**Formatting an APA (6th edition) Paper**

*Note: Some professors may ask for something slightly different. When in doubt, follow your professor's instructions.*

**Font:** Not all Microsoft Word programs have the appropriate font set as default. In order to set the appropriate font and size, use your mouse to select the correct one (Times New Roman or Arial, 12 pt).

To set the **Margins**, first click the **"Layout" tab then on "Margins."**

A menu of all possible margin layouts will open. For APA format, the margins must be set to 1” on all sides. Click on the **Normal** layout from the drop down menu; this will set the margins to 1”.

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APA requires double spacing without extra spaces between paragraphs. You can change both of these at once by expanding the paragraph menu.

On the paragraph menu, select “Double” in the “Line Spacing” drop down menu, and click the box next to “Don’t add spaces between paragraphs of the same style.”
To insert the **Header**, you can double click in the empty space at the top of the page, above the text, or you can switch to the “Insert” tab and select the “Header” drop down menu. Select “Blank.”

APA requires that the first page **header** be different from the rest of the pages. To achieve this, you must select the “Different First Page” box.

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Once the header is open, you can insert the page number. The page number **must** be inserted before you type anything else. The page number is inserted by clicking the “Page Number” drop down menu. From there, you should select “Top of Page” and “Plain Number 3.”

Once you have a page number, you can type your **running head** right in front of that number. You can then hit the “tab” key to put space between your running head and page number. Make sure that the font of your running head matches that of your paper. You may need to click on the “Home” tab with the header open to change this like you changed the font at the beginning.

Since the **header** of the following pages will be different, you will have to scroll down to the second page and follow the same procedure (page number then type the running head, which should be the shortened title of the paper in all capital letters).
When you’re done creating the header, be sure to click the “Close Header and Footer” button.

Then, you may type your cover page.

The first line of the second page will contain your title. APA requires that your title be centered. Click the “Center Text” button.
Then, type your title. **Do not underline, bold, or italicize.** It also does not go in a larger font size or “inside quotation marks.”

![Image of Microsoft Word interface with 'Title of Paper' highlighted]

Drop down just one line more using the “Enter” key and press the **left align** button on the paragraph box.

![Image of Microsoft Word interface showing 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.']

Remember to hit the tab key to indent at the beginning of every paragraph, including the first. Now you can begin typing your paper.
The last page of any APA paper that contains research is the References page. This should be on a page all by itself with a centered title of “References.”

Your “References” entries should be in the same format as the rest of the paper (same font, 12 pt, double-spaced). The only difference is that the entries should follow **hanging indentation**. The first line of each entry is left justified, and any line thereafter is indented.

This option is found under the “Special” drop down menu of the expanded Paragraph menu.

That’s it! You now have a properly formatted APA (6th edition) paper.

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