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

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

- 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 1/2”

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References
