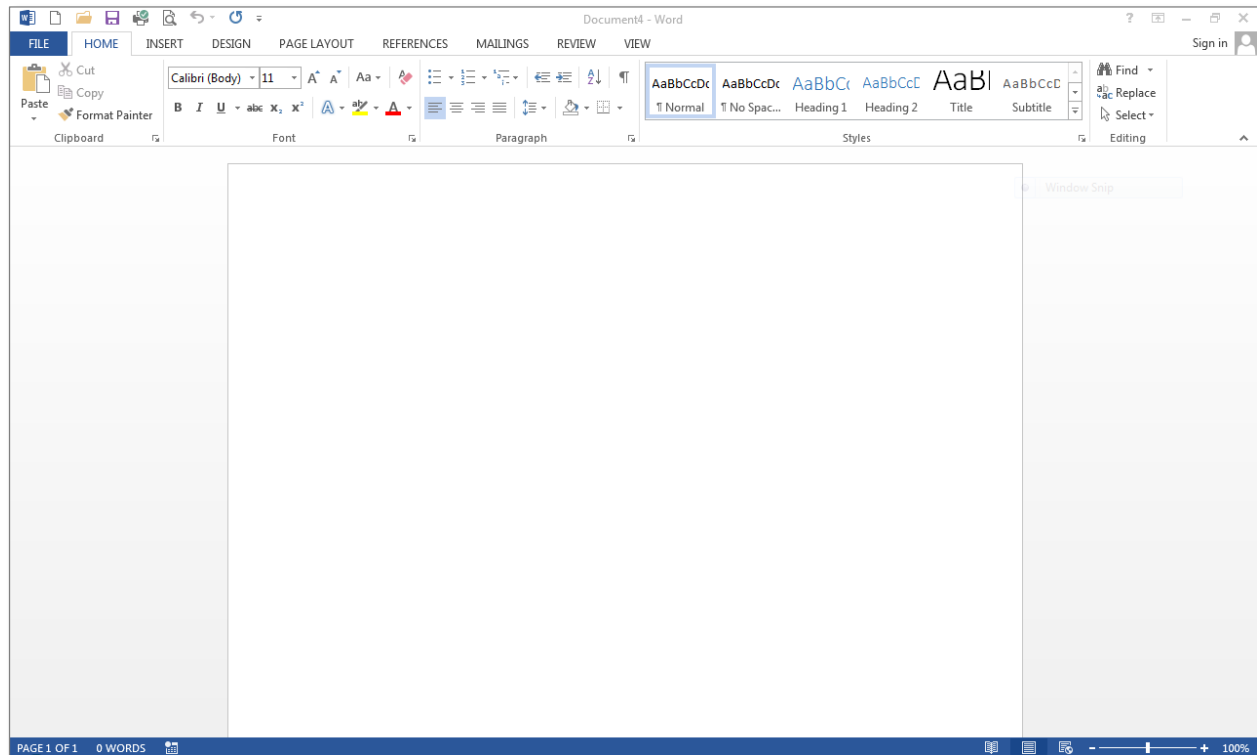
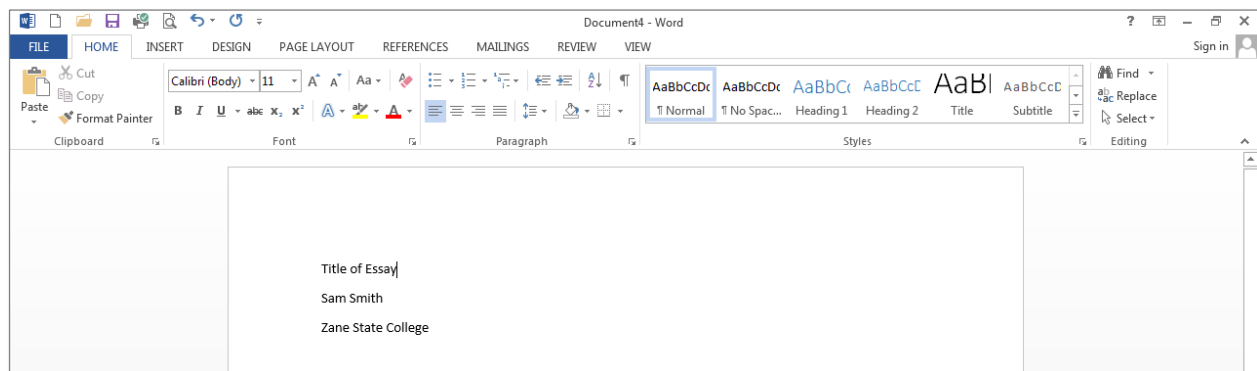

APA Formatting in Word 2013

The American Psychological Association (APA) style for formatting an essay is not a setting in Microsoft Word 2013. However, by following these steps, you can set up your document according to APA style.

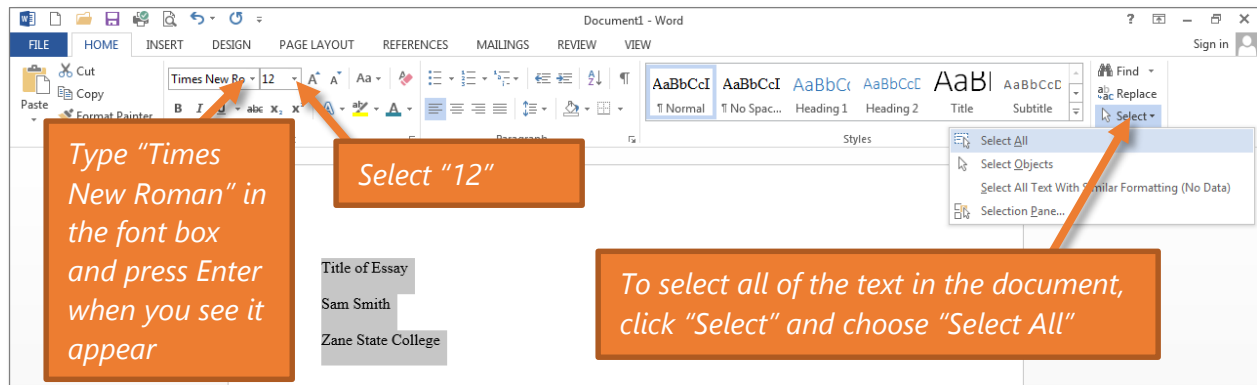
1. Open Word 2013 to a blank document.



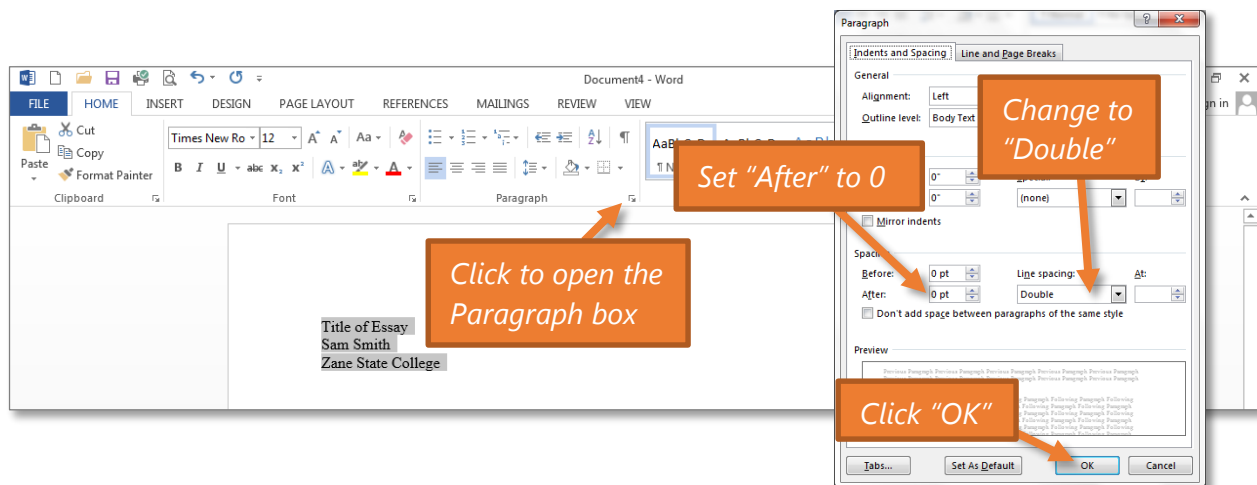
2. Type the title of your essay, your name, and "Zane State College," all on separate lines (press the Enter key on your keyboard to start a new line).



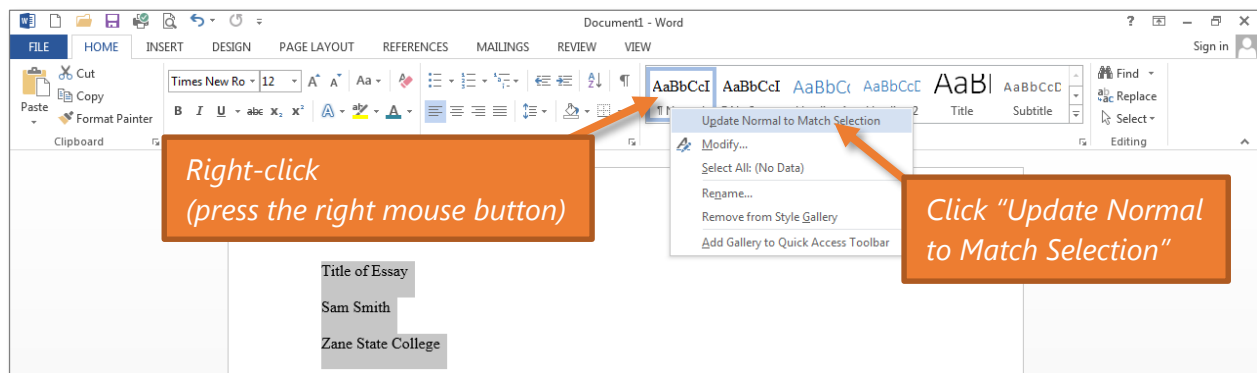
3. APA format requires certain font formatting. Select the text you just typed, and change the font to Times New Roman, size 12.



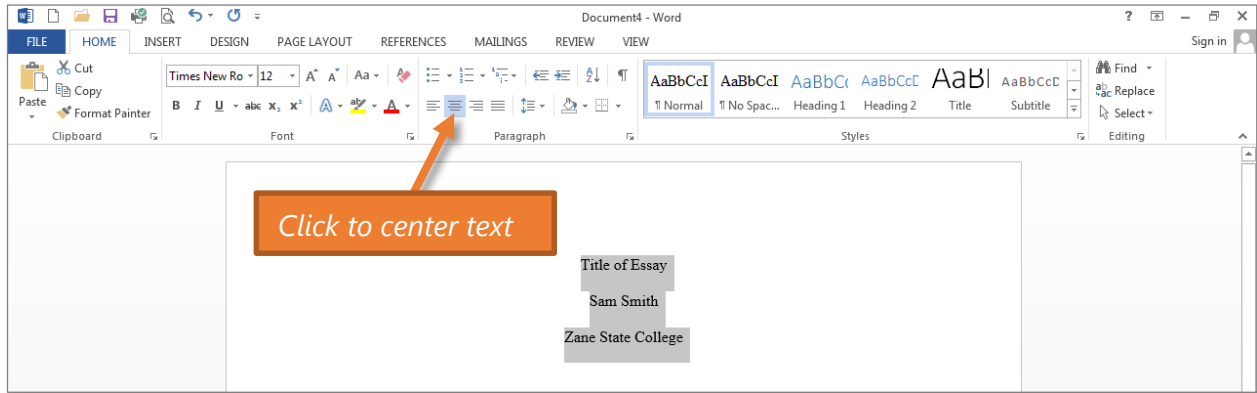
4. APA also requires other formatting. With the text still selected, change the paragraph spacing to zero (0) and the line spacing to "Double."



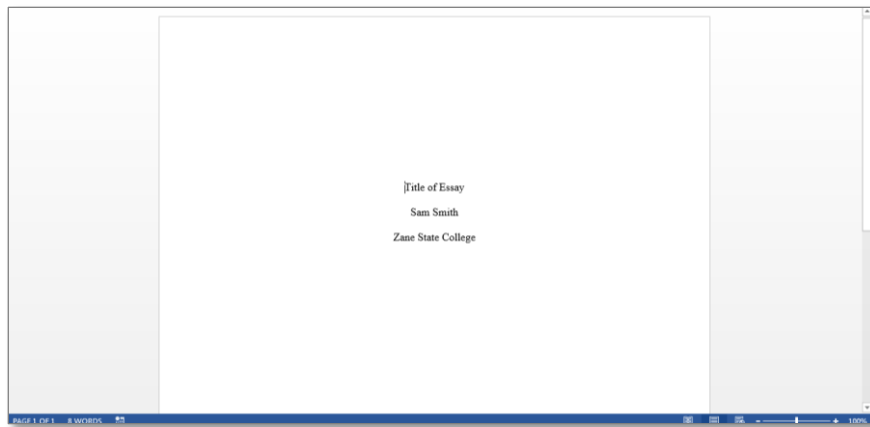
5. The rest of the document should be formatted the same way. With the text still selected, right-click the Normal style and choose "Update Normal to Match Selection." All new text will now be formatted properly.



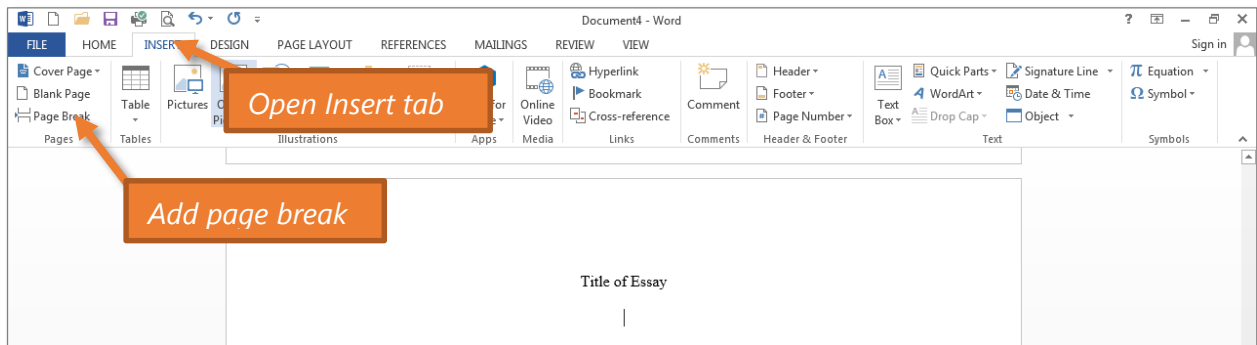
6. To start setting up the title page, center the text you had typed.



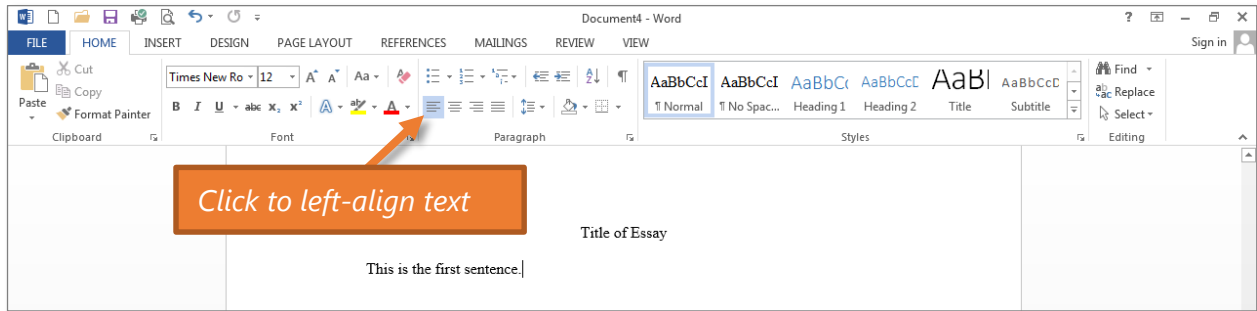
7. The title page information should be farther down the page. Position the insertion point (blinking bar) before the beginning of the title. Press Enter a few times to position the text in the top third of the page. It should not be any lower than halfway down the page.



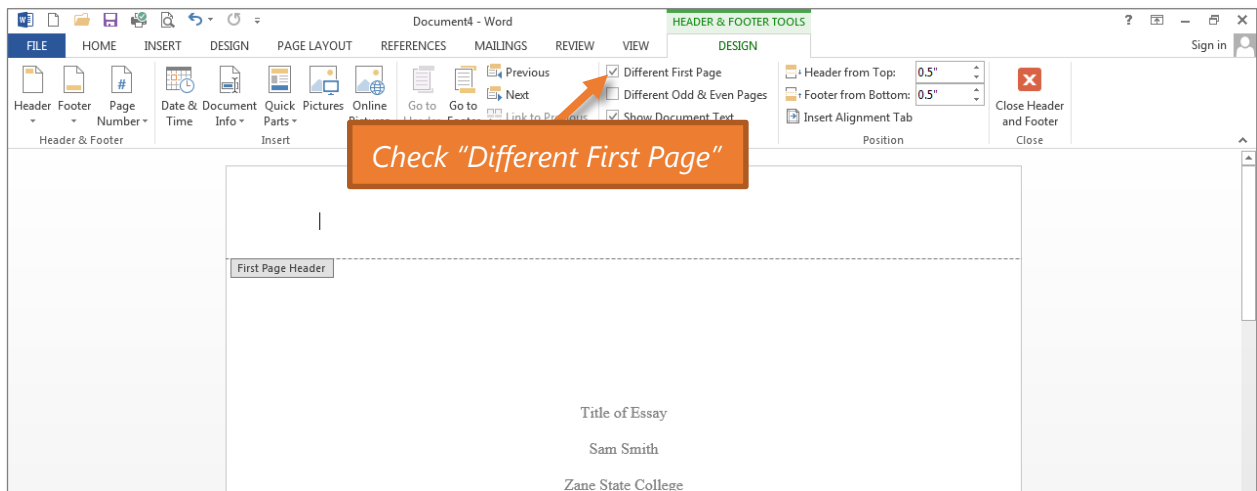
8. To start the second page, position the insertion point (blinking bar) at the end of the word "College." Open the Insert tab and click the Page Break button to move to the first line of page 2. Here, type the title of your essay and press Enter.



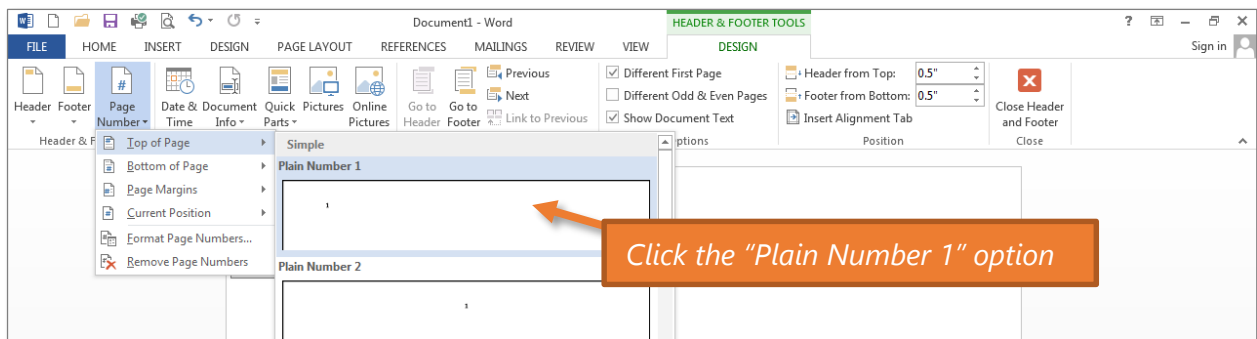
9. To set up the first sentence of your essay, set the text to left-align, press Tab (on the keyboard) to indent the first paragraph, and begin typing.



10. You are now ready to set up the header. Scroll back up to the top of the document, and double-click anywhere in the blank area at the top of the page. This will open the header. The first thing to do is check the “Different First Page” box. **Do this before you type anything in the header.**



11. To insert a page number, click on the Page Number button, choose “Top of Page,” and then choose “Plain Number 1.” (If you simply type a number, that number will be on each page.)



12. Now, type the text "Running head:" and the title of your essay. **Be sure to put the title of the essay in ALL CAPS, and do not capitalize "head."**



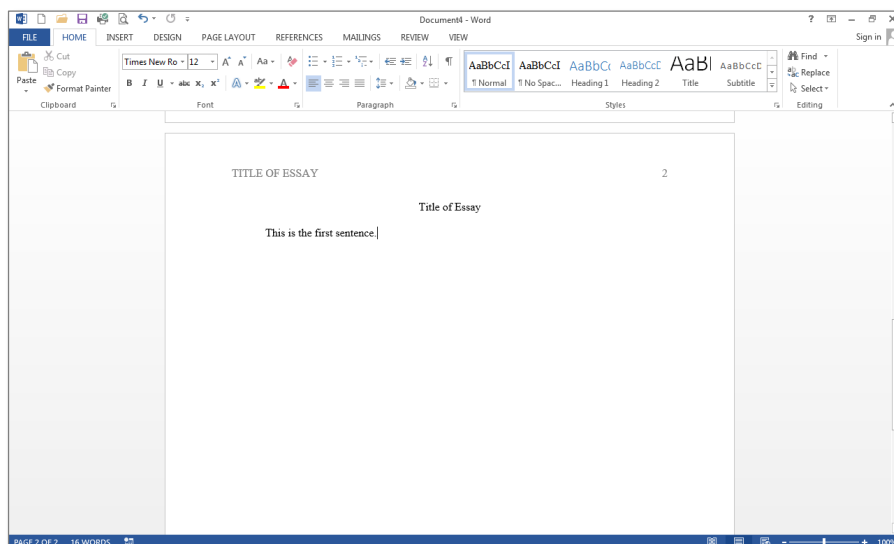
13. The page number should be on the right margin. To bump it over, press Tab twice.



14. Now, scroll down until you see the header space for page 2. Insert the page number using the exact same process as in steps 11, 12, and 13 above. The only difference is that this page will not require the words "Running head." Just type the title of your essay in ALL CAPS.



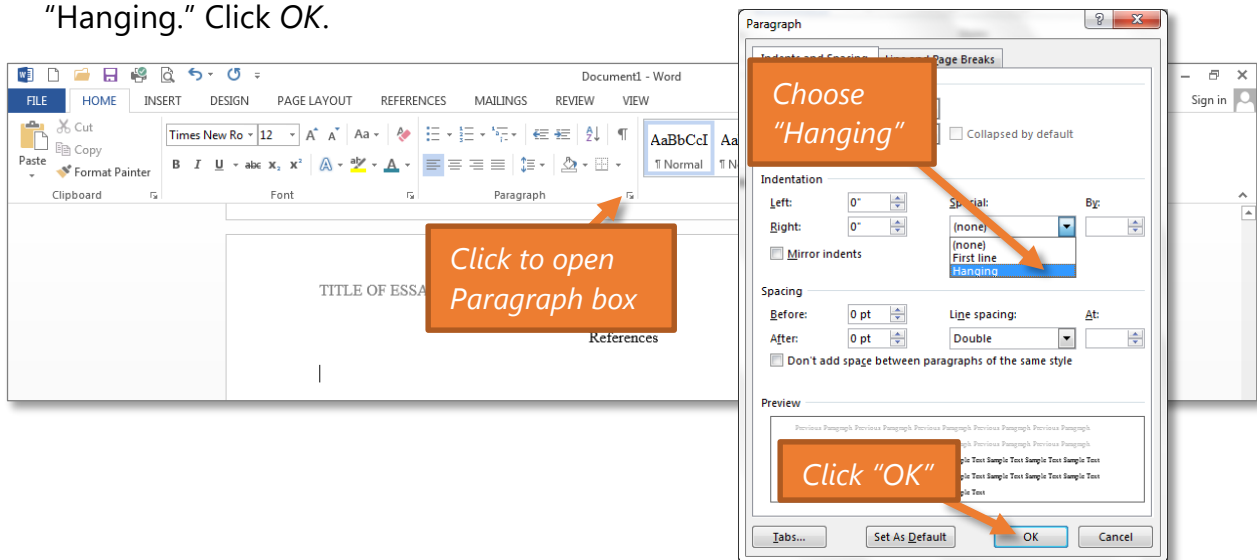
15. You have now finished setting up your document in APA format. Double-click anywhere in the main body of your document to close the header view (or click the Close Header and Footer button). Go to page 2 and continue typing your essay.



16. If your essay uses sources, you will need a References page. To create a new page at the end of your essay, position the insertion point (the blinking bar) at the very end of your essay and insert a page break. Center the text and type the word "References" in the first line of the new page.



17. Press Enter to move to the next line and set it to left-align. Your sources will need a hanging indent. Open the Paragraph dialog box and, in the "Special" box, choose "Hanging." Click OK.



18. Now type your source citations in APA format. Type an entire citation before pressing Enter (if the citation is longer than one line, it will automatically move to the next line).

