

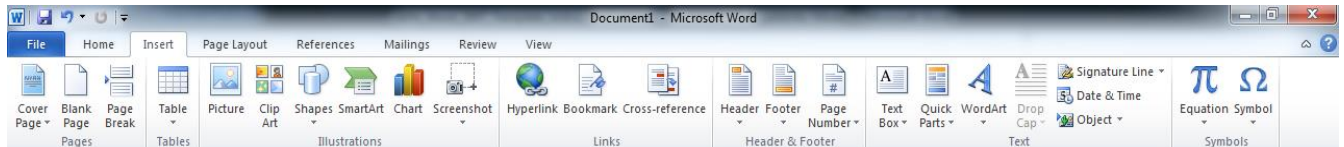
# Formatting an APA Style Paper Using Microsoft Word 2010

## Running Head

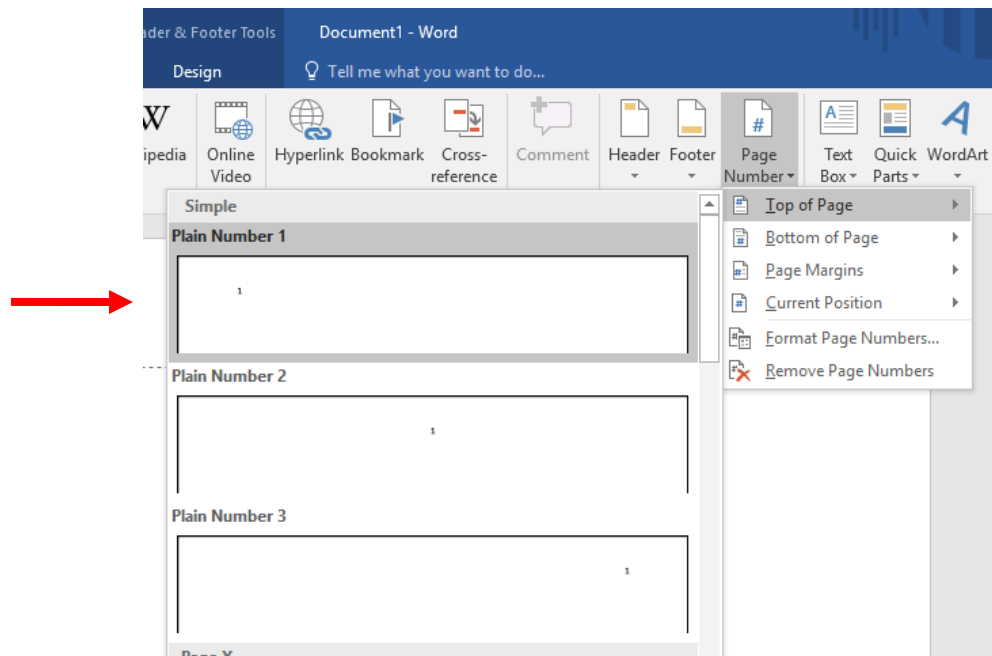
APA requires that the header field contain a Running head in the header field. To insert the Running head:

Click **Insert**

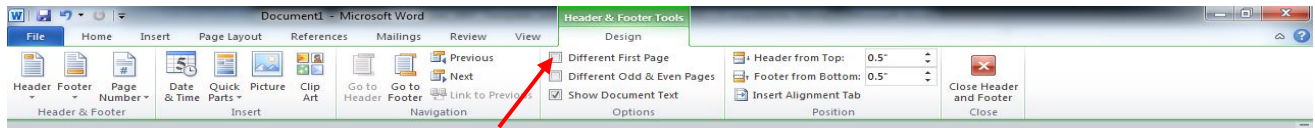
Select **Page #**



Click **Top of Page, Plain Number 1**



The following will appear:



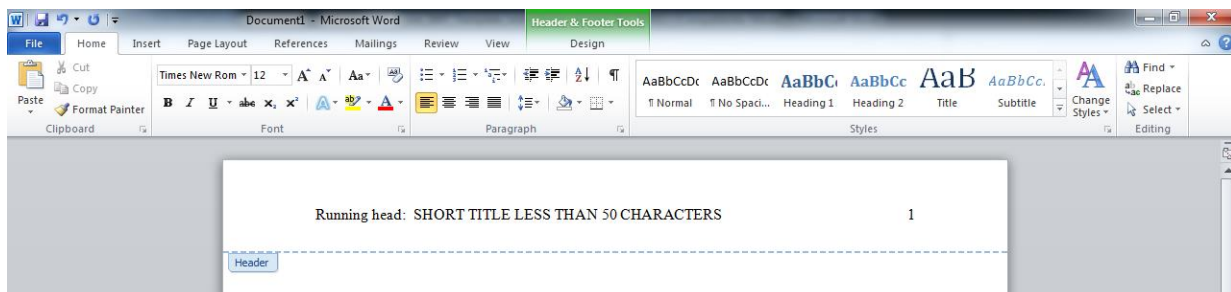
The running head has a different format on the title page.

In the **Options** panel, click **Different First Page**. A check mark should appear in the box next to it.

Type: Running head: SHORT TITLE LESS THAN 50 CHARACTERS 1

Tab the number 1 over to the 1" right margin (should take 1 or 2 tabs)

Your page should look like this:



Double click in the body to exit the header.

## Creating a Header for the Remaining Pages of the Paper

The words "Running head" should not appear on any page except the title page. Therefore, a different header needs to be created on the second page.

Click **Insert Tab**

Click **Page Break**

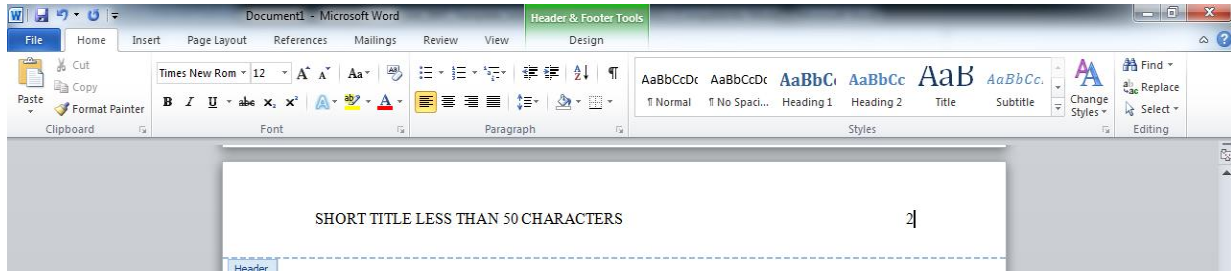
Click **Header**

Click **Edit Header**

Type your header: SHORT TITLE LESS THAN 50 CHARACTERS in front of the number 2

**Tab** the number 2 over to the 1" right margin

Your page should look like this:



Exit the header by double clicking in the body of the text or click **View** and click **Print Layout**

## Create Page 1: Title Page

Go to the **Paragraph Panel** and click the **Center** button (second from left)

Hit **Enter** 8 times, type:

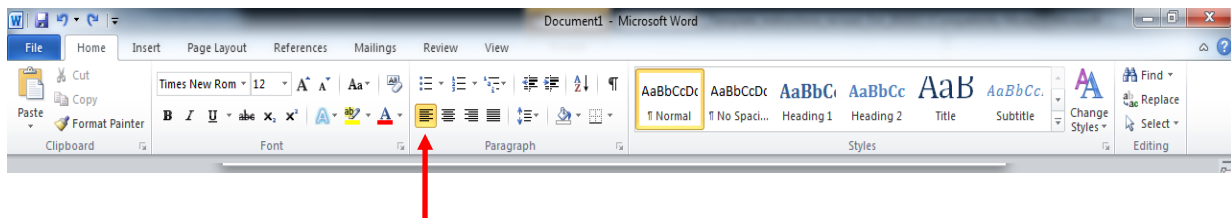
Title (Press **Enter**)

Your name (Press **Enter**)

School name (Press **Enter**)

## Create Page 2: Abstract

Make sure your cursor is in the center. If not, go to the **Paragraph Tab** and click the **Center** button (second from left)



Type the word: Abstract

Press **Enter** once.

Insert a page break

Click **Insert Tab**

Click **Page Break**

## Create First Page of Text (Page 3)

On your third page, make sure the type is still on Centered (click **Home**, to the **Paragraph Panel** and click the **Center** button--second from left).

Type in the word "Title" as a place holder. It should be centered on the page. Hit enter.

Change the Centered type to Left (go to the **Paragraph Panel** and click **Left Align** button—first one on left).

Click the **Insert** tab

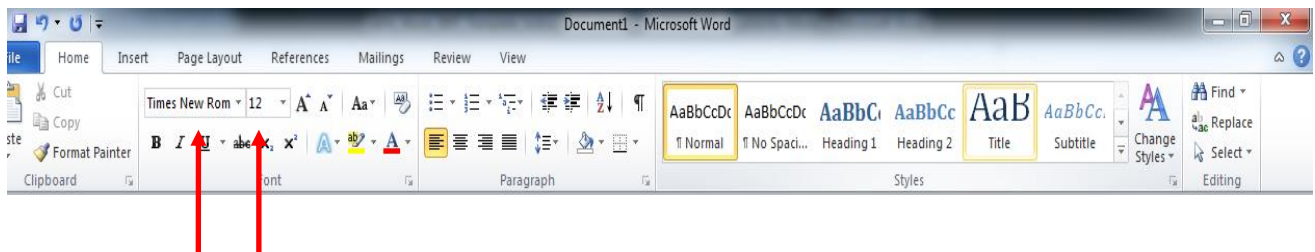
Click **Page Break**

## Setting the Font

Select All: ctrl + A

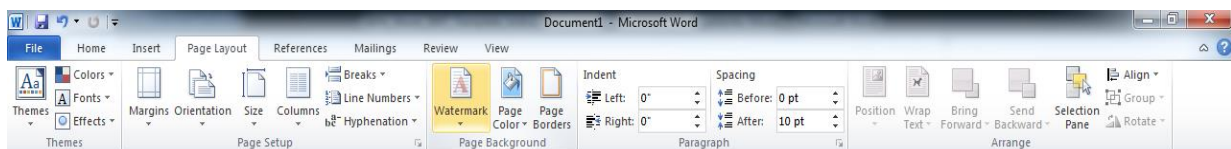
The default for Word 2010 is Calibri, font size 11, but APA format requires Times New Roman, size 12 font. To change the font,

On the **Home** tab, select Times New Roman, Size 12 from the dropdown menu.



## Set Spacing

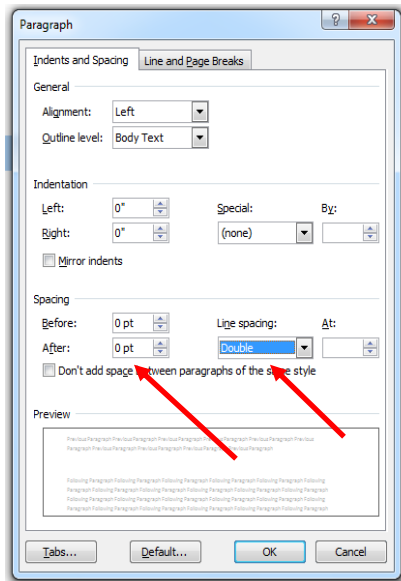
While everything is still highlighted in the **Paragraph** group, under the file tab, click the arrow in the lower right corner.



The **Paragraph** box will appear.

Under **Spacing**, the default setting for “After” is 10. Change the 10 to a 0.

Under **Line spacing**, choose **Double** from the dropdown menu. Click **OK**.



**Save Your Template!!** Go to **File, Save As**, choose **One Drive**. Name the file working title of your paper. Click **Save**. This will allow you to type your paper into this template without changing the original template.