

APA 7th in Minutes: Formatting a Paper in Microsoft Word

This is Humber Libraries APA in Minutes.

This video will show you the basics of formatting a student assignment in Microsoft Word according to APA guidelines.

For this video, we'll be using the browser-based version of Word in Office 365. If you're using the desktop version of Word on a Mac or Windows computer, the interface may differ slightly, but the basic functionality will be the same. It is possible that your instructor may have additional, or alternative requirements, so always consult the assignment outline before you begin.

To create an APA formatted title page, you must include: the title of the paper, your name, or if it is a group assignment, the names of your group members, your college or university, your course code and name, your instructor's name, the assignment due date, a page header containing the page number, and a running head, if requested.

APA style now permits several fonts. The most commonly used are 11-point Arial and 12-point Times New Roman. Whichever font you choose, be consistent throughout your paper.

On the first page, start with the title of your paper.

The title should be written in title case, that is, all major words such as nouns, verbs, and ones with four or more letters should be capitalized. Center the title and using the enter/return key move it about three or four lines from the top of the page. Your title should be less than twelve words long, and double-spaced. To double-space text, access the Paragraph Options by going to the icon with the three dots found at the end of the toolbar in the Home tab. Select Paragraph Options, under Spacing, choose Line spacing: Double, then click OK. Do not bold, underline, or italicize the title.

The title should not contain any abbreviations or acronyms. On the next line, enter your name. Centered. If it is a group assignment put your group members' names following the alphabetical order of your last names. Do not include credentials such as BSc or MA.

On the next line, center the name of your college or university. Underneath, put in your course code and name.

Next, add your instructor's name. Check your course outline or contact your instructor to see what format they prefer. For example, Professor Domsy, Dr. Aliya Dalfen, or Amy Weir, RN.

Then, add the assignment due date in month, date, year format. This information should all fit within the top half of the title page.

Next, add page numbering to your document. To do this go to the Insert tab and select Page Numbers. Select the option that places the page number in the top right-hand corner.

Your title page will be Page 1 of the document. Please note that you won't be able to see the page number unless you are in Viewing Mode.

A running head is an abbreviated version of your paper title that appears in the header of your document. They're useful when identifying the document from which a printed page is taken. The APA 7th Manual notes that student papers do not typically require a running head but your professor may request one. If you are required to add a running head, go to the Insert tab and click on the Header & Footer icon. In all caps, enter a short version of the title of your paper. The short version must be less than 50 characters long, including spaces and punctuation. Click on the Header & Footer icon to exit. As with the page numbers you won't be able to see the running head unless you are in Viewing Mode.

This is your APA formatted title page: [example shown].

On the first page after your title page, add the title again, in title case, centered, and in bold.

On the next line, begin the text of your paper, double-spaced and aligned to the left. To double-space text, access the Paragraph Options by going to the icon with the three dots at the end of the toolbar in the Home tab. Select Paragraph Options, under Spacing, choose Line spacing: Double, then click OK. If it doesn't happen by default, press the tab key to indent the first line of each paragraph by 1.27 cm or half an inch.

Use appropriate headings as needed or as detailed in your assignment outline, to help structure the paper. Do not create additional line breaks between sections or paragraphs.

Your reference list will be on its own page at the end of your paper. It will contain the full APA citation information of any sources cited within the body of the paper.

If you are looking for guidance on how to create the individual reference list entries, check out our other videos in the APA in Minutes series. For now, let's look at the formatting.

At the top of the page add the word **References**, in bold and centered. Make sure to put your citations in alphabetical order.

Each entry should be double spaced with a hanging indent after the first line. To double-space text and to create a hanging indent, access the Paragraph Options by going to the icon with the three dots at the end of the toolbar in the Home tab. Select Paragraph Options, under Indentation, choose Special: Hanging, under Spacing, choose Line spacing: Double, then click OK.

For more information and support with APA:

- Book an appointment with the Writing Center;
- Consult the OWL at Purdue;
- Or refer to the APA manual available at Humber Libraries.