

# APA Page Formatting

APA Style specifies that all papers follow specific formatting rules for page layout. The margins, the font style and size, the placement of your information on the first page, even the line spacing and how you indent your paragraphs all need to be set up according to APA standards.

The following instructions are for Microsoft Word. If you use a different program, you may need to do a quick Google search to find the formatting tools that fit your program.

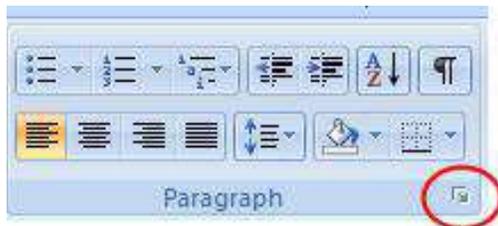
## Font and Font Size

APA recommends that you use a clear and readable font, such as Times New Roman, which is a standard academic font that is universally accepted. **DO NOT** use decorative or “fun” fonts, such as Comic Sans. Use 12-point size for your font.

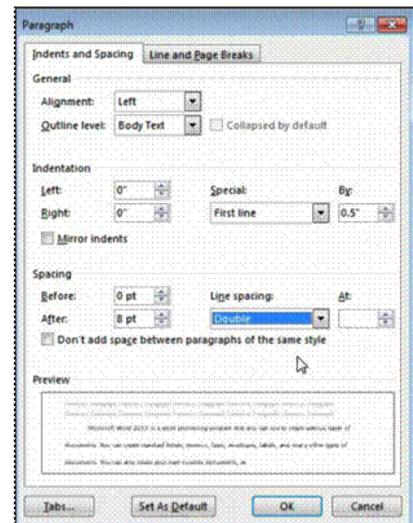
## Line Spacing and Paragraph Spacing

Before you start typing anything, make sure your spacing between lines and paragraphs is correctly set up. Or, if you have already finished typing, you can simply select all your text and proceed with these instructions:

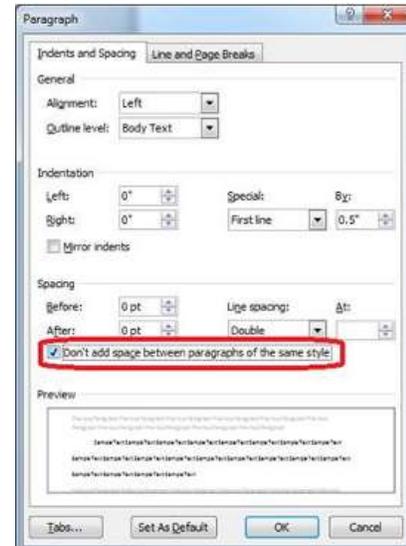
1. Select the “Paragraph” pop-out window from the Home tab:



2. Select “Double” from the “Line Spacing” drop-down:



3. Check the box that says “Don’t add space between paragraphs of the same style”:



## Essay Text

1. Your Paper’s title will be centered at the top of the first page of the essay text.
2. Indent each paragraph by hitting the “Tab” key once.
3. Do not add extra spaces between paragraphs.

## Title Page

1. Before you turn in your paper, you will format a Title Page. To do this, add a blank page before your essay text (you can use the Page Break function to do this), and center your cursor on the page. List information in the following order, centered on the page:

Title of the Paper  
Your Name  
Southern New Hampshire University

## References Page

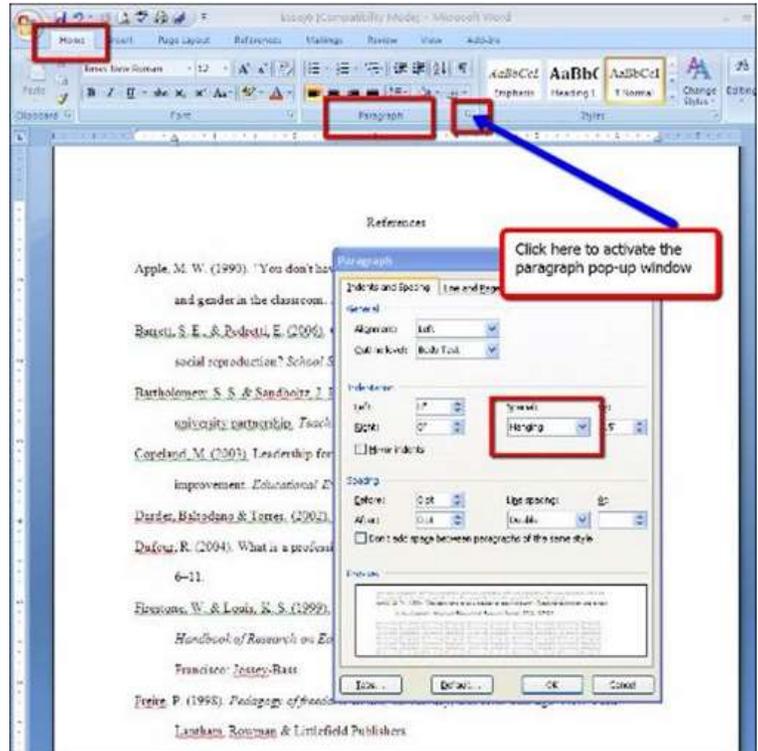
1. At the end of your last page of essay text, insert another page break. The new blank page will be your Reference page, where you will list all your sources.
2. At the top of this page, centered, type:

References

3. Beginning on the next line, and adding them in alphabetical order, list your formatted reference citations.
4. Use a **hanging indent** to format these entries:
  - a. Once you have added all your references to the page, highlight the list.

- b. Open the “Home” tab and go back to the “Paragraph” pop-out.
- c. Under the “Indentation” menu, use the drop-down to select “Hanging.”
- d. Click “Okay.”

You will now see your list is formatted with the first line on the margin, and each subsequent line of that citation indented. **Do not use the tab key to do this, as the formatting will not hold in different applications.**



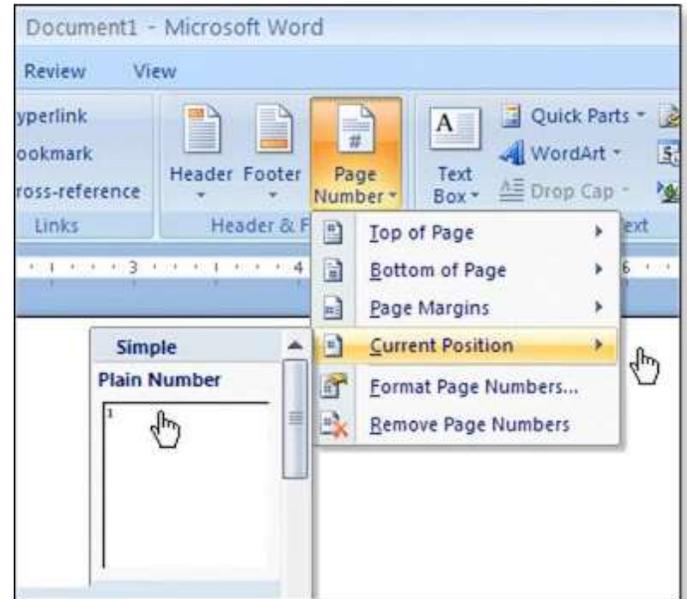
## Headers

Headers are required, and must be formatted in the Header section of the paper, not in the body text:

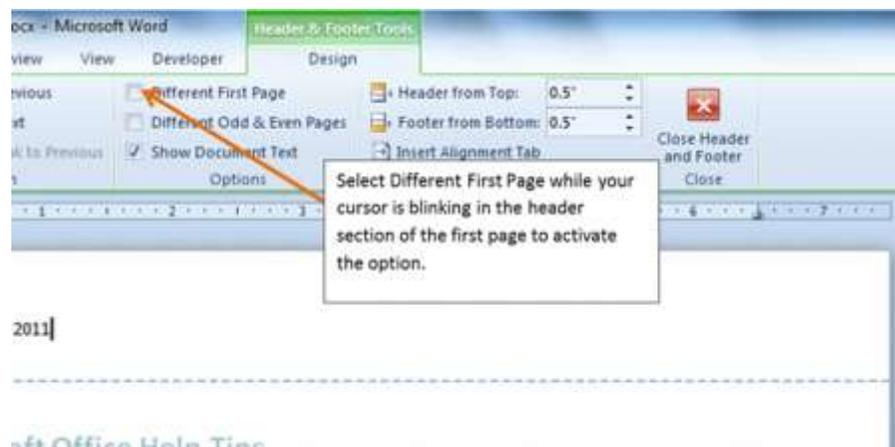
1. Place your cursor near the very top of your Title Page and double click. A new section of the page will open. This is the Header section.
2. With your cursor in the left side of the Header section, type:

Running head: YOUR TITLE IN CAPS

3. At the end of your title, hit the “Tab” key twice. This will take your cursor to the right margin.
4. Click on “Page Number” from the icons in the Home menu.
5. Select “Current Position.”
6. Select “Plain Number.” The number 1 should appear.



7. Next, go to the “Header and Footer” menu and click on “Different First Page.”



8. Scroll down your document to page two. You'll see that the Page 2 Header is now blank. Place your cursor on the left margin of the Header and type your title in all caps (note: you will NOT type "Running head" this time).
9. Follow steps 3-6 above to add a new page number.
10. Close the Header by double-clicking on your essay text. Your paper should now have a title page Header, and a different main Header that runs in all your subsequent pages.

Your paper is now formatted professionally and within the APA style guidelines. If you have any questions, feel free to contact an Online Writing Coach by visiting our interactive [Learning Community](#).

*Note: Avoid using the auto-formatting features included with word processors. They average 3 errors per paper.*