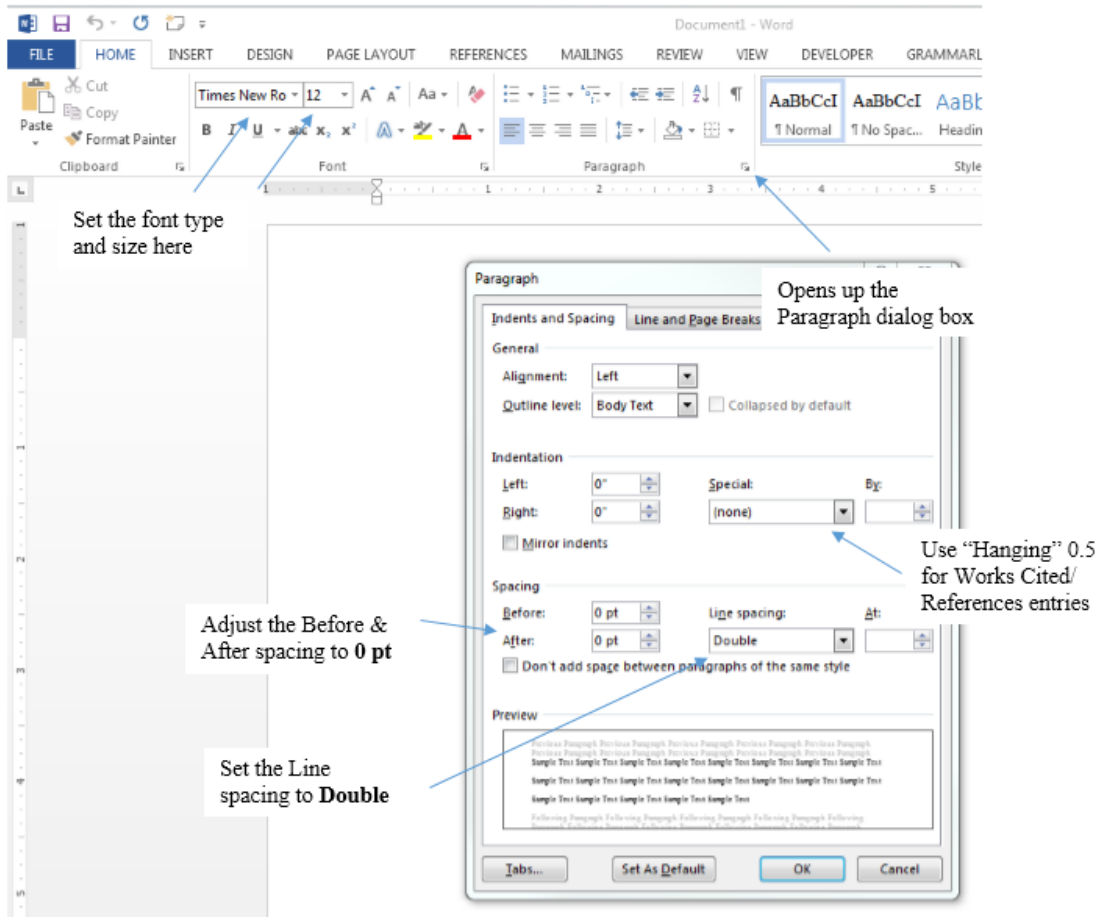


## Setup for an APA Paper

### General Formatting

- On PAGE LAYOUT ribbon, Margins should be set to 1” Normal
- On HOME ribbon, Font should be set to Times New Roman, 12 pt
- On HOME ribbon, open the Paragraph dialogue box using the small arrow in the lower right of the Paragraph section
  - Line Spacing should be double
  - Spacing BEFORE and AFTER paragraph should be 0
  - Use Special: Hanging for formatting a Works Cited or Bibliography

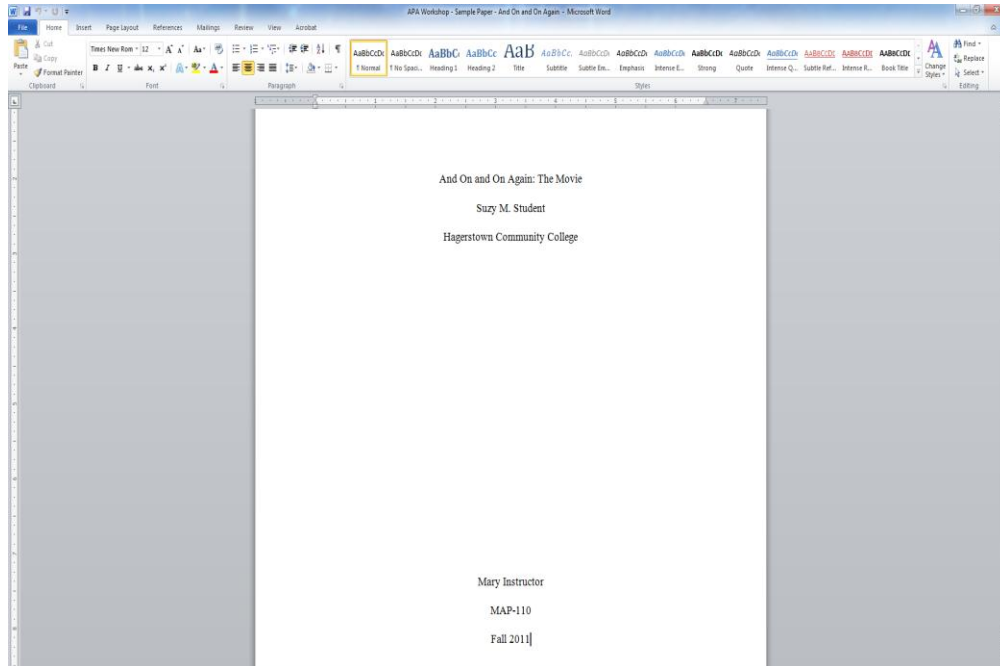


The screenshot shows the Microsoft Word interface with the following annotations:

- Set the font type and size here:** Points to the font settings in the ribbon (Times New Roman, 12 pt).
- Opens up the Paragraph dialog box:** Points to the Paragraph dialog box icon in the ribbon.
- Adjust the Before & After spacing to 0 pt:** Points to the 'Before' and 'After' spacing fields in the Paragraph dialog box, both set to 0 pt.
- Set the Line spacing to Double:** Points to the 'Line spacing' dropdown in the Paragraph dialog box, set to Double.
- Use "Hanging" 0.5 for Works Cited/References entries:** Points to the 'Special' dropdown in the Paragraph dialog box, set to Hanging 0.5.

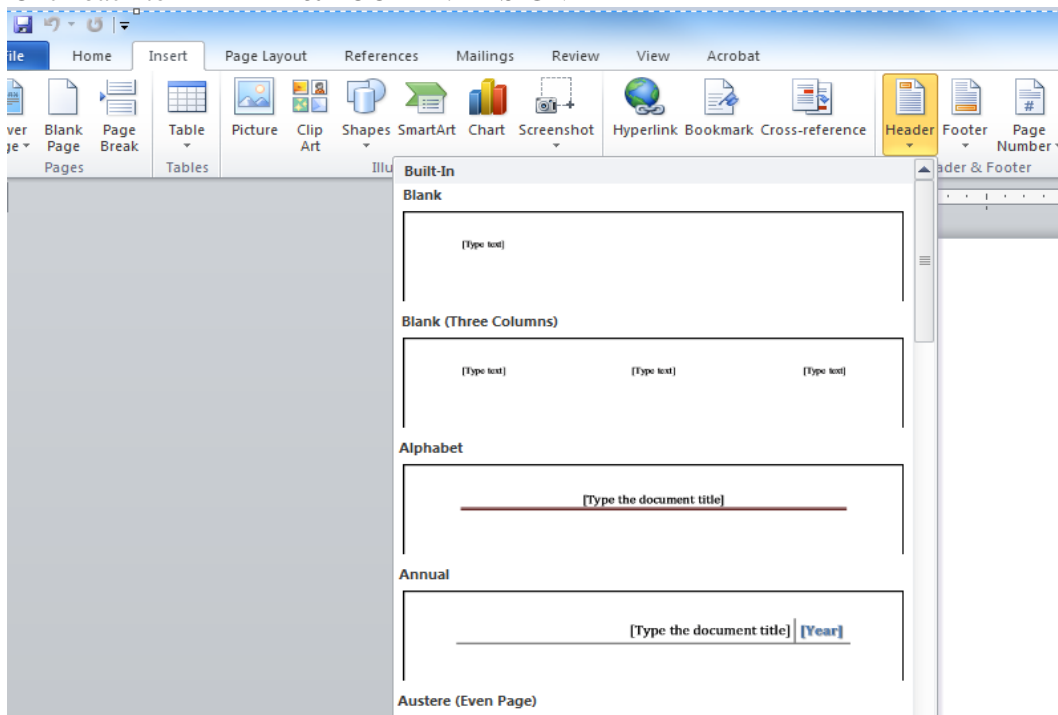
### Title Page Layout

- Center (CTRL+E)
- Hit the ENTER button five times – note that it double spaces
- Type the full title (no more than 12 words)
- Type your full name with middle initial on the next line
- Type your institutional affiliation on the next line
- Hit the ENTER button 12 times and type whatever extra information your instructor requests (Instructor’s name, class title, semester...)

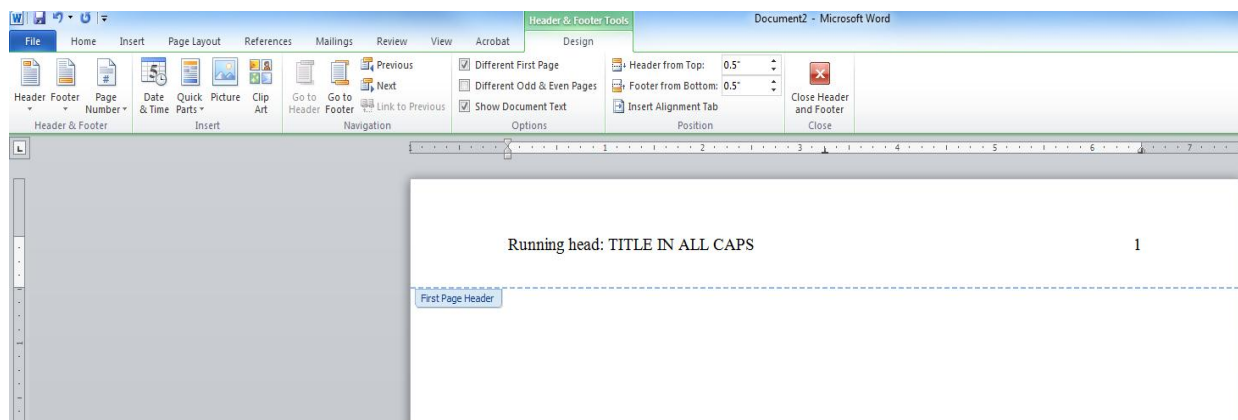


## Running Head

- Insert, Header, Edit Header. Check “Different First Page”
- Click back to HEADER & FOOTER: DESIGN



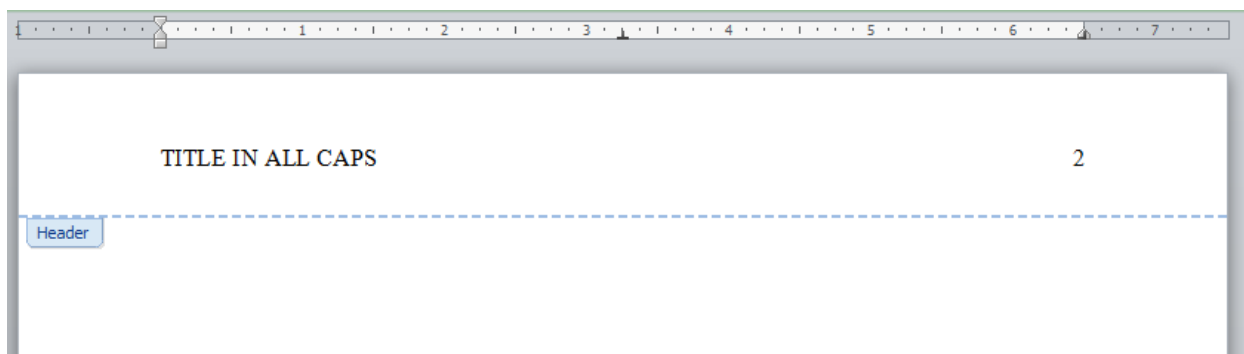
- Type your title as “Running head: TITLE OF YOUR PAPER” in ALL UPPERCASE letters (50 characters or less)
- Tab to the right margin. Select Page Number, Current Position, Plain Number (should say 1).



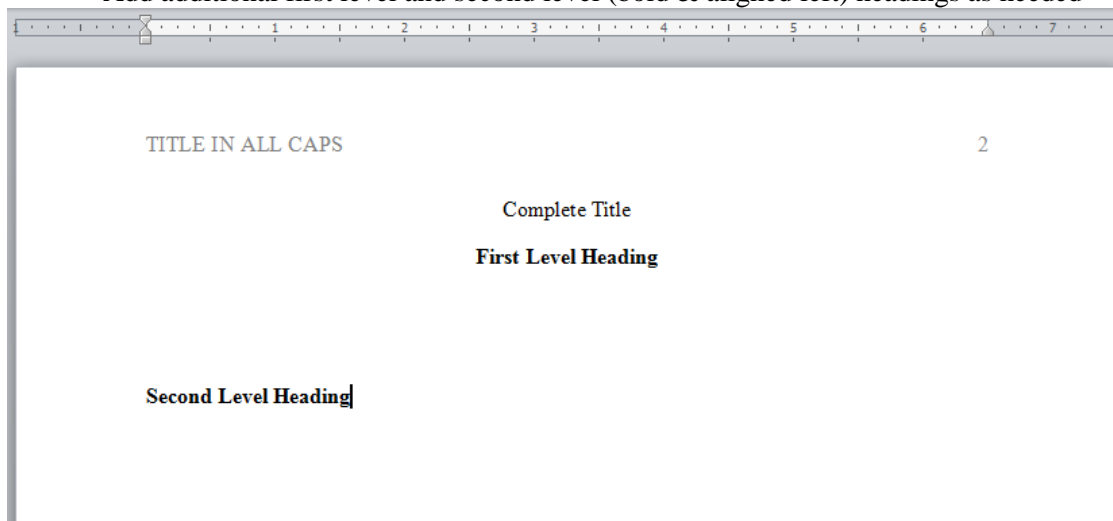
- CLOSE Header & Footer

### First Page of Paper

- Press Ctrl Enter to start a new page
- Click on Insert, Header, Edit Header
- Enter title (all caps) on left side
- Press Tab twice and add page number



- CLOSE Header & Footer
- Press Ctrl E to center text and type complete Title
- Press Enter and add first level heading (Bold & Centered)
- Add additional first level and second level (bold & aligned left) headings as needed



## References Page

- Begin on a new page after the body of the paper
- The heading, References, should be centered at the top of the page
- Sources are alphabetized by the first author's last name or by title if no author is provided
- The entire page is double-spaced with a hanging indent of ½"

### References

- Berkowitz, R. I. Wadden, T. A., Tershakovec, A. M., & Cronquist, J. L. (2003). Behavior therapy and sibutramine for the treatment of adolescent obesity. *Journal of the American Medical Association, 289*, 1805-1812.
- Carmona, R. H. (2004, March 2). *The growing epidemic of childhood obesity*. Testimony before the Subcommittee on Competition, Foreign Commerce, and Infrastructure of the U.S. Senate Committee on Commerce, Science, and Transportation. Retrieved from <http://www.hhs.gov/asl/testify/t040302.html>