How to Format a Research Paper in APA Style

These are step-by-step instructions that follow along with the audio instructions in the YouTube video, *APA Format Citations-Sixth (6th) Edition*, by David Taylor. The video runs for almost 10 minutes.

**PAGE 1**
1. Click on “Page layout” tab
   a. Select “Margins”
      i. Select normal (1” Margin on top, bottom, left, and right)
2. Under “Home” tab
   a. Click on launcher arrow in “font” box
      i. Font
         1. Times New Roman
      ii. Font Style
         1. Regular
      iii. Font Size
         1. 12
   b. Select these as Default setting by clicking “Default” in dialog box
3. Click on “Insert” tab
   a. Click on “Header”
      i. Select first option: Blank
      ii. In options block, place a check mark next to “different first page”
      iii. In header of first page, type
         1. Running head: SHORTENED VERSION OF PAPER TITLE
         2. Make sure your title is in all caps
         3. Title should not be longer than 50 characters including spaces
      iv. After typing in title, press “tab” key to place cursor near far right margin directly in line with the 1” marker
         1. Click on “insert” tab, and select “page number” options arrow
            a. In drop down menu, select “current position option”
         b. Exit header by double clicking on the word header or anywhere in the body of the document
4. Hit “Enter” key until it is at the center of page in line with the #2 on your vertical margin or about one third down the page
   a. Click on “home” tab and under alignment section, select center alignment
      i. Or use CTRL + E
   b. Next go to line spacing and click on options arrow and select 2.0 (double space)
      i. Go back to line spacing and select remove space after paragraph, if option is available
5. Type in full title of paper using regular title capitalization
   a. Capitalize all words except prepositions and articles fewer than 5 letters
6. Hit “enter” key to double space then type your full name
7. Hit “enter” again and type in name of your school
8. Click on “Insert” tab and select “page break”

PAGE 2
9. Click on “Home” tab and in Paragraph section choose left margin alignment.
10. Double click in header section of new page to open header area
   a. Type in shortened title using all caps
   b. Tab over to far right margin
   c. Click on “insert tab”
      i. Select “page number” options arrow
      ii. Select “current position” option
      iii. Double click in body of paper to exit header
11. If paper requires an abstract, Type Abstract at top of first page
   a. Hit enter key and under “home” tab, go to “text alignment “ and select “left align”
      i. Or just use keys CTRL + L
   b. Abstract is NOT INDENTED
   c. Is 150-200 words
   d. Provides a concise summary of entire paper

PAGE 3 and subsequent pages
12. After abstract, click on “Insert” tab and select “Page Break”
   a. This brings you to first body page of your paper
   b. Select center alignment again
      i. Under “Home” tab or use keys CTRL + E
   c. Type in title of paper again using regular title capitalization
   d. Hit enter key and under “home” tab, go to “text alignment “ and select “left align”
      i. Or just use keys CTRL + L
   e. Hit “tab” key one time to indent paragraphs and hit “Enter” ONLY to start new
      paragraph. Computer will automatically use “word wrapping” to align paragraphs
      according to margin settings
13. Use in-text citations when referencing information from a source
   a. Author’s last name, year of publication
      i. (Smith, 2009)
   b. If author’s name is not provided, use first few words of sources title
      i. (“Prison Education”, 2009)
14. When finished with body of paper click on “Insert” tab and select “Page Break”
15. Go to “Home” tab and select “center alignment, or hit CTRL + E
16. Type word References
17. Hit “Enter” one time
1. Go to “Home” tab and select “left alignment, or hit CTRL + L
2. Type in information for each source,
   a. Begin with Author’s last name, a comma, then first initial of authors first name followed
      by a period
   b. Next is date of publication in parenthesis followed by a period
c. Next, title of source you got your information or quotation from followed by a period
   i. Capitalize only first word of title and any proper nouns

d. If from a journal, newspaper, book or magazine, type publication title followed by a comma
   i. Italicize publication title
   ii. Add other information needed including, if provided:
       1. Volume number
       2. issue number (in parenthesis) followed by a comma
       3. then inclusive pages

e. To create a hanging indent, highlight second line of source, click on “hanging indent” triangle” and drag it to half inch mark

f. Press “Enter” key to type in next source

g. For online source, add DOI (digital object identifier)

h. If a DOI is not provided, use website URL (or permalink if using databases).