Instructions for Formatting APA Style Papers in Microsoft Word 2010

To begin a Microsoft Word 2010 project, click on the “Start” bar in the lower left corner of the screen. Select “All Programs” and then find the folder “Microsoft Office.” Click on this folder and then select “Microsoft Word 2010” from the new pane.

The following steps detail how to correctly construct the document.

APA Formatting Guide:
Step 1: Times New Roman font
Step 2: 12 point font
Step 3: 1 inch margins
Step 4: Double spaced
Step 5: Remove space after paragraph
Step 6: Running heads and page numbers
Step 7: Title Page
Step 8: Abstract
Step 9: Title
Step 10: Indent
1) On the “Home” ribbon, in the “Font” box, click on the font drop-down menu (the
small arrow next to the word “Calibri”) to show available fonts. Use the drop down
menu to scroll down and select “Times New Roman” font (see screenshot below).

![Font dropdown menu showing Times New Roman selected](image)

2) On the “Home” ribbon, in the “Font” box, click on the small arrow on the box that
states “11.” Using the drop down menu, scroll down and select font size “12” for the
paper (see screenshot below).

![Font size selection](image)
3) Word 2010 automatically sets the margins of a new or blank document to 1 inch on all sides. To check the margins, click on the tab that is labeled “Page Layout” to open the “Page Layout” ribbon. In the “Page Setup” box, click on the icon labeled “Margins.” If necessary, select 1 inch margins if it is not already selected in order to set all margins at 1 inch (see screenshot below).

![Margins screenshot]

4) On the “Home” ribbon, in the “Paragraph box,” select the “Line and Paragraph Spacing” icon (two blue arrows facing up and down next to two four horizontal lines). On the drop down menu select “2.0” for double spacing (see screenshot below).

![Double spacing screenshot]
5) On the “Home” ribbon, “Paragraph” box, select the “Line and Paragraph Spacing” icon again. On the drop down menu, at the very bottom, select “Remove Space After Paragraph” (see screenshot below).

![Image of Word screen showing Line and Paragraph Spacing options]

6) To insert a page number, click on the tab labeled “Insert” to open the “Insert” ribbon. In the box called “Header & Footer” click on the option “Page Number”. Select “Top of Page” from the drop down menu. This will create another separate drop down with an option called “Plain Number 3” (see screenshot below).
By selecting this option, a grey “1” will appear in the top right hand corner of the first page. Click to the left of the “1” and type the short title of the essay in all capital letters. Highlight the entire line by pressing and holding the left button on the mouse while dragging over the text, and then right click to bring up shortcut menu. Change the font to “Times New Roman” and the font size to “12” in order to be consistent with the rest of the document. Then press the tab key twice to move the title over to the left while keeping the page number on the right (see screenshot below).
Next, locate the “Options” box on the green tabbed “Header & Footer Tools” ribbon and check the option that indicates “Different First Page”. This will make the current header disappear and the blue tag below the dotted line will now say “First Page Header” instead of “Header.” On the left hand side of the ribbon, select “Page Number” again, and click “Top of Page” and “Plain Number 3” in order to make the grey “1” reappear on the right hand side of the page. Move the insertion bar to the left of the “1” again, and type “Running head:” and a shortened title of the essay. After typing the header, be sure to change the font of the Running head and the page number to font “Times New Roman” size “12” again using the shortcut menu that can be accessed by right clicking. Tab over twice and press the red “x” within the “Close Header and Footer” group on the ribbon to finish (see screenshot below).

7) After all of the page specifications are set, the next step is to set up the Title Page. First, select the “Home” tab and locate the “Paragraph” box. Press the “Center” button on the bottom row in order to center horizontally. It is necessary to center vertically as well, so select the “Page Layout” tab and find the “Page Setup” box on the ribbon. In the lower right-hand corner of the box, click the small grey arrow to make the “Page Setup” pop-out window appear. If not already selected, choose the “Layout” tab on the pop-out menu. For “Vertical alignment”, use the drop-down menu to select “Center.” Check to make sure “Apply to” says “Whole document” (see screenshot below).
Click the “OK” button, and the insertion point should be in the very center of the document. On the first line, type the long title of the essay. Hit the enter key, and on the second line type your name. Press enter again and type the name of your college (see screenshot below).
In order to continue with the essay, click the “Insert” tab and find the “Pages” box on the far left of the ribbon. Press the “Page Break” button to go to the next page (see screenshot below).

To return to the normal position, click on the “Page Layout” tab and open up the “Page Setup” popup window again. Return the “Vertical alignment” to “Top,” but
this time go to the “Apply to” drop-down menu and select “This point forward.” The insertion point should now be at the top center of page two (see screenshot below).

8) Because the insertion point should already be in the center, simply type the word “Abstract.” To type the content of the abstract, press the enter key and click on the “Align Text Left” button in the “Paragraph” group on the “Home” ribbon (see screenshot below).
9) After finishing the abstract, go to the “Insert” tab and select “Page Break” from the “Pages” group. The insertion point should now be left-aligned on page three. Click on the “Home” tab and select the “Center” button from the “Paragraph” group. Type the full title of the essay. When finished hit the enter key and then the “Align Text Left” button in the “Paragraph” group to get the insertion point back to the left (see screenshot below).

10) The beginning of each new paragraph should be indented. To allow this to happen automatically, open the “Ruler” using the very small icon located under the “Editing” Box on the “Home” ribbon and above the scrolling bar on the right hand side of the screen (see screenshot below).
Once the ruler is open, click on the very upper most portion of the hour glass figure, called the “First Line Indent” marker, and drag it half way between 0 and 1 inch. It should come to rest on the half of way point of a one-inch (0.5) mark (see screenshot below).

At this point the document is properly formatted to APA standards. For further information about the APA Style, please see the following the Academic Center for Excellence’s handouts: APA Format, APA Sample Paper, and APA Paper Checklist for College Writers.

APA Style information is also available online on the Academic Center for Excellence’s website in the Writing Center section.

Additionally, the Academic Center for Excellence offers APA Style on-campus workshops. Contact the Academic Center for Excellence Locust Grove center at (540) 423-9148, the Fredericksburg center at (540) 891-3017 or the Barbara J. Fried Center in Stafford at (540) 834-1993, or for further information about scheduling an on-campus workshop, or check out the on-campus workshop schedule on the Academic Center for Excellence’s website to view the dates and times for scheduled on-campus workshops.