

Setting Up APA Format (Page and Header) for PC's

Step 1 (Preparing the Pages)

1. Click "WORD"
2. Click "Page Layout"
3. Click "Margins"
4. Click "Normal"
5. Click small arrow in right corner of "Paragraph" Should be on Align "Left"
6. At "Special First Line" click "By" arrow to 0.5"
7. At "Line Spacing" choose "Double"
8. Click "OK"
9. Click "Home"
10. Choose "Times New Roman" and "12" under font size

Step 2 (Preparing the Header)

1. Click "Insert"
2. Click "Header"
3. Click "Blank"
4. Under "Design" check the box at the top that says "Different First Page"
5. Type in Running head: TITLE OF PAPER IN ALL CAPS
6. Hit "Tab" twice and type in the number 1
7. Highlight entire header
8. Right click mouse and click "Font"
9. Choose "Times New Roman" for font; 12 for size; Click "OK"
10. Double click outside the header or hit "Close Header"
11. Press "Enter" as many times as necessary to reach page 2
12. Double click inside the header of page 2
13. Type in the title of paper in all upper case letters – do not write "Running head"
14. Hit "Tab" twice but DO NOT write in the number 2
15. Instead, hit Alt-Shift-P simultaneously
16. Again, highlight entire header and change to "Times New Roman" and "12"
Viola!
17. Press and hold down the "Enter" tab and notice that all pages have the header saved and in page order
18. Double click outside the paper and start writing!!!
19. Heap praise on Mr. Kropf continuously for the rest of the semester for writing all this out for you (optional)☺

Setting Up APA Format (Page and Header) for MAC's

1. Open "Microsoft Word"
2. Click "File" and then "Page Setup"
3. Click "Settings" and make it "Microsoft Word"
4. Apply page set up settings to "Whole Document"
5. Click "Margins"
6. Make everything 1inch
7. Header and Footer must be 0.5inches
8. Click "Layout"
9. Click box "Different First Page"
10. Click "OK"
11. Click "Format" then "Font"
12. Make it, Font: "Times New Roman", Style: "Regular", Size: "12"
13. Click "OK"
14. Click "Format" then "Paragraph"
15. Alignment should be "Left"
16. Line spacing should be "Double"
17. Click box "Don't add space between paragraphs of the same style"
18. Click "Line and Page Break"
19. Uncheck all boxes
20. Click "OK"
21. Double Click blank document on top of the page to get header box
22. Type in: Running head: TITLE OF PAPER IN ALL CAPS
23. Tab a few times and type "1" and align it with the right margin arrow that is at the top
24. Click "Close"
25. Make second page (Click "Insert", "Break", "Page Break")
26. Click "Insert" and then "Page Numbers"
27. Position "Top of page (header)", Alignment "Right"
Uncheck box that says "Show number on first page"
28. Click "OK"
29. Double Click on top of page 2 for header box
30. Type your title without "Running head"
31. Click "Close"
32. Start writing your paper...

Using Google Docs to Write a Research Paper

1. Format

- a. Click *Arial* at the top of the page and change it to *Times New Roman*.
- b. Click *11* next to the box that should now say *Times New Roman* and change it to *12*.

2. Running Head

- a. Click *Insert* at the top left of the page, the fourth option from the left,
- b. Click *Header*, which is the fourth option from the bottom,
- c. Press the *Enter* key twice to have the Running Head in the right position.
- d. Type "Running Head" followed by a colon ":" and the title of your essay.
"Running Head: (ESSAY TITLE)" (essay title in all caps)
- e. Select the box under the header that says "Different first page header/footer".

3. Page Number

- a. Click *Insert* again
- b. Hover your mouse over *Page number*.
- c. Click the top left option.
- d. Press the *Backspace* key three times to have the number on the right line.
- e. Click and drag your mouse over everything in the header (both the running head and page number) to highlight everything and then release the mouse and change the format once again to *Times New Roman* and size *12* font.

*When you get to the next page, make sure there is a 2 in the upper right hand corner, if not, insert the page number on the first page over again, and

4. Title, Author's Name, Institutional Affiliation

- a. Press the *space bar* until the blinking line is at about 2-3 inches from the top of the page,
- b. Click the *Center Align* option which is located second from the left in the section with lines aligned in different styles,
- c. Click *Format*.
- d. Hover your mouse over *Line Spacing*.
- e. Click *Double*,
- f. "Type your title in upper and lowercase letters centered in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and

throughout your paper, should be double-spaced.

g. Beneath the title, type the author's name: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (PhD).

h. Beneath the author's name, type the institutional affiliation, which should indicate the location where the author(s) conducted the research."

5. Click and drag over "Running Head" in the header on page 2 and click *Backspace* to get rid of this, since the rest of the pages will just say your title, without "Running Head". Readjust the formatting if necessary.
6. Center align the page (click the same button from step 4b) and type "Abstract".
7. Click the *Enter* button and left align the page (click the option to the left of the center align button)
8. On the next line, start typing your abstract, without indents.
9. After the abstract, insert a page break (Click *Insert*, then click *Page Break*, which is five options from the bottom).
10. Center align the page again and type your title.
11. Repeat Step 7.
12. Begin your essay.
13. Have fun!