APA Formatting - Microsoft Word 2013 & 2016

CHECK WITH YOUR INSTRUCTOR about APA Style and what they expect for your papers.

Double Space the Document:

1. Click on the Home Tab.

2. Click the arrow in the Paragraph section.

3. Change the Spacing After to zero (0) and the Line spacing to Double. (see below)

4. Click Set as Default (pictured above) and click OK in the box that opens.
Set Font Style and Size

1. Click on the Home Tab.

2. Click the arrow in the Font section.

3. In the Font options box, change the font to Times New Roman and the Font Size to 12.

4. Click Set As Default and then click OK in the box that opens.
Set Page Margins

1. Click the Page Layout (Layout in Word 2016) Tab.

2. In the Page Setup section, click Margins.

3. Make sure that the 1” (2.54 cm) setting for all sides is selected.

4. If any other choice is highlighted click Normal.

Adding a Header and Page Numbers:

1. Click the Insert Tab.

2. In the Header & Footer options click Header.
3. In the menu that appears click **Edit Header**.

4. Your cursor (mouse pointer) will be moved into the header space and **Header & Footer Tools** will be added to the Tabs at the top.

5. **Type** the **short title** of your paper in **ALL CAPS** on the left side of the header. The running head should only be two or three words. For example:

    FOOD MOVEMENT IN CANADA
6. Press the **Tab key** on the keyboard **twice** after typing the title. (This will bring your cursor to the far right side).

   *NOTE*: If your running head goes past the centre of the page you will only need to press **Tab** once.

7. Click **Page Number** in the **Header & Footer Tools**.

8. In the menu that appears click **Current Position** and then **Plain Number**.

9. The number 1 will appear in the area of the cursor.

10. Click **Close Header and Footer**. *(Note: your Header will appear greyed out, but will print black)*

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**Add a hanging Indent to the References:**

1. When your reference has more than one line in the reference list you will need to add a hanging indent to the second line.

**Example reference entry with a hanging indent:**

2. To add the indent, **highlight** your entire **reference list** (only the references).

3. Click the **Home Tab**.

4. Click the **arrow** in the **Paragraph** section.

5. In the **Indentation** section change the **Special** indentation to **Hanging** by 0.5” (or 1.27cm).

6. Click **OK**

Remember to **CHECK WITH YOUR INSTRUCTOR** about **APA Style** and what they expect for your papers.
APA-style Essay Checklist

☐ Times New Roman, 12 point font
☐ Double-spaced
☐ Standard 1” (2.54 cm) margins
☐ Separate cover page & reference page
☐ Short title (all capitalized) in the top-left of the header
☐ Page numbers in the top-right of the header
☐ Write and centre the full title on the second page
☐ The word ‘References’ appears centered at the top of the References page
☐ References are listed alphabetically
☐ References include a hanging indent