SET-UP YOUR PAPER IN APA FORMAT - MICROSOFT WORD 2016

1. OPEN MICROSOFT WORD 2016.
   a. Click on the Start button (lower left-hand corner).
   b. Select All Apps, and then Word 2016.
   c. A screen asking what type of document you want to use will appear. Choose “blank document”.

2. SET THE FONT
   a. From the Home tab, in the Font group, change the style to Times New Roman and the size to 12, using the drop down arrows.

3. SET THE MARGINS
   a. From the Layout tab, in the Page Setup group, click Margins.
      For a paper in APA Format, click Normal. This will create 1” margins on all sides.

4. DOUBLE SPACING - Change line spacing
   a. Click on the Home tab. In the Paragraph group, click Line Spacing.
      b. Click 2.0, to select double-spacing.
      NOTE: To change the spacing of a paragraph or portion of the text, highlight the section that needs to be changed, open the paragraph group, and re-select the appropriate spacing.

5. SETTING UP A FIRST PAGE HEADER  [Inserting Running Header, Title, and Page Number]
   a. On the first page of the document, double click the header or footer area (on the top of the page).
   b. Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.
   c. In the Header & Footer group, click Page Number.
      d. Select, ‘Top of Page” and “plain number” 3 (right hand side).
      e. When cursor is blinking, type in Running head: TITLE IN CAPITAL LETTERS
      f. Select tab to create space between the title and page number putting the running head and title on the far left and the page number on the far right.
      g. Select the red Close Header box in the upper right.
6. ENTER YOUR HEADING and FIRST PAGE INFORMATION
   a. On the Home tab, in the Paragraph group, click Center
   b. Return or use the enter key to move the cursor down to approximately the center of the page and type (double spaced) the following:

   Title (Same as above)
   Student’s Name
   Name of College/University
   Instructor’s Name (optional, check with your instructor)

7. SECOND PAGE HEADER and ABSTRACT PAGE
   a. If you do not already have a second page put your cursor at the end of your title page and use the enter key to move to the next page.
   b. Repeat steps in Section 5 SETTING UP A HEADER, except do not type “Running head:” before your title.
   c. On the Home tab, in the Paragraph group, click Center
   d. On the first line of the abstract page, center the word “Abstract” (no bold, formatting, italics, underlining, or quotation marks).
   e. Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. Your abstract should be a single paragraph double-spaced and between 150 and 250 words. You may also want to list keywords from your paper in your abstract. To do this, center the text and type Keywords: (italicized) and then list your keywords. Listing your keywords will help researchers find your work in databases.

Sample pages may be viewed on the http://owl.english.purdue.edu/owl/resource/560/01/ web site.

8. REFERENCE LIST AND HANGING INDENTS
   At the end of your paper you must create a list of resources that you cited in your paper. This is called the References list on its own separate page. This list must be in alphabetical order and include hanging indents.

   a. On the Home tab, in the Paragraph group, click Center
   b. On the first line of the reference page, center the word “References” (no bold, formatting, italics, underlining, or quotation marks).
   c. Beginning with the next line, type your citations. If a citation is longer than one line just keep typing and allow it to automatically flow onto the next line.
   d. At the end of your citation use the enter key to go to the next line to start the next citation.
   e. Once you are finished with all your citations highlight all of them.
   f. On the Home tab, in the Paragraph group, click the small arrow in the bottom right corner.
   g. In the indentation section click the drop down box labeled “special” and select “hanging” then click okay.
   h. Make sure the citations are still highlighted. On the Home tab, in the Paragraph group, click the sort button and click okay.