



## APA Format Guide

### Websites that can help you with APA Format Citations

- <http://www.apastyle.org>
- <http://noodletools.com/> (use Noodlebib Express under free software tools)
- <http://www.lamission.edu/library/APAcitation.pdf>  
(a printed copy of this is available in the library)
- <http://www.lamission.edu/library/APAelectronic.pdf>  
( a printed copy of this is available in the library)

### Before you begin to type a paper in APA Format

#### Setup for Word 2003-

1. Pull down the **File** menu to **Page Setup**
2. Under Margins Tab set Margins at 1.0" top, bottom, left and right.
3. Under Layout Tab set Header at .5" Click OK
4. Pull down **Format** menu to **Paragraph**
5. Under Spacing use the pulldown menu to select **Double** (see line spacing). Click OK. Your entire paper including the Works Cited page will be double spaced.
6. Pull down **View** menu to **Header and Footer**
7. Tab cursor twice to right margin of the paper and type in a one to two word version of the title of your paper and hit the space bar five times. Then click on the first icon (in the floating toolbar) that has the # sign on it. (When you point to it with the mouse it says **insert page number.**) Click close. Now every page will have your last name and page number in the upper right hand corner.

#### Setup to type your Reference page in Word 2003

Each entry should begin flush with the left margin. If the entry is more than one line, the subsequent line or lines should be indented ½". This is called hanging indent. **In Microsoft Word-** Pull down **Format** menu to **Paragraph**. Under Indentation use the pulldown menu to select **Hanging** (see special). Click OK

### Before you begin to type a paper in APA Format

#### Setup for Word 2007

1. Click on **Page Layout Tab** (across the top).

2. Then click on the small diagonal arrow at the bottom by **Page Setup**. Margins should be set at 1.0" top, bottom, left and right.
3. Under the **Layout Tab** set the header at .5" and click ok.
4. Click on **Home Tab** (across the top).
5. Then click on the small diagonal arrow at the bottom by **Paragraph**.
6. Under Spacing use the pulldown menu to select **Double** (see line spacing). Click ok. Your entire paper including the Reference page will be double spaced.
7. Click on the **Insert Tab** (across the top). Click on Page Number in the Header and Footer Section. Choose top of page "Plain Number 3." You will now see the page number. Now click on **Insert Tab** again. Click on Header in the Header and Footer Section. Go down to "edit header." The cursor will be in front of the header number 1. Type the first two or three words of the title of the paper and hit the space bar 5 times. Now click on the red X in the top right hand corner (says close header and footer.)

### **Setup to type your Reference page in Word 2007**

Click on **Home Tab** (across the top). Then click on the small diagonal arrow at the bottom by **Paragraph**. Under Indentation use the pulldown menu to select **Hanging** (see special). Click ok.

### **Websites that can help you with APA parenthetical or in-text documentation**

- <http://leo.stcloudstate.edu/research/apaintext.html>
- [http://www.uwc.ucf.edu/Writing%20Resources/Handouts/apa\\_parenthetical\\_doc.htm](http://www.uwc.ucf.edu/Writing%20Resources/Handouts/apa_parenthetical_doc.htm)
- <http://www.unc.edu/depts/wcweb/handouts/apa.html>

See also the Concise Rules of APA Style Reference Citations in Text, pages 131-137.

Concise Rules of APA Style, two in the main stacks, available for checkout.

BF  
76.7  
.C66  
2005

Publication Manual of the American Psychological Association, 5<sup>th</sup> ed.-One in the reference section.

REF  
BF76.7  
.P83  
2001

Also helpful in the Publication Manual of the American Psychological Association are pages 306-320. These are samples of the title page, abstract, and reference pages.