# APA Research Paper Template Instructions

The American Psychological Association (APA) style for formatting an essay is not a setting in Microsoft Word 2010. However, by following these steps, you can set up your document according to APA style. You will create a template that you can use in current and future classes. Type words in **bold magenta** *exactly as presented.*
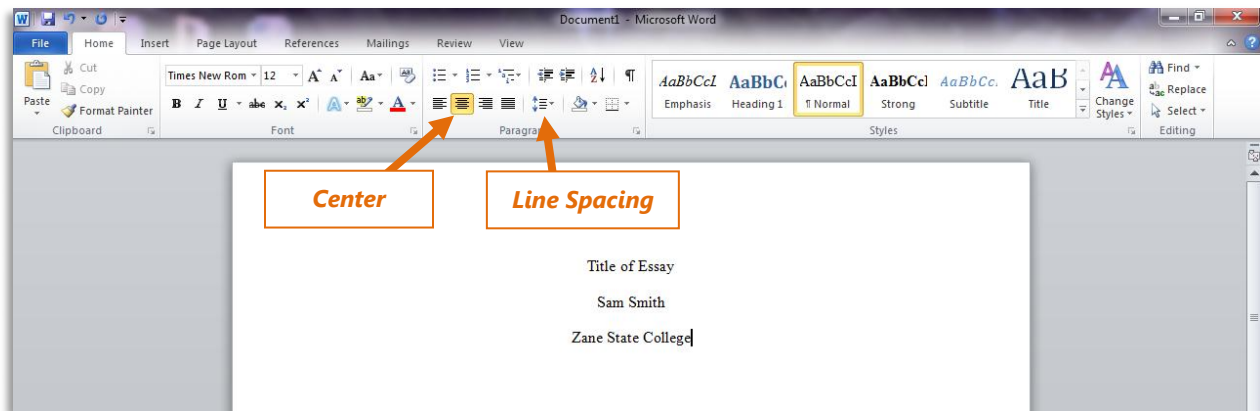
1. Open Microsoft Word 2010 to a blank document.
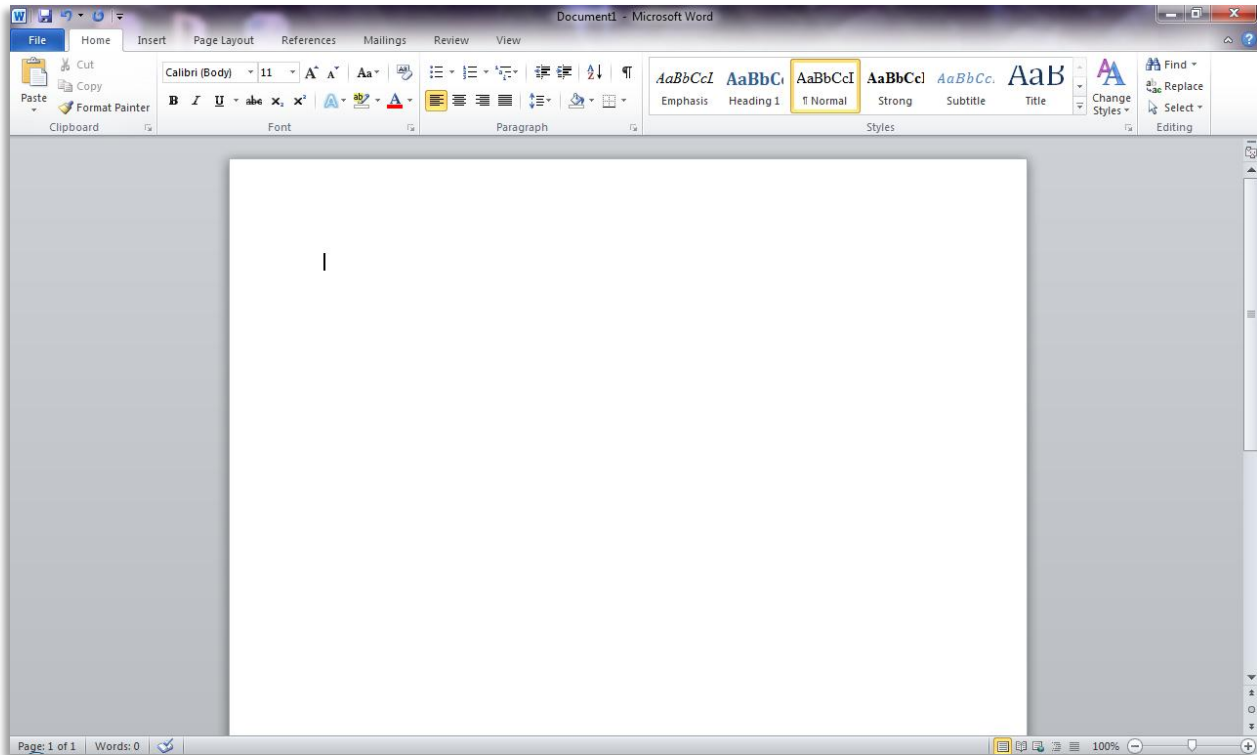
2. Type **Title of Essay**, your name, and **Zane State College**—all on separate lines.
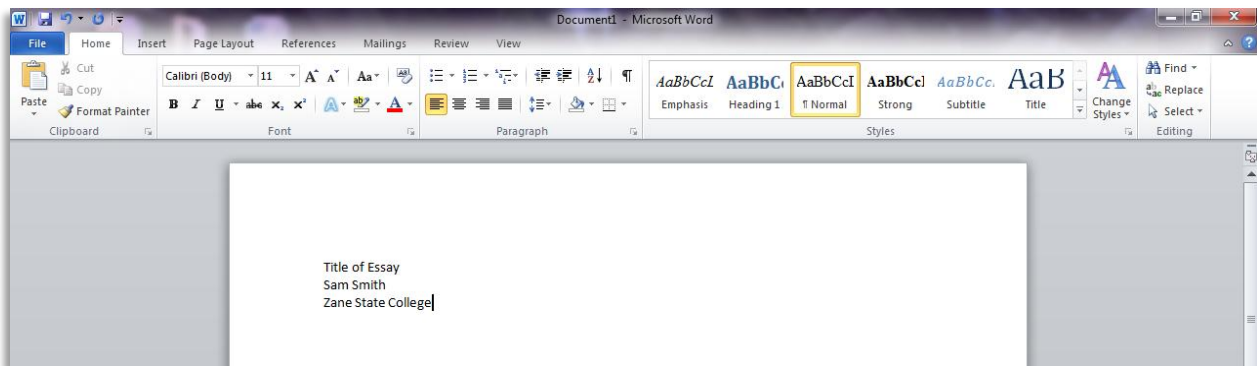
3. Select all of the text, center it, and apply double line spacing (2.0). Change the font to Times New Roman size 12.


4. Position the insertion point (blinking bar) before the beginning of the title. Press Enter a few times to position the text in the top third of the page. It should not be any lower than halfway down the page.
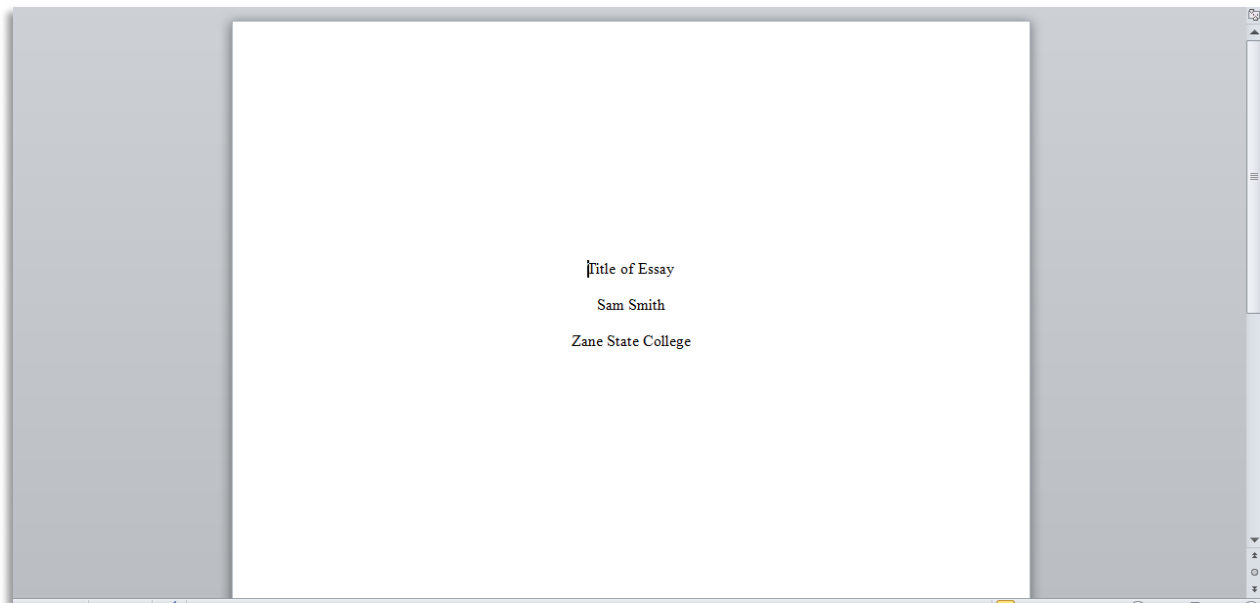
5. Position the insertion point (blinking bar) at the end of the word "College." Insert a page break to put the insertion point on the first line of page 2. Type **Title of Essay** here and press Enter. Set the second line to left-align, press Tab, and type **This is the first sentence.**
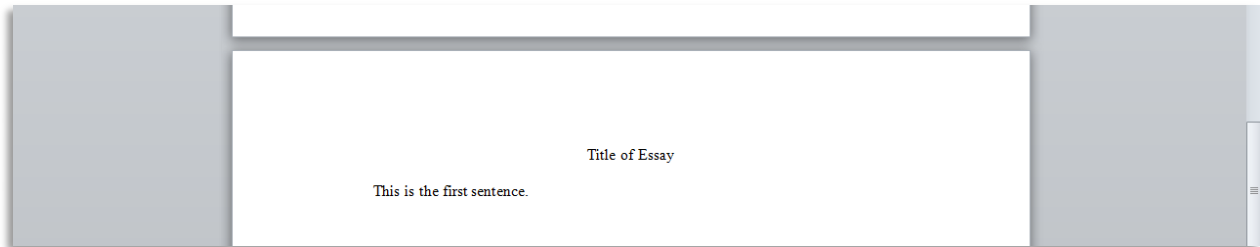
6. You are now ready to set up the header. Scroll back up to the top of the document, and double-click anywhere in the blank area at the top of the page, or right-click and select "Edit Header." This will open the header. The first thing to do is check the "Different First Page" box. **Do this *before* you type anything in the header.**
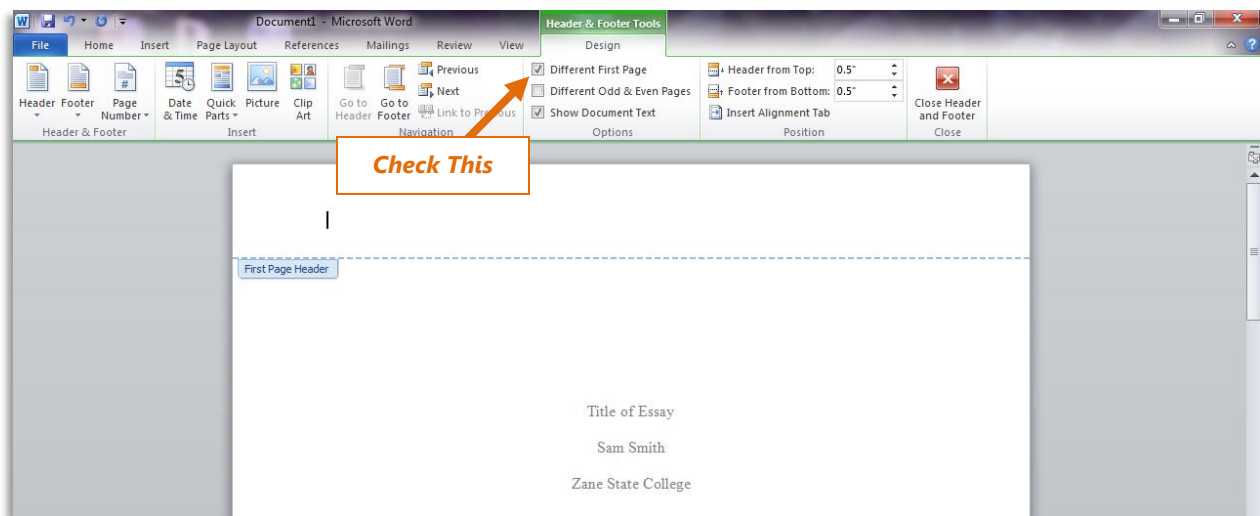
7. Now, type **Running head: TITLE OF ESSAY**. **Be sure to put the title of the essay in ALL CAPS, and do not capitalize "head."**
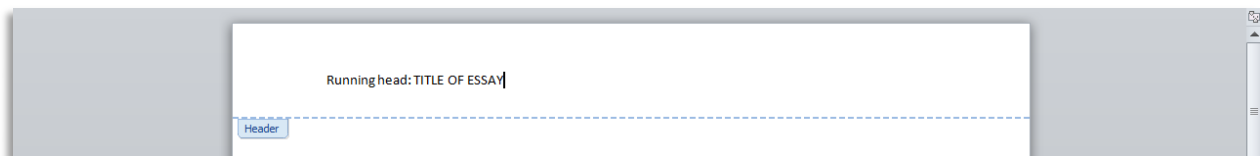
**8.** To add the page number, **do not** type a number directly into the header (it will repeat the same number on each page). Instead, click on Page Number, choose Current Position, and select, Plain Number. *(If you choose Top of Page, it will erase the "Running head:" text.)*
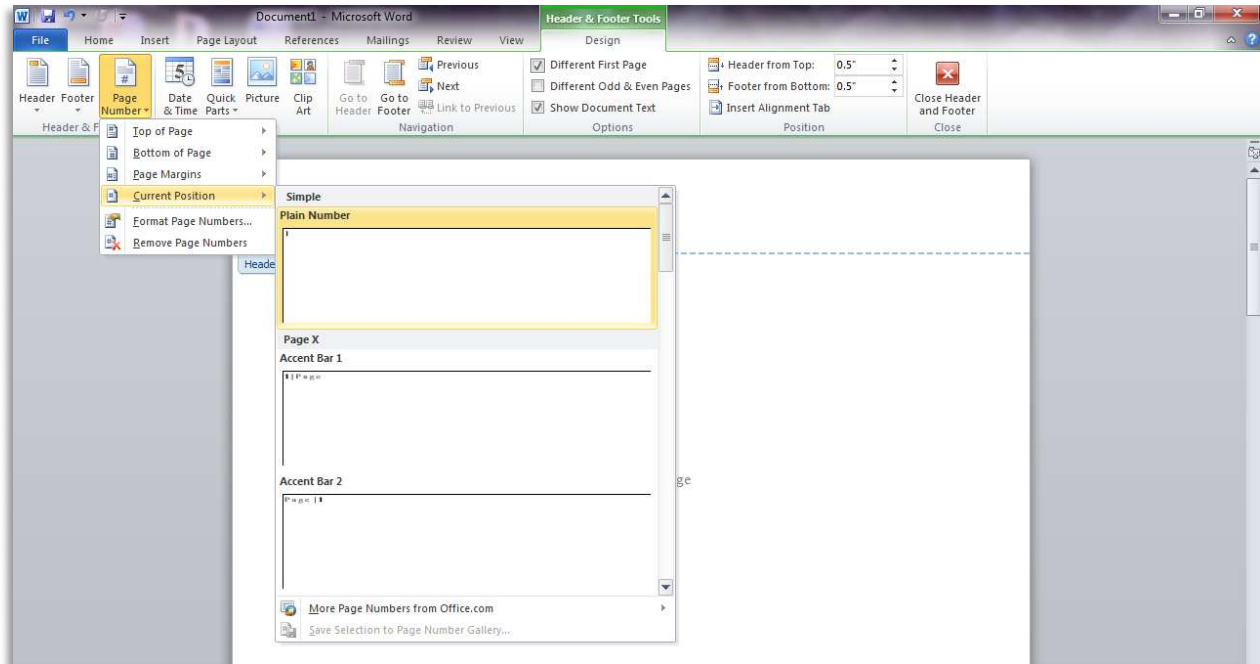
9. To move the page number to the right edge of the page, position the insertion point (blinking bar) directly in front of it. (*You will see that it now appears to have a gray background. This indicates that it is an automatic page number, not just a number you typed.*)
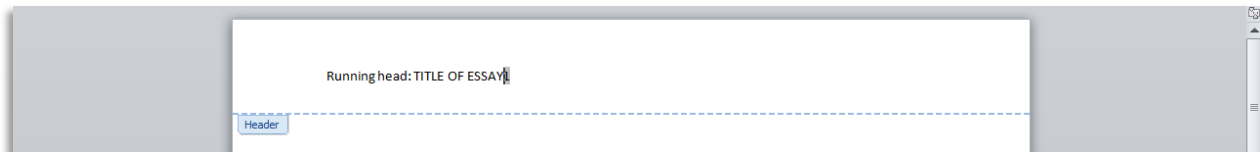
10. Now, press the Tab key twice to "bump" it over to the right edge of the screen.
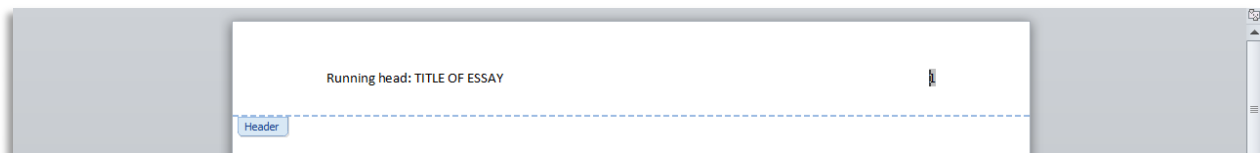
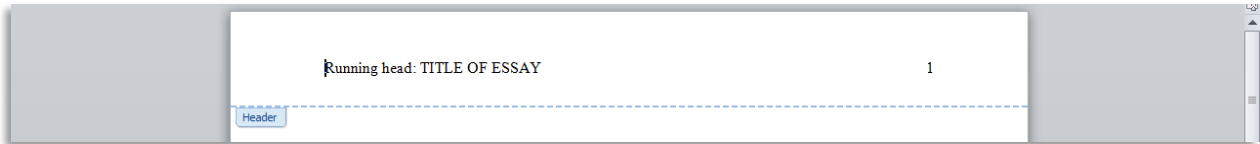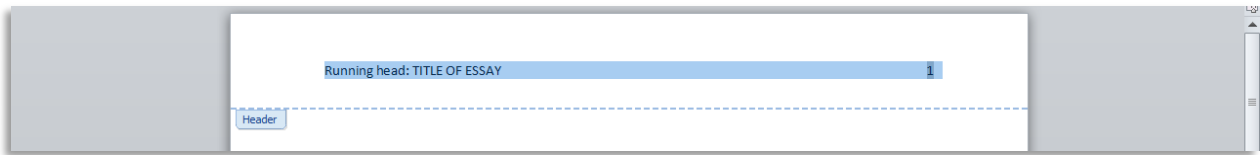**11.** Notice that the font for the header is Calibri size 11. Select all the text **(including the page number)**, and change the font to Times New Roman size 12.

12. Now, scroll down until you see the header for page 2. Page 2 will not require the words "Running head." Just type the **TITLE OF ESSAY** in ALL CAPS.
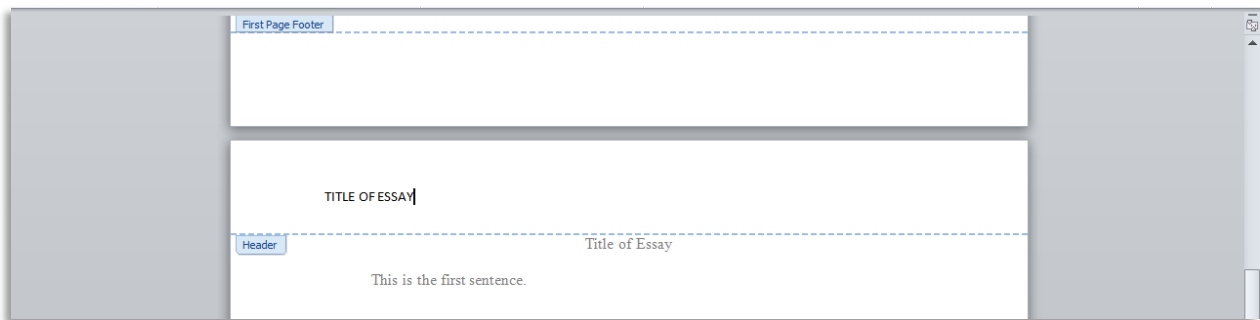
13. Insert the page number using the exact same process as in Steps 8 and 9 above. (*Notice how the page number updates automatically for page 2, 3, 4, etc.)*
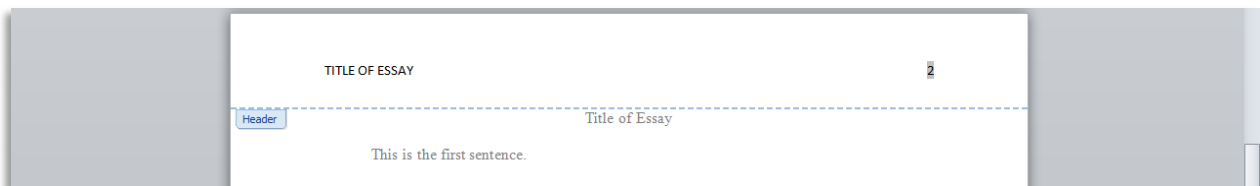
14. Since this header is different from the first page header, you will have to change the font here also. Select all of the text in the header **(including the page number)**, and change the font to Times New Roman size 12.

15. You have now finished setting up the body of your document in APA format. Double-click anywhere in the main body of your document to close the header view (or click the Close Header and Footer button).
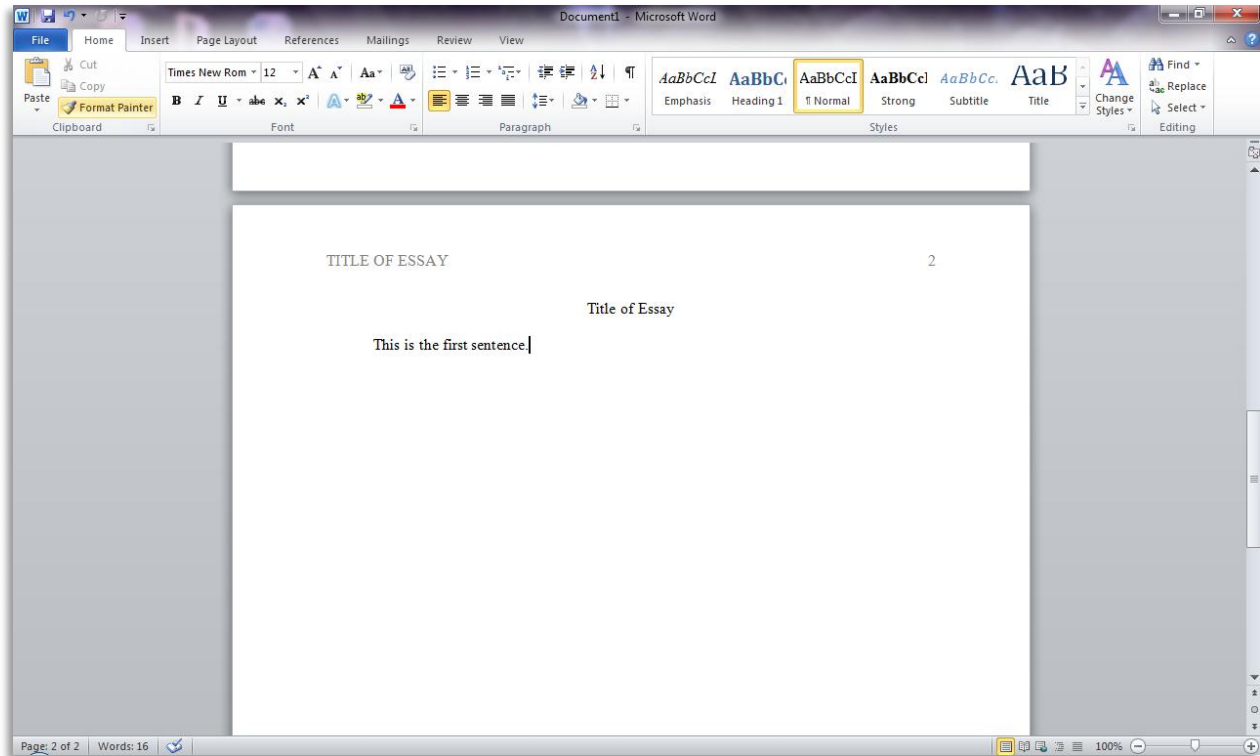
16. Click at the end of the first sentence and begin typing the following. (If you copy and paste the text instead of typing it, be sure it is formatted **exactly** as it appears here.)

Begin your paper with the introduction. This template is formatted according to APA style guidelines, with one inch top, bottom, left, and right margins; Times New Roman font in 12 point; double-spaced; aligned left; and paragraphs indented with the Tab key. The page number appears one inch from the right edge on the first line of each page, excluding the Figures page (if you have one).

Using Headings

Use headings and subheadings to organize the sections of your paper. The first heading level is formatted with initial caps and is centered on the page. Do not start a new page for each heading.

Subheadings

Subheadings are formatted with italics and are aligned left.

Citations

Source material must be documented in the body of the paper by citing the authors, dates, and page numbers of the sources. The full source citation will appear in the list of references that follows the body of the paper. Smith (2001) explains that when the author's name is given in the sentence itself, the year of publication appears in parentheses following the name, and the page number goes at the end (p. 25). When the author's name is not given in the sentence itself, both the name and date appear in parentheses at the end; if there are multiple authors, they are separated by semicolons (Smith, 2001; Anderson, Charles, & Johnson, 2003). When a source has three, four, or five authors, all authors are included the first time the source is cited. When that source is cited again, the first author's surname, followed by "et al." is used (Anderson et al., 2003, p. 99).

When a source that has two authors is cited, both authors are cited every time. If there are six or more authors to be cited, use the first author's surname and "et al." each time it is cited. If the quotation is longer—40 or more words—it should appear without quotation marks in block format with each line indented 0.5 inches from the left margin.

17. Insert a page break. In the first line of the next page, centered, type **References**. Press Enter and set left-align. Open the Paragraph dialog box and set a Hanging indent. Pay very close attention to spaces, periods, commas, and italics, and type the following. (For the web address, click here and copy the full address from the web browser. When you paste the link, it will be blue; right-click it and select "Remove hyperlink.")

Escritor, A., Skolar, B. C., & Novella, D. (2011). *This is the title of the book: Capitalize the first word of the subtitle.* City, ST: Publisher.

Learner, E. (2012). This is the title of the article: Capitalize the first word of the subtitle. *Name of the Journal, 15*(9), 22-34.

Paiz, J. M., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M. . . . Keck, R. (2012). *General format.* Retrieved October 22, 2012, from http://owl.english.purdue.edu/owl/resource/560/1/

Notice that the sources are listed alphabetically by the first author's last name. If you do not have a year of publication, use n.d. *inside the parentheses. If you do not have an author, move the title to the author's position in the citation. Refer to the website for more information.*

18. Save the file on your flash drive as **APA Research Paper Template**, and choose Word Template from the file type selection. To use the template, find the template file on your flash drive and open it. You will see your template, but the name will be "Document1" or such. When you save the file, you will be prompted to give it a name and choose the location—you will never have to worry about overwriting your template.