formatting a Paper in APA Style for Microsoft Word 2010

This document is a set of instructions to format a paper in APA style with Microsoft Word 2010. It covers the following:

- 1. General Document Guidelines
- 2. Setting the Document Attributes
- 3. Adding Title and Page Numbers to the Header
- 4. Title Page
- 5. Abstract
- 6. Body
- 7. In-text Citations
- 8. Quotations
- 9. References List
- 10. Saving Your Work
- 11. File Naming Tips
- 12. Sample APA Style Paper

1. General Document Guidelines

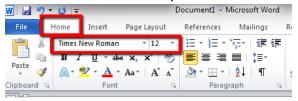
- 1.1. Spacing after Punctuation: two spaces follow the punctuation ending a sentence. All other marks of punctuation are followed by one space. Exceptions: no space is required after:
 - opening parenthesis:
 - Example Departing flights (except those already noted) are temporarily grounded.
 - opening quotation mark, and comma or period before a closing quotation mark Example - The captain remarked, "The space is inadequate." I agreed.
- 1.2. Paragraph indention: one "Tab" (or five spaces).
- 1.3. Active voice: as a general rule, use the active voice rather than the passive voice. For example, use "We predicted that life would go on." rather than "It was predicted that life would go on."
- 1.4. Avoid the use of contractions in your paper. For example, say "do not," instead of "don't."
- 1.5. Order of Pages: Title Page, Abstract, Body, References.



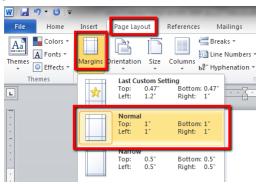
2. Setting the Document Attributes

An APA style paper should fit certain standard layout guidelines. This section describes how to meet those guidelines.

- 2.1. Set the font to 12-point Times New Roman.
 - 2.1.1. Click on the **HOME** option from the main menu. **FONT** options should be the second box.
 - 2.1.2. Select **TIMES NEW ROMAN** from the first drop-down bar.
 - 2.1.3. Select 12 from the second drop-down bar.



- 2.2. Set the page margins to one inch all around.
 - 2.2.1. Click on the **PAGE LAYOUT** option from the main menu.
 - 2.2.2. Click on MARGINS.
 - 2.2.3. Select **NORMAL**, which shows one inch margins on each side and the top and bottom.



- 2.3. Most of the document will be aligned left.
 - 2.3.1. From the **HOME** menu, under the **PARAGRAPH** section be sure to select the **ALIGN TEXT LEFT** icon, with the picture of several lines aligned to the left.





- 2.4. Set the line spacing to double. Double space throughout the paper, including the title page, abstract, body of the document, and references. But be sure not to include additional spacing between headings, paragraphs, etc. Ensure you do not have extra space before and after paragraph.
 - 2.4.1. Click on the **HOME** option from the main menu. **PARAGRAPH** options should be the third box.
 - 2.4.2. Select the **LINE SPACING** icon that shows lines alongside up and down arrows.
 - 2.4.3. Choose 2.0.



3. Adding Title and Page Numbers to the Header

The title appears five spaces to the left of the page number on every page, beginning with the title page, but <u>only on the title page</u> do the words "Running head:" appear. The following section explains how to add a header and how to make the change so pages after the title page appear correctly.

- 3.1. Click on the INSERT option from the main menu. "HEADER & FOOTER" should appear as the fifth box.
 - 3.1.1. Click on **HEADER** and select **Blank**.

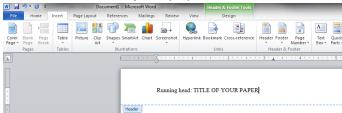


3.1.1.1. Ensure "**DIFFERENT FIRST PAGE**" is checked.





3.1.1.2. Type "Running head: TITLE OF YOUR PAPER" with the section in caps the actual title of your paper.



- 3.2. To add page numbers in the upper right-hand corner:
 - 3.2.1. Still in the Header & Footer box, **TAB** TWICE.
 - 3.2.2. Click INSERT, PAGE NUMBER.
 - 3.2.3. Choose **CURRENT POSITION** and then **PLAIN NUMBER**.



- 3.3. Double click on the page below the header to resume the rest of your paper. The header will appear as faint text on every page, but when printed will not appear faded.
- 3.4. Click INSERT, BLANK PAGE.



3.5. Click in the Header section of the second page.



- 3.5.1.1. Type TITLE OF YOUR PAPER
- 3.6. Click INSERT, PAGE NUMBER.
- 3.7. Choose **CURRENT POSITION** and then **PLAIN NUMBER**.



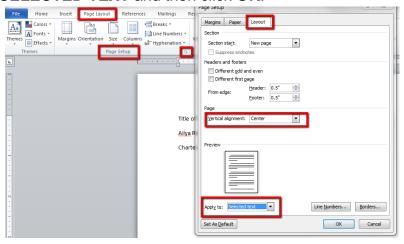


4. Title Page

- 4.1. The Title Page is page one of your document.
 - 4.1.1. Key elements: Paper Title: uppercase and lowercase letters, centered on the page, Your Name, the College Name.
 - 4.1.2. To center text between the side margins: Select the text. On the **HOME** tab, in the **PARAGRAPH** group, select **CENTER**.



4.1.3. To center text between the top and bottom margins: select the text, on the PAGE LAYOUT tab, in the PAGE SETUP group, click the PAGE SETUP DIALOG BOX LAUNCHER and then click the LAYOUT tab. In the VERTICAL ALLIGNMENT BOX, choose CENTER. In the APPLY TO BOX, choose SELECTED TEXT and then click OK.





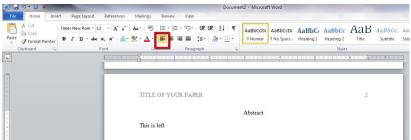
5. Abstract

An abstract summarizes, in 70-100 words, your subject, findings, and conclusions. An abstract is on a page by itself. The abstract is page two.

5.1. The word "Abstract" is centered on the first line.



5.2. Hit **ENTER**, in the **PARAGRAPH** group choose **ALIGN TEXT LEFT**, then type your abstract with no indentation.



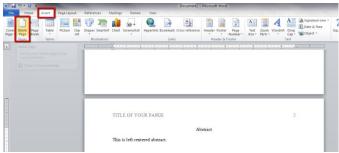
5.3. In the case that an Abstract is not assigned, eliminate this page entirely (ask your instructor). Note: If an abstract is assigned, write this section last as it is a summary of the rest of your paper.



6. Body

The body begins on page three.

6.1. At the end of the abstract click INSERT, BLANK PAGE.



- 6.2. The title of the paper, typed in in uppercase and lowercase letters and centered on the page, begins on the first line.
- 6.3. The first line of each paragraph is indented with one "Tab" (or five spaces). Consecutive lines are flush with the one-inch margin. (Microsoft Word should automatically format your paragraphs this way.)

7. In-text Citations

In APA style, source material is cited using a system that emphasizes the author and date of publication in its in-text citations. These in-text citations, used when source material is quoted, paraphrased, or summarized, point to full bibliographic citations located in the references page at the end of the document. The citation appears within the sentence punctuation.

- 7.1. Parenthetical Citation: when sources are referenced without a direct mention of the author/source in the sentence, the author/source, date, and page number (when applicable) are included in parenthesis at the end of the sentence.
 - Example As metaphors for the workings of nature, Darwin used the tangled bank, the tree of life, and the face of nature (Gould, 1989).
 - When a source does not provide an author, the title can be used instead.
- 7.2. When sources are referenced with a direct mention of the author/source in the sentence, the date is included in parentheses directly after the author/source. When page numbers apply, they are inserted in parenthesis at the end of the sentence.

Example - As Part of the Narrative, Gould (1989) attributes Darwin's success to his gift for making the appropriate metaphor (p. 77).



8. Quotations

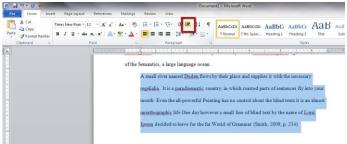
When a direct quotation is used, always include the author, title, and page number as part of the citation.

Note: Using long quotations is not appropriate. Rather than quote a whole paragraph from an outside source, just quote a single sentence, or even a few words; use the space to write more of your own original thoughts.

The rules for in-text citations also apply to quotations.

Formatting Notes for Quotations:

- 8.1. A quotation of fewer than 40 words should be enclosed in double quotation marks and incorporated into the formal structure of the paper.
- 8.2. Indenting Long Quotations
 - This section explains how to format long quotations in your paper using Microsoft Word. A quotation is considered "long" if it takes up four or more lines on your paper. If you do use a long quote, indent it one inch:
 - 8.2.1. Where you are ready to begin the quote, press **ENTER** to begin a new paragraph, and then click **BACKSPACE** to move the cursor to the far left.
 - 8.2.2. Type the quoted material, without adding any quotation marks.
 - 8.2.3. Highlight the quotation by clicking and holding the mouse key as you drag over the whole quotation.
 - 8.2.4. Indent the text in the following way:
 - 8.2.4.1. Click the "**INCREASE INDENT**" icon (in the "**PARAGRAPH**" section of the "**HOME**" menu).





9. References List

All sources cited in the Body of the paper must be included in the References section of the paper and all sources in the References section must be cited in the body of the paper. (The only exception for this is "Personal Communications" such as interviews, email, etc.)

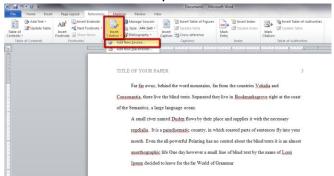
This section describes how to use the new "References" tool in Microsoft Word 2010 to format your References section in APA format. It is a very helpful tool that you can use to add citations from the very start of your paper. It will then collect those citations, format them properly, and compile them into a Reference List/Bibliography at the very end.

Follow these steps when you need to include a citation in your paper.

- 9.1. Click on the **REFERENCES** tab.
- 9.2. Make sure the **STYLE** option in the **CITATIONS & BIBLIOGRAPHY** box is set to **APA SIXTH**.

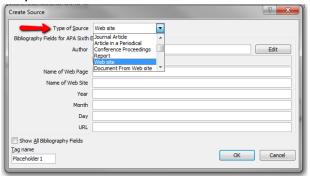


- 9.3. As you write your paper and include citations (quotations, paraphrases or any information gained from a source), for each source (book, magazine, website, journal article, etc.) that you use, click on INSERT CITATION from the CITATIONS & BIBLIOGRAPHY box.
- 9.4. Choose the ADD NEW SOURCE option.





9.5. From the **TYPE OF SOURCE** drop-down menu, select the type of source you have and then continue to fill out as much information as possible about the source, as prompted.



- 9.6. Once completed, hit "**OK**." Microsoft Word will automatically insert your in-text citation, so be sure it lands in the proper place within your paper.
- 9.7. If you need to edit what appears in your citation (such as page numbers, or date-only), double-clicking on the citation will make a blue drop-down arrow appear, giving you the option to edit the citation.



9.8. This citation will also be saved under "**INSERT CITATION**" if you need to reference it later in your paper.

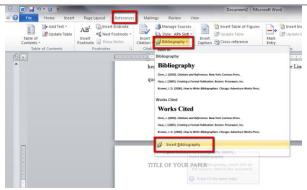


9.9. Once you have finished your paper, with all your citations, and are ready for your References Page, insert a new page by choosing the "INSERT" option on the main menu and then clicking "PAGE BREAK."

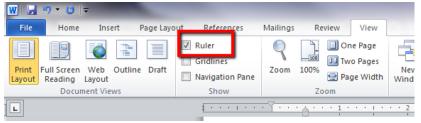


- 9.10. Type the word "References" and **CENTER** it. Hit **ENTER** and **ALIGN TEXT LEFT** for the next line.
- 9.11. Then, in the REFERENCES menu, choose BIBLIOGRAPHY and INSERT BIBLIOGRAPHY.

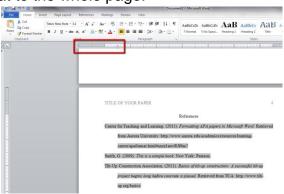




- 9.12. Your Bibliography will appear and be available for you to edit as needed, including inserting any ready-made citations you retrieved from an online source such as LIRN or ebrary.
 - 9.12.1. Be sure that any citations you add to the Bibliography are put in alphabetical order within your Reference List.
- 9.13. Make sure your Bibliography has the "Hanging Indent" format, in which every line except the first line of each citation is indented.
 - 9.13.1. Make the ruler visible by choosing the **VIEW** option on the main menu and checking the **RULER** option.



- 9.13.2. Highlight the text of your Bibliography.
- 9.13.3. On the left-side ruler you should see two arrows (a top and a bottom arrow) showing you where the text begins on the line. Ensure the bottom arrow (and only the bottom arrow) in indented one-inch. This should apply the format to the whole page.





10. Saving Your Work

Computer crashes can and will happen. To avoid losing a huge chunk of work, you should save your document frequently.

WARNING: if you are working on a public computer (a library, any computer at the college, etc.), do not save your work on the "C" drive or under "My Documents". Doing so means you would have to return to that same machine in order to retrieve your files. Also, many times personal files are regularly deleted from public computers so it may not be there even if you do return.

Precautions with flash/removable drives:

- It could be forgotten at home, left in a computer lab, lost, or stolen.
- It could break.
- It could pick up a virus which could ruin your files as well as transfer to every computer that you use.

Save your work, and then email yourself the document.

11. File naming tips

If you are writing multiple drafts of your paper, it is a good idea to not overwrite the previous draft but to save individual files for each draft.

- 11.1.1. Click on the **FILE** in the upper, left-hand corner.
- 11.1.2. Choose "SAVE AS" and pick a new file name for each draft.
- 11.1.3. Example: "GEN-230 Research Paper Draft 1" then "GEN-230 Research Paper Draft 2" and so on.
- 11.1.4. It helps to include the course name and even assignment title in each file name that you create so that you can easily keep track of your assignments.



12. Sample APA Style Paper

Click here for an example of an APA formatted paper.