



## Format Guide for APA 7<sup>th</sup> Edition

This guide uses Microsoft Word 2013.

### Setting-Up—Before You Begin Typing:

#### Margins:

- Open Microsoft Word
- Click on Page Layout tab at the top of the screen
- Click on the down arrow under Margins
- Make sure “Normal” is chosen. Spacing and Font:
- Click on the Home tab
- In the Paragraph section, click on the box with the up and down arrow ⇅
- Choose 2.0 to make the document double-spaced
- Click on the box with the ⇅ again and click Remove Space After Paragraph
- In the Font section, select Times New Roman
- In the Font section, change the font size to 12

#### Pages

Arrange the pages of an APA style paper in this order:

- Title page
- Abstract
- Text
- References

If necessary, these pages will also be added in the following order:

- Tables
- Figures
- Appendices

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**Title Page:**

This page should include (in order) your paper's title, your name, the course you are writing for, the institution you are attending, your instructor's name, and the assignment due date towards the center of the page. This page should also contain a page number in the top right-hand corner.

EX:

1
<b>The Importance of Knowing How to Format an APA Style Paper</b>
Jane Doe
Victoria College
ENGL 1301
Professor Smith
January 1, 2022

**NOTE:**

The paper's title should be placed three to four lines down from the top of page one. Your title, and subsequent information, should be centered on the page. The title should be in bold font.

If this is a "professional paper", you will need to add a Running Head, be sure to check with your instructor on whether or not this is necessary.

Before the First Paragraph:

Page Numbers:

- Double click in the header section (very top of page)
- Using the green Header and Footer Design Tool tab, select Different First Page
- In the Header Footer section at the left of the tool bar, choose Page Number, then choose Top of Page, and Plain #1.

The First Page:

- You are in the header at this point. The cursor should be blinking to the left of the page number. Type “Running head:” followed by the title of your paper. The title should be in all capital letters. Make sure the numeral page number is aligned on the right margin, and hit the tab key if isn’t.
- Select the information in the header. Hover over the info and change it to Times New Roman, 12 font.
- Click on the red X to close the Header and Footer. This will take you out of the Header and Footer section of the paper.
- Now you will type your heading. Type the title of your paper, using capital letters to begin the first, last, and all important words of the title. Hit enter once and begin your introduction paragraph.

The Second Page:

- Double click in the header section of the second page. Under the Insert tab, select Page Number and choose Top of Page and Plain #1. A 2 should appear in the header. Type the title of your paper in all caps. Tab until the 2 is on the right margin of your paper. Set the text in the header to Times New Roman, 12.
- Go back to the Page Layout Tab and click on the Header and Footer Design tool.
- Close the header by clicking the red X at the top of the screen.

Abstract:

- NOTE: Not all instructors require an abstract. If no abstract is required, skip to Writing the Paper.
- Choose the Center Justify icon in the Paragraph section of the home tab. Type the word Abstract. Hit enter.
- Choose the Left Justify Icon.
- Without indenting, type the abstract.
- Insert a page break to move to page 3.

Writing Your Paper:

Body of Paper:

- Choose the Left Justify icon. Tab to indent and begin your first paragraph.
- If you need to use headings, center the title of the heading just as you did for the title of the paper.

Subtitles/Subheadings:

- If your instructor is requiring subheadings for the separate sections of your paper, be sure to organize those as needed. These subheadings should be left justified and in bold font. Be sure to capitalize all important words in these subtitles.

In-Text Citations: [APA Style Guide 8.11 and 8.17]

It is important to pay attention to the sources used in your APA style paper and the author(s) attributed to the work. There are multiple ways to format the in-text citation depending on the source and the author(s) present in the work. Be sure to remember that you will not be using the page number in APA style in-text citations. Be sure to add the publication year in your in-text citations.

- Work with two authors: (Last & Last, Year).
- Work with one author: (Last, Year).
- Work with three or more authors: (Last et al., Year) NOTE: It is only necessary to add the name of the first author in this case.
- Narrative in-text citation: “Last (Year) did research that proved APA style is useful for many college courses.”

### The Reference Page:

If you need detailed assistance with creating APA References, look at the APA Quick Guide.

#### Setting Up:

- Select the Home tab.
- Choose the Center Text icon in the Paragraph section. Type: References
- Hit enter. Formatting the References:
- Make sure Align Text Left in the Paragraph section is chosen.
- Begin typing your references in alphabetical order. This page should have the same spacing as the rest of your paper.
- If a reference is longer than one line, it must have a hanging indent:
  - Select the View tab
  - Check the box next to Ruler
  - Hover your mouse over the bottom part of the object that looks like an hour glass that appears in the upper left-hand corner of your viewing area until the words Hanging Indent appear. Click and slide this part of the hour glass ½ inch to the right.
  - Repeat for each reference that is longer than one line.