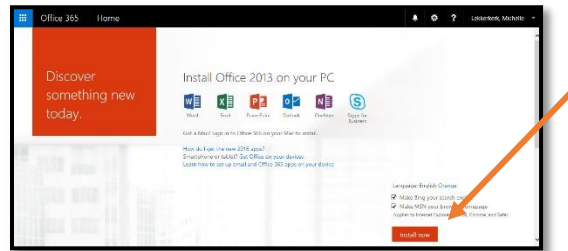


FORMATTING INSTRUCTIONS FOR MS WORD 2013 (PC Directions)

Quick Formatting Guidelines:

- ✓ All papers must be prepared in Microsoft Word—not in Microsoft Works, WordPerfect, Pages, or another word processing program. Ashford and University of the Rockies students can download Microsoft Word for free through their Office 365 account. To do so,
 - Go to <https://portal.office.com/Home>
 - Log in with your school e-mail and password
 - Click on “Install Now” and follow the install directions



- ✓ All papers must be double-spaced, in a Times New Roman 12-point regular font, and formatted according to the APA style.

Note. The easiest way to double space your paper is to highlight or select all of your text (ctrl+a) and use the keyboard shortcut **ctrl+2**.

- ✓ All papers must have a title page formatted according to their university's APA guidelines.
- ✓ Abstracts are not required for undergraduate papers unless specifically requested by your instructor. Abstracts may be required for graduate papers. (See syllabus instructions for each graduate course).

For help formatting your title page, headers, and abstracts scroll down, or click these links to jump to that section of this guide:

- [Title Page Running Header](#)
- [Title Page](#)
- [Running Header \(page 2 on\)](#)
- [Abstracts](#)

For help with APA style in general, please review our “APA Made Easy” Guide:

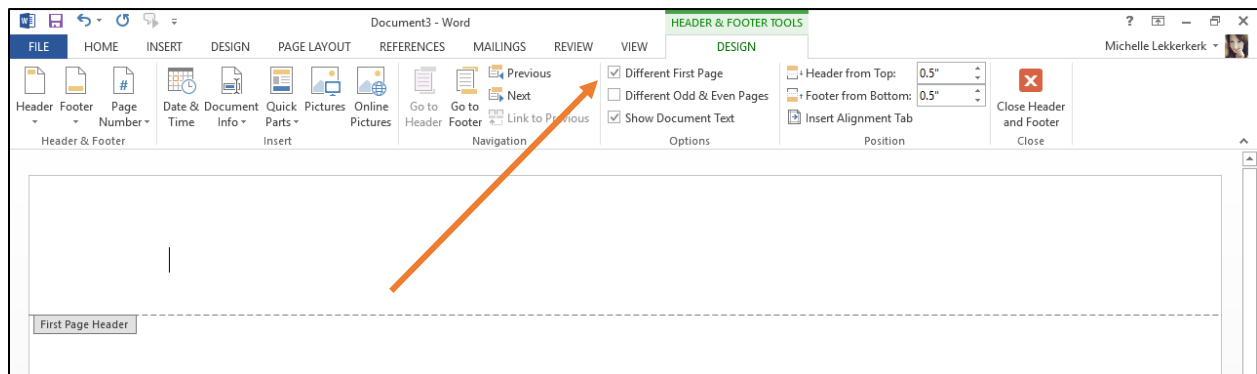
- [APA Made Easy](#)

For additional assistance with APA style, formatting, or guidelines for setting up your paper, please email the Learning Services Writing Center at writing@ashford.edu or writing@rockies.edu.

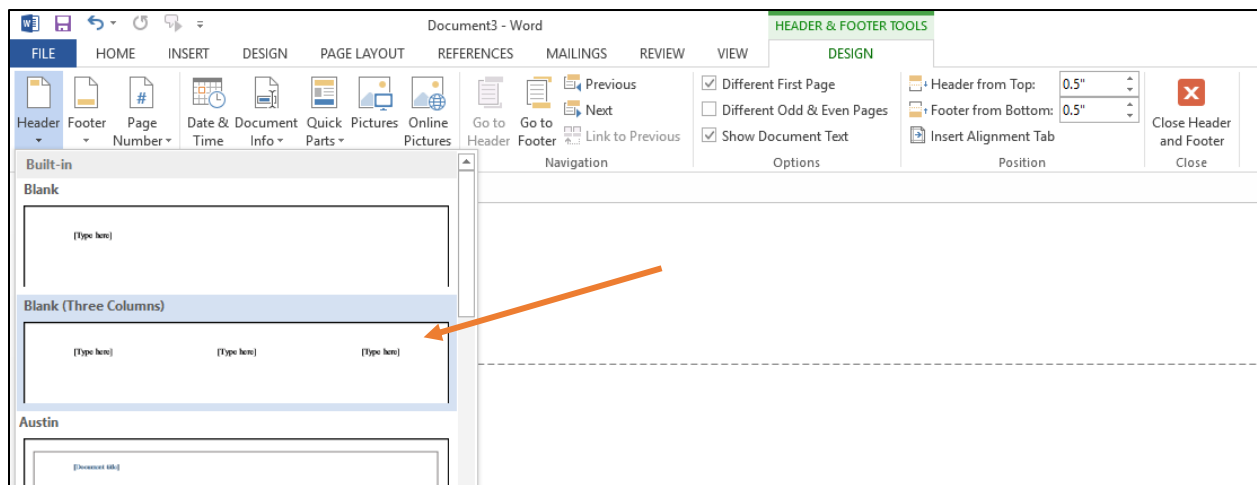
How to Create a Running Head (Title Page)

Within a new Microsoft Word document:

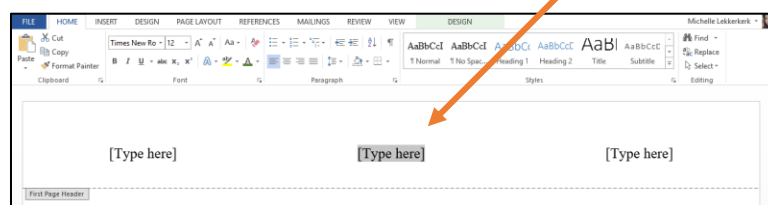
1. Double-click the header area (the uppermost portion) of your first page. If you did this step correctly, a green tab titled “**Header & Footer Tools**” should open on the top of your document as illustrated below.
2. Within the Header & Footer Tools, select (✓) the “**Different First Page**” option.



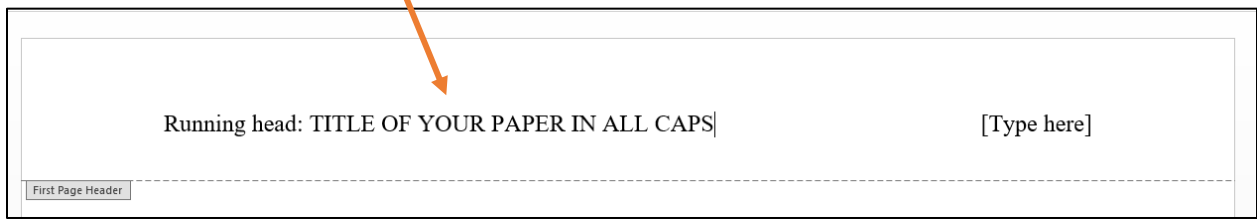
3. Next, still within the Header & Footer Tools, click on “**Header**” and choose “**Blank (Three Columns)**”.



4. Select the **middle** “[Type here],” and delete it.



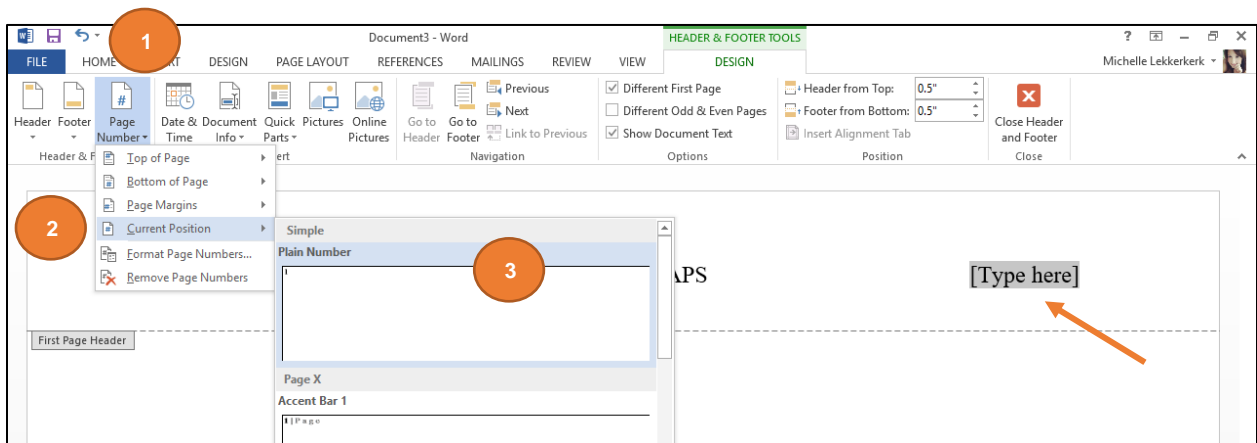
5. Next, click the **left** “[Type here]” and type **Running head:** and then type in the title of your paper in ALL CAPITAL LETTERS. Make sure you use a capital R, a lowercase h, and that you use a colon before your title.



Note: The header should not exceed 50 characters (letters). If your title is longer than 50 characters, shorten the header. For example, if your paper title is “The Effects of Using Hand-Held Tablets in Educational Settings”, your shortened running head could be:

Running head: TABLETS IN EDUCATIONAL SETTINGS

6. Then click the **right** “[Type here]” and click the “Page Number” icon, select “Current Position,” and then choose the “Plain Number” style.



When you are done, your title page running header should look something like this:



Note. You want your header font to be **12 pt. Times New Roman**. If you need to change your font style and size, highlight the words in your header and go to the “Home” tab, and in the “Font” Section, change the style to **Times New Roman**. Then change the size to **12**.

How to Create a Title Page

1. Click out of the header area—if you haven't already. And, on your first page (your title page), hit the “**Enter**” key on your keyboard approximately 5-7 times so that your cursor is positioned near the top-middle of your title page.

Then **type** and **center** the following information:

Ashford Title Page

- Your paper's title
- Your first and last name
- Your course name, number, and title
- Your instructor's name
- The date you will turn in the paper

University of the Rockies Title Page

- Your paper's title
- Your first and last name
- Your university's name, e.g.,
University of the Rockies

For example:

Running head: SHORTENED TITLE IN ALL CAPS GOES HERE 1

The Title of Your Essay Goes Here
Joan Writesalot
ENG 121: English Composition I
Prof. Noah Allota
January 1, 2014

Running head: TITLE OF YOUR PAPER IN ALL CAPS 1

The Title of Your Essay Goes Here
Joan Writesalot
University of the Rockies

Note. Please capitalize the first letter of each major word of your title:

Correct: The Cause and Effect of iPads on Middle Schoolers

Incorrect: The cause and effect of iPads on middle schoolers

Incorrect: THE CAUSE AND EFFECT OF iPADS ON MIDDLE SCHOOLS

Spell out the date: Month #, year:

Correct: January 17, 2017

Incorrect: 1/17/2017

2. Once your information is typed in, you need to **double-space** your text. To do this, highlight and click **ctrl+2** on your keyboard..

3. To **center** your text in the middle of the page, highlight your text, and click **ctrl+e**.

How to Create a Running Header (page 2 on)

Because we selected, “different first page” for our title page, we need to add our header again to page 2 of our document to fulfill APA requirements.

Please note that on the title page, your page header/running head should look like this:

Running head: TITLE OF YOUR PAPER 1

Pages **after** the title page should have a running head that looks like this:

TITLE OF YOUR PAPER 2

1. To add the header to your second page (and thus to the rest of your pages), scroll to the second page of your document, and double-click in the header area of the page. The **green** Header & Footer Tools tab should open.

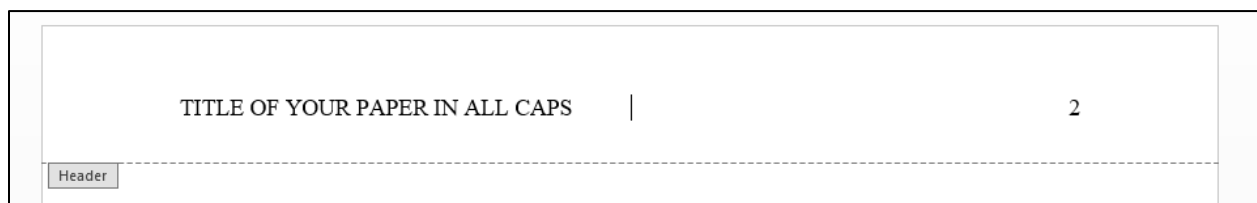
Note. If you need to add a second page to your document, simply go to the Insert tab, and select the “Blank Page” option.

2. Then click on the “Header” button and choose “**Blank (Three Columns)**”,
3. Select the **middle** “[Type here]” and delete it.
4. Click on the **left** “[Type here],” and type in your shortened title in all CAPS.

Note. On your second page, you DO NOT want the words “Running head:”—that is only for the title page.

5. Then select the **right** “[Type here]” area, click on the “Page Number” button, click on “Current Position,” and then select “Plain Number.” This should add the number 2 to your second page.
6. Lastly, make sure your header font is **12 pt. Times New Roman**.

When you are done, here is what your header should look like for your second page:



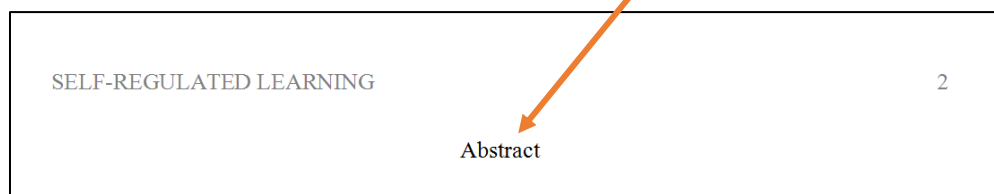
How to Format Your Abstract (if applicable)

Abstracts may be required for some undergraduate and graduate papers. If your assignment requires an abstract, please follow these formatting guidelines:

1. Begin a new page.

Note. If you need to add an additional page to your document, simply go to the “Insert” tab, and select the “Blank Page” option.

2. On the first line of the abstract page, center the word “**Abstract**” (no bold, italics, underlining, or quotation marks). To center your title, highlight your wording and use the keyboard shortcut **ctrl+e**.



3. Beginning with the next line (**do not indent**), write a 150-250 word **summary** of the main points of your paper. For your abstract, avoid writing in the first-person (I, me, my). Lastly, be sure your abstract is **double-spaced**.

Note. The easiest way to double space your paper is to highlight or select all of your text (ctrl+a) and use the keyboard shortcut **ctrl+2**.

Here is what a sample abstract looks like:

