APA FORMAT

1. Set your margins to 1 inch all around.

2. Before you start typing, set the spacing of the paper to double space.

3. Set your font to Times New Roman, size 12.

4. Title Page and Running Head:
   a. Click the Insert tab, and then the click the Header Button
   b. Next, click Edit Header
5. This takes you to the Header & Footer Tools ribbon, as shown in the image below.

To insert the manuscript title and page number:
   a. Type the shortened manuscript title, all in capital letters, flush with the left margin. Do not bold, underline, or italicize it.
   b. Insert the page number. Tab to move your cursor flush with the right margin.
   c. Go to the Header & Footer Tools ribbon and select the Page Number option.
   d. Select the Current Position option.
   e. Choose Plain Number. The page number will be inserted, aligned to the right side of your paper, as APA requires. Word will automatically update the page numbers as you edit and revise the paper.

6. The Title Page must have the Running head header
   a. Select “Different First Page” on the Header & Footer Tools ribbon, as shown in the image below.
   b. Type Running head, flush with the left margin. Follow it with a colon, then a space, then type the shortened manuscript title in capital letters. Do not bold, underline, or italicize the label or the running head.
      - Example: Running head: SHORTENED TITLE
   c. Repeat steps 2-5 above to add the page number to the title page.