

# APA Style - Microsoft Word 2007 Tutorial

**How to set up a paper in APA Style** (format, fonts, spacing, etc.). Based on 5<sup>th</sup> 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)

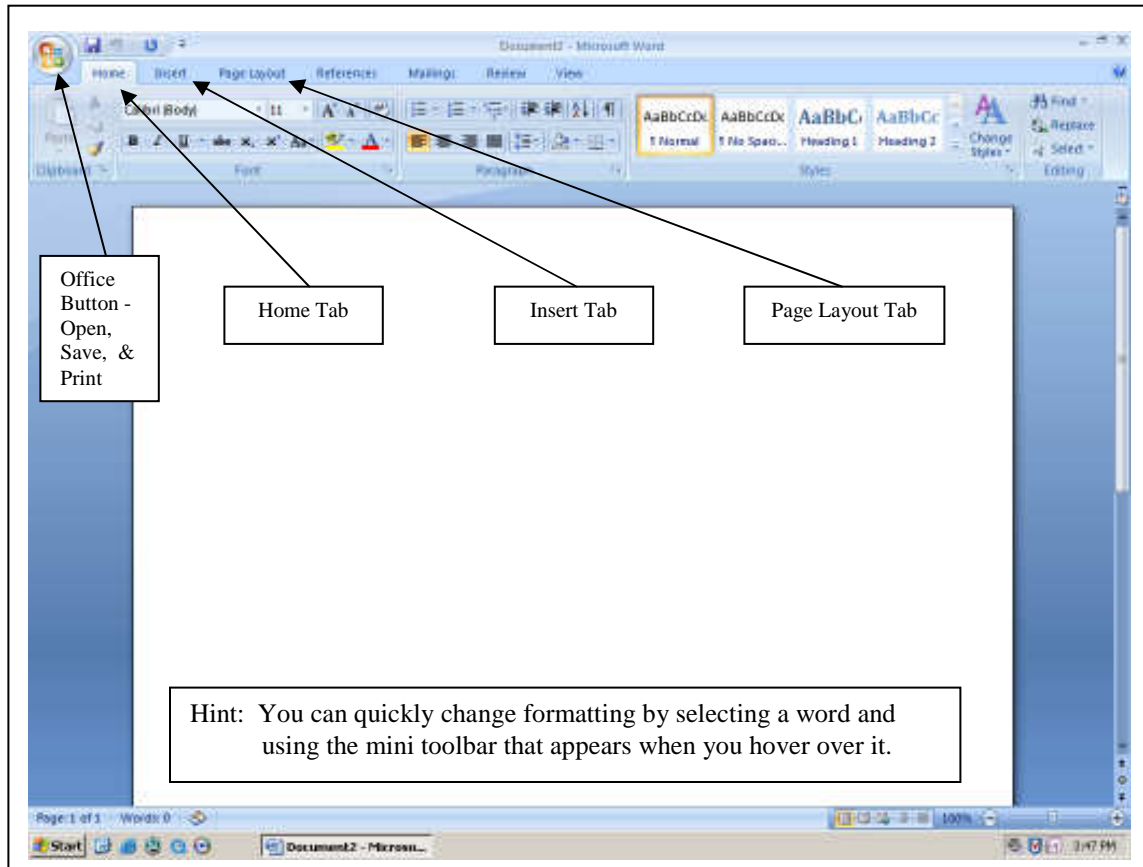
Force a new page. Center and type “References” (without “ ”). On the next line change to **Align Text Left** and type references. Alphabetize by last name of the first author.

**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 **Indentation**, and under **Special** select **Hanging**. (All citations have 1<sup>st</sup> line flush left & additional lines are indented.)



# APA Style – Microsoft Word 2007 Tutorial (continued)

## Layout and Formatting in MS Word 2007:



**Sample APA Title Page:** (see Figure 5.1 within Section 5.29 of the manual)

