APA Style - Microsoft Word 2007 Tutorial

How to set up a paper in APA Style (format, fonts, spacing, etc.). Based on 5th ed. of Publication Manual of the American Psychological Association (2001). Call no: BF76.7.P83 2001. Chapter 5 provides detailed instructions and images to create a manuscript. See Figures 5.1, 5.2, and 5.3 in Section 5.29.

**Layout** See “Layout and Formatting in MS Word 2007” example on the reverse.

**Open Microsoft Word 2007.**
1) Change the size of **margins**. (Sections 5.01 and 5.06)
   - Choose the Page Layout tab and then click on the Margins arrow to get the drop down menu. Select Normal (all margins are set to 1 inch).
   - Click on the Page Setup arrow to get the Page Setup dialog box. Select the Layout tab and set the Header and footer to **0.5 inches**. Click OK. Note: Section 5.06 states that a half-inch top margin for the page header (page number) is acceptable.

2) Check **Tab** setup. Choose the Home tab and click on the Paragraph arrow to get the Paragraph dialog box. Click on the Tabs button and set Default Tab Stops to **0.5 inches**. Click OK.

3) Set **Font style and size**.
   - Click on the Home tab and change the font by selecting **Times New Roman, 12 point**. Note: For fonts in figures (tables, charts, etc.), consult Section 3.80 of the manual.
   - Another easy way to format text is to right click on the selection to show the mini toolbar.

4) Set **Double spaced lines**.
   - Choose the Page Layout tab and then click on the Paragraph arrow to get the drop down menu. Select **Double** in the Spacing box. Check that the before and after spacing is set to 0. Click OK.

5) Create the **Header** for shortened title and page numbering. (Section 5.06)
   - Choose the Insert tab, then click on the Header & Footer tab. Click on the Header arrow to get the drop down menu and select Edit Header. Your cursor will be in the header. Select the Insert Alignment Tab on the Position tab, click on the right alignment button, then enter OK to align the cursor to the right margin.
   - Click on the Home tab and then select the **Align Text Right** button on the Paragraph tab. Type the first 2 or 3 words of the title. Insert 5 spaces, then click on the Page Number arrow to get the drop down menu, select Current Position, then select Simple, Plain Number.

**Parts of a Paper**

Note: Use a single space between punctuation marks. Indent paragraphs with Tab button and end paragraphs with **Enter** button. (Section 5.15)

**Title Page.** See “Sample APA Title Page” on reverse for an example.

- **Page Header** – see Header under Layout instructions at top of page. It has a shortened title and page number.
- **Running Header** = abbreviated title used as running head for published article. The maximum number of characters and spaces is 50. Click on the Home tab and. Cursor should be at first line of the paper. Type “Running head:” (without “ “) insert a space, and type shortened title in UPPERCASE letters.

**Paper Title and Authors (byline)**
   - In upper half of the page: Select the Align Text Center button and type the title. On the next line type the author names in order of contributions. Below each author is institution name. (Sec. 5.15)

**Force a New Page**
   - Place cursor at bottom of current page. Click on the Insert menu and select Page Break on the Page tab.

**Abstract** – (Most papers do NOT require an Abstract. Use it only if an Abstract is required by professor or for publication.) Force a new page. Center “Abstract” at top. Type abstract as 1 paragraph, block format, max. 120 words.

**Text** – Force a new page. Center & type full title. On the next line change to Align Text Left, press Tab and begin the paper.
   - Note: If Abstract is included, Text begins on page 3. If no Abstract, then Text begins on page 2.

**References** (See Figure 5.1 in Section 5.29 of manual for visual example)
   - Force a new page. Center and type “References” (without “ “). On the next line change to Align Text Left and type references. Alphabetize by last name of the first author.

**Hanging Indent:** Highlight all entries and select the Home tab, then click on the Paragraph arrow to get the Paragraph dialog box. On Indents and Spacing tab: find Indention, and under Special select Hanging. (All citations have 1st line flush left & additional lines are indented.)
Sample APA Title Page: (see Figure 5.1 within Section 5.29 of the manual)