

# APA Style - Microsoft Word 2007 – Tip Sheet

How to set up your paper and works cited page in APA Style - Be sure to check with your professor for their preferences!

## Helpful Books:

Publication manual of the American Psychological Association. Washington, DC: American Psychological Association, c2001. FKCC BF76.7 .P83 2001

A writer's reference / Diana Hacker. Edition 6th ed. Boston: Bedford/St. Martins, c2007.

FKCC Reference REF PE1408 .H2778 2007


The Little, Brown essential handbook. Aaron, Jane E. New York: Pearson Longman, c2008.

FKCC Reference PE1112 .A24 2008

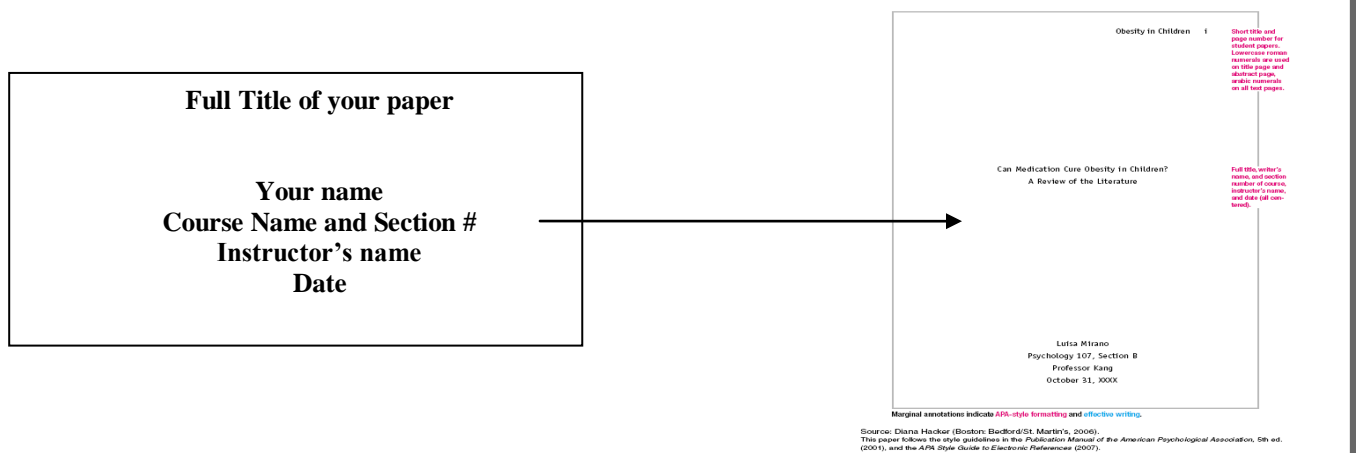
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## 1. Easy Method

### Open Microsoft Word 2007

- Click on the **Office Button** 
- Select **New**
- Type *APA* in the search box; Select “*APA paper format*”
- To change Header information,
  - Choose the **Insert tab** and click on the **Header** arrow to get the drop down menu and select **Edit Header**. Your cursor will be in the header.
  - Delete [First 2-3 words of Title] text and type the short title of your paper. Leave the page number as is (be sure there are 5 spaces between your short paper title and the page number).  
(*Tip: To return to document, double click anywhere outside of the Header area*)
- Replace template text with your text.

\*Ask your professor for their requirements. They may not require a running head or abstract. They may also want you to have the following information on your title page (all centered):



## 2. If you want to format for APA from scratch, follow these instructions.

### Open Microsoft Word 2007

#### 1. Change Margins

- Choose the **Page Layout tab** and click on the Margins arrow to get the drop down menu
- Select Normal (all margins are set to 1 inch).
- Click on the Page Setup arrow to get the Page Setup dialog box.
- Select the Layout tab and set the Header and Footer to 0.5 inches. Click OK.

#### 2. Check Tab setup

- Choose the **Home tab** and click on the Paragraph arrow to get the Paragraph dialog box.
- Click on the Tabs button (lower left) and set Default Tab Stops to 0.5 inches. Click OK.

#### 3. Set Font style and size

- Click on the **Home tab** and change the font by selecting Times New Roman, 12 point.

#### 4. Set Double spaced lines.

- Choose the **Page Layout tab** and click on the Paragraph arrow to get the drop down menu. Select Double in the Line spacing box. Check that the before and after spacing is set to 0. Click OK.

#### 5. Create the Header (with your short title and automatic page numbering)

- Choose the **Insert tab** and click on the Header arrow to get the drop down menu and select Edit Header. Your cursor will be in the header.
- Type your header (short title of your paper). After you type your header, then space over 5 spaces as there needs to be 5 spaces between the end of the header and page number.
- Click on the Page Number arrow (look at box on left) to get the drop down menu,
- Select Current Position, and select Plain Number.
- To make the header flush with the right hand margin, you first need to place the cursor on the far left side of your header (see below). Next, select **“Insert Alignment Tab”** and then **“Right”** and then select **“OK.”**

#### 6. Start Paper (*Tip: To return to document, double click anywhere outside of the Header area*)

- Title page – Align Center and type title of your paper, your name, course with section, professor name, and date.
- Abstract page – click on **Home tab** and Align Center and type “Abstract” at top. Align Left and type abstract as a paragraph (max. 120 words).
- Paper - Begin typing your paper.

#### 7. References Page

- To force a new page (start new page), place cursor at bottom of current page. Click on the **Insert Tab** and select Page Break on the Page tab.  
(*Shortcut: Hold Ctrl key and press Enter*)
- Click on the **Home tab** and select the Align Center button on the Paragraph tab. Type “References” and press Enter.
- Click the Align Text Left button on the Paragraph tab.
- Select **Page Layout tab** and select Paragraph. Click on the Indents and Spacing tab
- Under the Indentation section look for the Special field, select Hanging. Click OK and begin typing your works cited entries.