Formatting Your APA Style Paper

You can set up the format style of your paper before or after writing it. This tutorial walks you step by step through the formatting process after you have written your paper. Please note this tutorial may not contain all the requirements your professor has set for your assignment.

With your paper open, the first thing to do is to turn on the Paragraph Symbol ¶, which shows the codes in the document.

On the Home tab, locate the paragraph symbol ¶ and click on it.
Set your entire document formatting to Double Space by:

1. select your entire document (CTRL A)
2. click on the menu arrow by Paragraph
3. in the pop up menu, make sure your settings match these
4. Click OK
If your ruler isn’t showing, go to the View tab and turn it on.

Set up the margins for your document by double clicking on the gray part of the ruler.
In the pop up that appears, make sure all margins are set to 1 inch.

If you have a page break, delete it. If you don’t, skip to next step.
On the **Layout** tab under **Section Breaks**, click on **Next Page**.

Now you are ready to add your running head to the header. Note: it is different on the title page from the rest of the document.

Get into the header of your title page by doubleclicking in the header area or go to the **Insert** tab and click on **Header**.
Type in “Running head:” . Then in all caps type the abbreviated version of your title

Running head: FORMATTING-YOUR-APA-STYLE-PAPER

Formatting Your APA Style Paper: Citation and Style Commonly Used in Social Sciences

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Now add your page number to the header on the right. Tab to the right margin.

Click on Insert tab, then on Page Number, then on Current Position, then on the first option for Plain Number.
Select the page number and format it to Times New Roman, 12 pt if it isn’t in the correct font and size.

On the Design tab, click on Close Header and Footer.
The on the **Layout** tab, click on **Breaks**, then under **Section Breaks**, click on **Next Page**.
Get into the header of page 2 and on the **Design** tab click on **Link to Previous**. By default, Word has this selected, but you need to unselect it so that you can change your second page header without affecting the header of page 1.

Now delete “Running head:” from the header of the first page of your paper which is page 2 of your document.

And that’s it. Your paper should be formatted correctly in APA format.