APA Formatting - Microsoft Word 2016 for Mac

Double Space the Document:

1. Click **Format** on the top menu.
   - ![Click Format](image)
   - Check with your instructor about APA Style and what they expect for your papers.

2. Click **Paragraph**.
   - ![Click Paragraph](image)

3. Change the **Spacing After** to zero (0) and the **Line spacing**: to Double. Then click **Ok** at the bottom.
   - ![Change the Spacing After to 0 (zero)](image)
   - ![Change the Line spacing: to Double](image)
Set Font Style and Size:

1. Click **Format** on the top menu.

2. Click **Font**.

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

4. Click **Default** and then click **Yes** in the box that opens.
**Set Page Margins**

1. Click on the **Layout Tab**.

2. Click **Margins**.

3. Make sure that **Normal 1" (2.54 cm)** setting for all sides is selected.

4. If any other choice is highlighted, click on the **Normal** margin setting.

**Adding a Header and Page Numbers:**

1. Click the **Insert Tab**.

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

4. Your Cursor (mouse pointer) will be moved into the header space and **Header & Footer** 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 short title should only be two or three words. For example:

6. Press the **Tab key** on the keyboard **twice** after typing the **short title**. This will bring your cursor to the right side.

*NOTE*: If your short title goes past the centre of the page, you will only need to press **Tab** once.
7. Click on Page Number on the Header & Footer tab and then Page Number on the menu.

![Click Page Number on the ribbon and then Page Number on the menu](image)

7. In the menu that appears, make sure that under the Alignment section, that Right is selected, and that the Show number on first page box is checked. Then, click on Ok.

![Make sure that Right is selected under the Alignment section, and that the Show number on first page box is checked, then click Ok](image)

8. Click on 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 on the Format menu.

![Click Format](image)
4. Click **Paragraph**.

![Click Paragraph](image)

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

![Indentation](image)

6. Click **OK**

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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