# APA PAPER FORMAT

This handout will provide a step-by-step guide for setting up a paper according to APA 6th edition formatting in Microsoft Word 2013. This is the version of Word that the university's computers have.

1. Open Microsoft Word
2. Set up your **header**
   - On the first page, *double click at the top of the page to open the header.*
   - Under the <u>design</u> tab that appears, select "different first page."
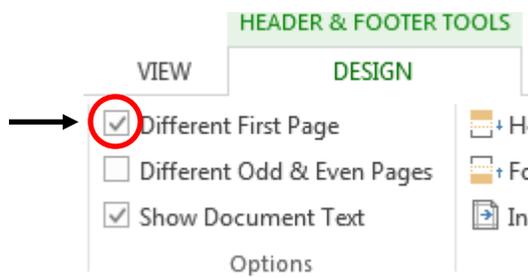
   - Type the words "Running head:" and then your title in all capital letters.* For example, if your title is "Depression in Older Adults," your running head would be:

   Running head: DEPRESSION IN OLDER ADULTS

   * The running head should be 50 characters or less, including spaces. If your title is short enough, you do not need to adjust it. If it is longer than 50 characters, use a shortened version that still communicates the content of your paper.

   -Tab **twice** to move your cursor to the right-hand side of the header. Under the <u>design</u> tab, click "page number." Click "current position" and then select "plain number."
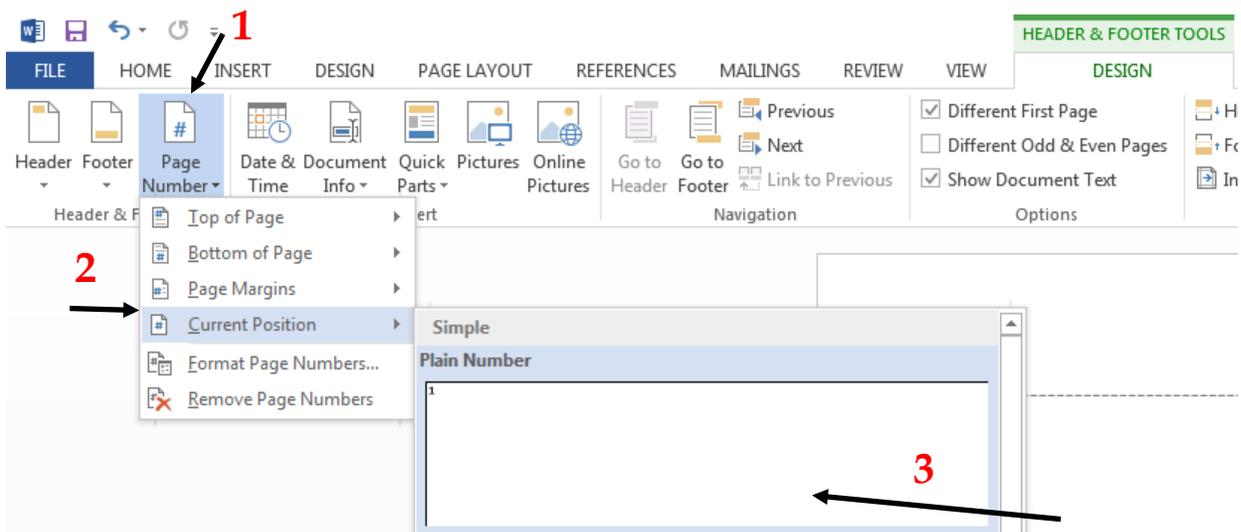
3. Scroll down to the header on the second page. Repeat the same steps as before, except <u>do not</u> include "Running head" before your title. On the second and following pages, your header would look like this: DEPRESSION IN OLDER ADULTS

4. To exit out of the header, click "close header and footer" under the <u>design</u> tab.

5. Set up your **title page**
   - Under the <u>home</u> tab, in the <u>paragraph group</u>, click "center"
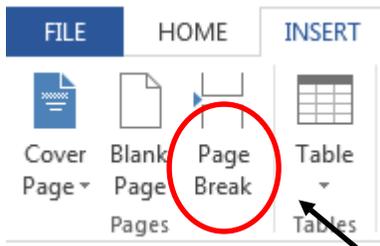

   - Use the <u>enter key</u> to move the cursor down to approximately the center of the page and type the following:

      Title of Paper
      Your Name
      University Affiliation

   - Under the <u>insert</u> tab, select "page break" to start a new page

6. Change line spacing to **double spacing**. Under the <u>home</u> tab, open <u>paragraph settings</u>.

7. Under <u>spacing</u>, select "double" and make sure that the "Before:" and "After:" values are *set to zero.*

For additional information on APA formatting, please consult the *Publication Manual of the American Psychological Association* (6th edition) and/or the OWL at Purdue University.