

Formatting Your APA-Style Paper in Microsoft Word 2013

A professor may require that you format your paper according to APA (American Psychological Association) guidelines. Here is a brief guide:

Basic Formatting:

Set the font to 12-point Times New Roman.

1. From the **Home** Tab, select **Times New Roman** in the **Font** group.
2. From the **Home** tab, select **12** for the font size in the **Font** group.

Set the page margins to one inch all around.

1. Select the **Page Layout** tab.
2. Click **Margins** in the **Page Setup** group.
3. Choose **Normal**, which uses 1”margins all around.

Set the line spacing to double. All text is double-spaced, including quotations from other sources and the References page.

1. In the **Home** tab, open the **Paragraph Dialog Box** by clicking the square with the arrow. Then click **Indents and Spacing**.
2. Under line spacing, click **Double**. Also, check the box next to “Don’t add space between paragraphs of the same style.”

Title Page:

APA calls for a separate title page. Click on **“Insert”** and **“Page Number”** and then click on **“Top of Page.”** Click on the option for the page number to go in the top right corner. Click in the box next to **“Different First Page.”**

Next, type Running head in the top left corner (in the header box). After that, type a colon and a shortened

version of your title in ALL CAPS. In the right hand corner, type a number 1. Click outside of the header box to deactivate the header. Next, in the center of the page, type your full paper title, then your name, and then the name of the college. Your professor may also want you to add the course name and the date.

Running head: THE EFFECTIVENESS OF PET THERAPY VISITS

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The Effectiveness of Pet Therapy Visits in Reducing Stress of
College Students in Georgia
Jane A. Doe
Middle Georgia State University

This information should be in the top half of the page. An “Author Note,” such as the one listed on the OWL Purdue website, is optional for undergraduate class papers.

Next Step: Once you have completed your title page, tab down to the second page. On the second page, you should see a “2” in the top right corner. Double-click at the top of the second page to activate the header box, and type the shortened version of your title in front of the page number. Then, using the space bar, back this title up to the left side of the page.

The Abstract:

Your professor may require that you include an abstract of your paper. The abstract will go on the page directly after the title page. The abstract is usually around 150 words but could be as long as 250 words. Generally, an abstract will cover the major objective/purpose, main points of research including the process, the findings, and the conclusion. You can also define key words and acronyms in this section.

The Main Body:

Formatting:

If your assignment does not require an abstract, then you will begin your paper on the page directly after the title page. In addition to having the running head title at the top, you will also have the full title centered at the top. If you decide it is needed, you can label main sections of your paper, such as “discussion”, “findings”, and “conclusion.”

The Effectiveness of Pet Therapy Visits in Reducing Stress of
College Students in Georgia

College students face many stressful situations, including new environments, the lack of new supporting relationships, and exam times throughout the semester. Pet therapy on college campuses is a relatively new phenomenon, as historically most pet therapy visits have been made to populations either isolated due to physical need. New research has been conducted that healthy populations can also benefit from pet therapy programs. Colleges in Georgia are now finding that pet therapy programs are particularly helpful during the finals week.

Literature Review

There is limited research in this field. Adamle, Riley, and Carlson found that pet therapy is an effective way for students to relieve stress (2009). The limitations of the study include that the students were mainly a homogenous group of single young females. However, research has

In-text citations: With APA citations, you will need to use the author-date method. The year of research is especially pertinent to scientific research, so the year will always follow the author’s name. If you are directly quoting from a source or paraphrasing, you will need page numbers, as well (although with some online sources you may not have page numbers). Notice that the closing period follows the in-text citation. If you are simply referring to another work or study but not quoting or paraphrasing from it, then you will not need page numbers. See examples on the next page.

Using Direct Quotations:

Smith (2013) says that keeping track of research “is crucial to avoiding accidental plagiarism” (p. 67).

Keeping track of sources during the research process is “crucial to avoiding accidental plagiarism” (Smith, 2013, p. 67).

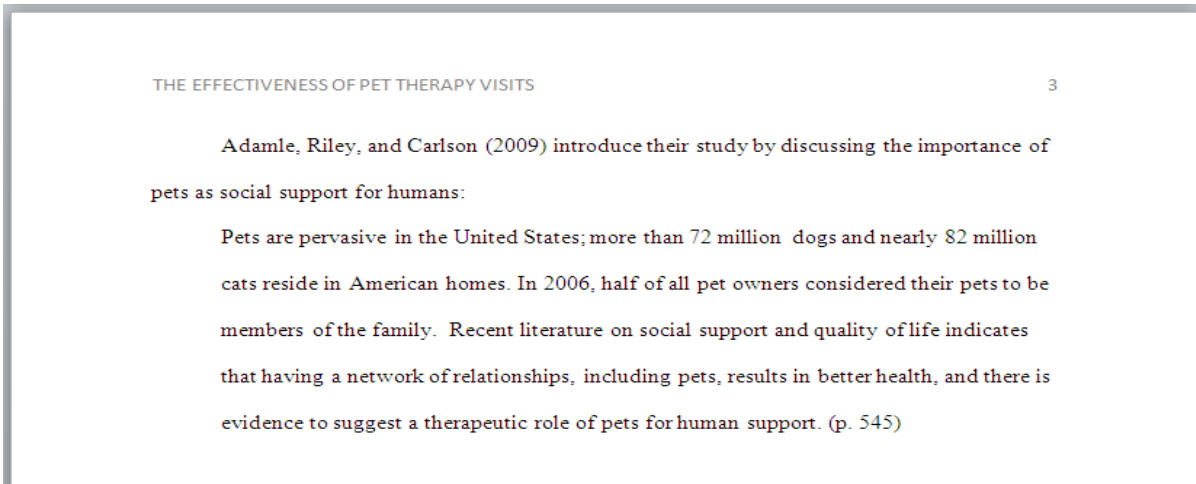
Referring to an idea:

Smith (2013) writes on the importance of efficient organization during the research process.

Whether you are using a direct quote or referring to an idea from an outside source, you will need to provide an in-text citation as well as an entry for each source on the References page (see next page).

Long Quotations: Quotations that are 40 words or longer need to be set off in a block-quotation style. Each line should be indented one-half inch from the left margin, and no quotation marks are used. Double-spacing should be used, and the in-text citation should occur *after* the closing punctuation mark.

Annotated Bibliography:



Please see the handout on annotated bibliographies on the ARC front desk

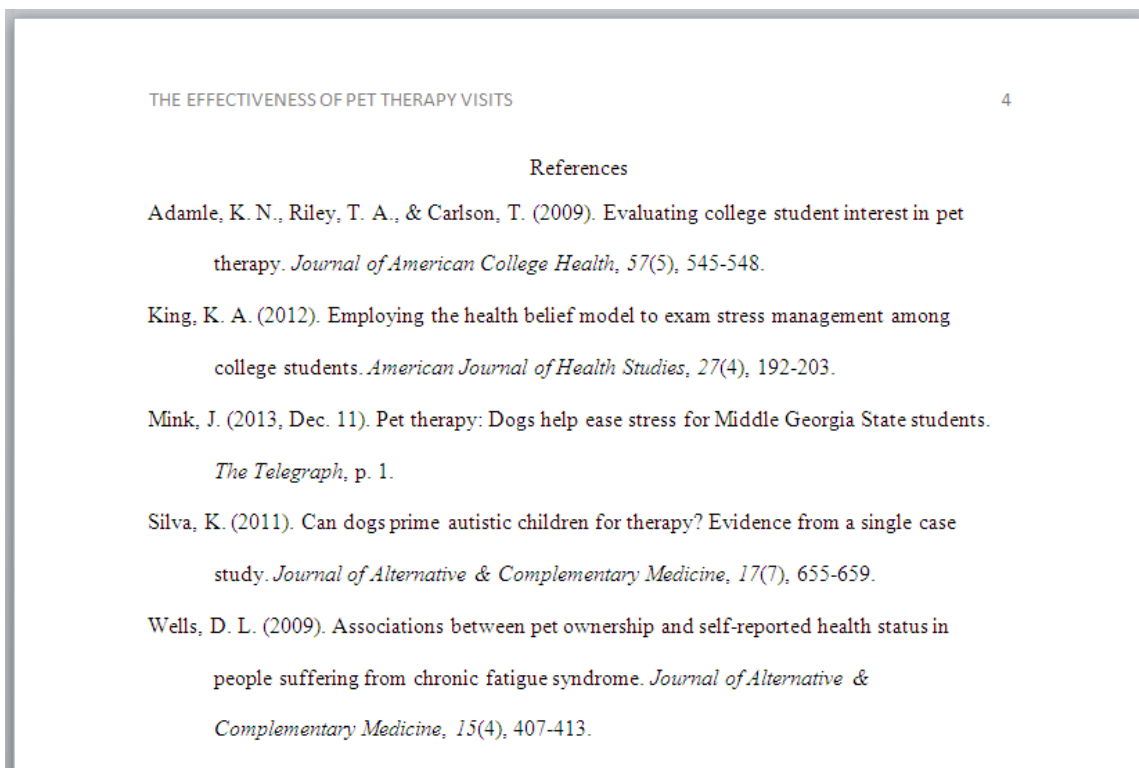
Formatting the References Page:

This section describes how to use MS-Word to format the references page in APA style. Check any freshman composition textbook or the APA handbook (6th edition, 4th printing or later--available at the reference desk of any library) for help on how to cite specific sources.

On the following page is a step by step list for creating a “References” list using MS-Word.

References continued

1. **Force a page break** at the end of your paper to start your references page instead of typing it in a separate document (you may forget it when you turn in your paper). To do this, move the cursor to the very end of your document. Click the **Insert** tab, then **Page break** under the **Pages** group. Click the **Center** icon on the **Home** tab under the **Paragraph** group.
2. Type **References** (or **Reference** if you've used only one source). Press **Enter**.
3. Click the **Left Align** icon on the **Home** tab under the **Paragraph** group.
4. In the **Home** tab, open the **Paragraph Dialog Box** by clicking the square with the arrow.
5. In the **Indents and Spacing** section there is a **Special** window. At that window click the down arrow to open a set of options. Click **Hanging** and then click **OK**.
6. Type your entries and press **Enter** after each entry.



***Disclaimer: The Middle Georgia State University SSC offers this handout as a guide only. Please defer to the requirements of your professor when they differ from the guidelines presented here.**

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