Setup for an APA Paper

General Formatting
- On PAGE LAYOUT ribbon, Margins should be set to 1” Normal
- On HOME ribbon, Font should be set to Times New Roman, 12 pt
- On HOME ribbon, open the Paragraph dialogue box using the small arrow in the lower right of the Paragraph section
  - Line Spacing should be double
  - Spacing BEFORE and AFTER paragraph should be 0
  - Use Special: Hanging for formatting a Works Cited or Bibliography

Title Page Layout
- Center (CTRL+E)
- Hit the ENTER button five times – note that it double spaces
- Type the full title (no more than 12 words)
- Type your full name with middle initial on the next line
- Type your institutional affiliation on the next line
- Hit the ENTER button 12 times and type whatever extra information your instructor requests (Instructor’s name, class title, semester…)
Running Head

- Insert, Header, Edit Header. **Be sure to check “Different First Page”!**
- Click back to HEADER & FOOTER: DESIGN

- Type your title as “Running head: TITLE OF YOUR PAPER” in ALL UPPERCASE letters (50 characters or less)
- Tab to the right margin. Select Page Number, Current Position, Plain Number (should say 1).
CLOSE Header & Footer
First Page of Paper

- Press Ctrl Enter to start a new page
- Click on Insert, Header, Edit Header
- Enter title (all caps) on left side
- Press Tab twice and add page number

CLOSE Header & Footer
- Press Ctrl E to center text and type complete Title
- Press Enter and add first level heading (Bold & Centered)
- Add additional first level and second level (bold & aligned left) headings as needed

Spacing in Paper

- In paper, use two spaces after a period, question mark, or exclamation mark – this is RECOMMENDED, not required. Use one space after a comma, semicolon, or colon, or with abbreviations and initials.
- In references, use only one space throughout
- Insert page break after the body of the paper, so references begin on a new page (set up with CTRL-T for hanging indent)
Five levels of headings show subordination of topics like an outline. Most papers written at HCC will not need more than the first three levels of headings.

Headings might correspond to the questions of an assignment, components of an experiment, or other segments or designated areas to be discussed.

The title on the first page is NOT formatted as a Level 1 heading, nor are abstract titles.

### Formatting the References and In-Text citations

- **In-text citations**
  Example: … end of my sentence (Smith, 2010).
  Information given in signal phrases does not have to be included as an in-text citation.

- **Block quotations**
  For quotes with 40 or more words
  Use introductory sentence followed by a colon and omit quotation marks
  Give a half-inch indentation
  Include any parenthetical information not in the signal phrase AFTER the concluding punctuation

### References Page

- Begin on a new page after the body of the paper
- The heading, References, should be centered at the top of the page
- Sources are alphabetized by the first author’s last name or by title if no author is provided
- The entire page is double-spaced with a hanging indent of ½”

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### AND THE BAND PLAYED ON

**References**


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[http://guides.lib.unc.edu/citing-information/](http://guides.lib.unc.edu/citing-information/) UNC Citing Information

[http://www.apastyle.org](http://www.apastyle.org) (see Basics of APA Style; Frequently Asked Questions)

[http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)