APA Formatting in Word 2013

All assignments you complete at ECPI University should require that you use APA style formatting. This guide has been generated to assist you in initially formatting your paper properly. Follow each step below to utilize proper APA format in Word 2013. If you are using a different version of Word or other document generation software, be aware that the steps may be different.

This is intended to be a guide for proper APA format only. Assignment requirements and instructions may vary from what is listed here. Please see your instructor if you have questions about the requirements for your specific assignment.

1. First, open a new Word 2013 document by clicking on the start button on your desktop and clicking on Word. Then choose “Blank Document.”

2. Next, make sure your margins are the appropriate size. Click “Page Layout” then “Margins” and select the option for one inch all the way around the page.

3. APA style requires that the first page of your paper is a title page. On the first page of your document, type the title of your essay, your name, and ECPI University on separate lines as shown below.
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4 You are required to use an easy to read font in 12-point font. Times New Roman is the recommended font. First, return to the “Home” tab. Highlight the text on your cover page and change the font style and size.

5 Next, click on the small arrow at the bottom right-hand corner of the box labelled “Paragraph.” In the “Spacing” section change “After” to 0 and “Line Spacing” to double. Then click “Okay.”

6 Next, with the text still highlighted, right click on the style “Normal” and select “Update Normal to Match Selection.” This will update the rest of the paper to follow the guidelines you have just set.

7 The text (title, name, ECPI) should be centered on the cover page and situated in the middle of the top 1/3 of the page. With the text still highlighted, click the “Center” button as shown below. Then put your cursor before your title (your text will no longer be highlighted) and hit enter about 4 times to appropriately situate the text on the page.
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8. Aside from your running head and page numbers (more about that later), you have completed your title page. You should now position your cursor (this is the blinking bar) at the end of the word “University” and click “Insert” then “Page Break.” This will start your next page.

9. The second page of your paper is reserved for your abstract. An abstract is a short summary of the key points in your paper. Not all instructors or assignments require an abstract. Double check your assignment for specific requirements.

The first line on your second page should simply be “Abstract” and centered on the page. Then press “enter.” The first line of your abstract should not include an indentation and the text should be left-oriented. You can accomplish this by clicking on the “Left” button as shown below.

10. After completing your abstract, set your cursor at the end of the paragraph and enter another page break (Insert tab, then “Page Break”). This next section will be where you write the text of your paper. The first line should be your title again, centered (see step 7). The body of your text will be left-oriented and your paragraphs will be indented. To get the appropriate indentation, press the tab button on your keyboard at the beginning of each paragraph.
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11. The last page of your paper should be your reference page. This page lists all works cited in your paper and is required to avoid plagiarism. Once you have completed the text of your paper, you should again insert a page break (Step 8). The first line on the new page will be centered (Step 7) and simply say “References.” See below for an example.

12. The citations should be left-oriented (Step 9) and listed alphabetically on the page, usually by the first author’s last name. There should be no extra spaces between citations.

References


*Reference list: Basic rules.* Retrieved from https://owl.english.purdue.edu/owl/resource/560/05/

13. Your citations should also have a hanging indent. First, highlight all of your citations. Then click on the small arrow on the paragraph section of the home tab as shown below.

14. Under the indentation section, change Special from “none” to “Hanging” and click “OK.”
You have now created hanging indents for all of your citations. Your references page should look similar to the one shown below.

References


You are now ready to enter your page numbers and running head. The running head is a shortened version of your title. It should be situated on the left side at the top of the page and your page number should be on the right. The words “Running head” appear only on the title page. All other pages should only contain the short version of your title in all capital letters.

Start by inserting your page numbers. First, scroll back to the top of your paper so you can see the cover page. Click “Insert” then “Page Number.” Choose “Top of Page” then the option “Plain Number 1.”

This will open the Header & Footer Tools. Using this option, click the box next to “Different First Page.” The page number on your title page will disappear. This is okay. Just add the page number again using Step 15.
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18. On your title page, place your cursor in the header, just before the page number. Type the words “Running head:” followed by a short version of your title in all capital letters.

19. Without moving your cursor, hit the tab key approximately 2 times to situate the page number to the right. Your title page is now complete.

20. Scroll to the second page of your document. As in Step 16, place your cursor in the header, just before the page number. This time, only type in the short version of your title in all capital letters. Then hit the tab key approximately 2 times to put the page number on the right side of the screen.

21. Now double click anywhere outside of the header and footer to access the rest of the paper again.

Congratulations!
You have now successfully formatted your paper in APA Format.
If you have any additional questions, please see your instructor or Campus Librarian for assistance.