Format a Word 2013 document in APA style
APA Research Paper Format

Four parts to a paper in APA format:

1. Title page
2. Abstract*
3. Body
4. References

*Your instructor may not require you to include an Abstract page.

Want to see a sample paper in APA format? Click here!
APA Research Paper Format

1. Open a new Word document

1. Change font to Times New Roman, 12 pt

1. Set line spacing to 2.0 (double spaced) and take out spaces after paragraphs
APA Research Paper Format

4. Add a header and page numbers by selecting the Insert tab > Page Number > Top of Page > Plain Number 1
APA Research Paper Format

5. Type your paper title in ALL CAPS and press tab twice so the page number lines up between the 6 and 7 on the ruler.

6. Highlight both title and page number. Go back to the Home tab and change the font to Times New Roman, 12 pt.
APA Research Paper Format

7. Close the header, go to the Insert tab, and press Page Break. Page 2 will open, but go back up to Page 1 and double click in the Header. Check the Different First Page box.

8. The header in the first page will disappear. Retype your paper title with the words “Running head:” in front and the number 1 after. Press tab twice to move the page number over to the right and change the font to Times New Roman, 12 pt.

The first page of your paper should be the ONLY one that says “Running head:” in front of the title.
APA Research Paper Format

9. Close the Header. Go back to Page 1 and center justify the text

10. Press enter a few times and type your paper title, name, and college name (spacing should still be Double, with no extra spaces between paragraphs)

Running head: RESEARCH PAPER TITLE

Title of Research Paper

Jane D. Stimpson

Lone Star College
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11. Press return until you open page 2. Type “Abstract” and press enter once

11. Write the abstract by summarizing the main points of your research paper in 150 - 250 words. Finish with a few keywords about your research

RESEARCH PAPER TITLE

Abstract

The Purdue OWL provides these tips for writing an abstract in APA format: “On the first line of the abstract page, center the word “Abstract” (no bold, formatting, italics, underlining, or quotation marks). Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings.

Your abstract should be a single paragraph double-spaced. Your abstract should be between 150 and 250 words. You may also want to list keywords from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type Keywords: (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.”

Keywords: abstract, APA, research, keywords

13. Press return once to start a new line. Press tab once to indent, and start typing. Indent every new paragraph.

RESEARCH PAPER TITLE

Retype Your Research Paper Title Again

Start typing your research paper. Indent every paragraph by pressing Tab once. Keep going until you have answered all the questions on your research assignment sheet. Remember to see the Writing Center tutors if you need help editing and organizing your paper. You can also contact librarians for help with in-text citations and references in APA format.
APA Research Paper Format

15. The last page in your paper is the References page. Start it on a new page by typing “References” in the center.

16. References are typed in alphabetical order, double-spaced, with a hanging indent and no space between paragraphs.

References


APA Research Paper Format

- Change the Special menu to Hanging
- Change the spacing after paragraphs to 0
- Make sure line spacing is Double
More help with APA

Publication Manual of the APA

Purdue OWL APA Style Guide

APA Style

Citation generators: KnightCite

Contact the San Jac Librarians! http://sanjac.edu/library

This guide was originally created by Jane Stimpson, MLS