Formatting Your Research Paper Using APA Style

This handout should help you format your paper in APA style. It describes both proper formatting and what to do in Word to achieve those effects.

Always keep in mind that your instructor is the final authority, however! If you have instructions to do something differently… do it!

Title Page

- **TEXT** Home → Font
  - **Font**: Times New Roman
  - **Size**: 12 points
- Home tab → Paragraph: Center align
- Open Paragraph dialog
- Box → Spacing: Double Space

Include the running head, your title, your name, and institutional affiliation.

E.g.

On APA Citations

Sarah Smith

Lone Star College

Header:

- Insert tab → Header.
  - Check [ ] Different First Page
  - Edit text in Header (double click in area).
  - Make sure to use Times New Roman, size 12.
  - On the title page in the upper left corner, write: **Running head**: TITLE. All other pages will have just TITLE.
  - Page Number: Tab to right corner. Insert page number → Current position. You will repeat this on page 2.

Abstract

- Insert tab → Page Break
- **LAYOUT** Home → Paragraph
  - **Align**: Left align, except the title
  - **Spacing**: Open Paragraph dialog
  - Box → Spacing: Double

On a new page, you will write a 150-250 word summary of your paper.

The title is centered; simply label it Abstract with no other formatting.

Do NOT indent when you start writing.

Leave the margins at the default setting: 1” on all sides
Indent:
½" indent at each new paragraph:
   Tab key once, OR
   Open Paragraph dialog box → Special: First line

Body of Text
TEXT Home → Font
Font: Times New Roman
Size: 12 points
LAYOUT Home → Paragraph
Align: Left align, except the title
Spacing: Open Paragraph dialog box → Spacing: Double

In-Text Citations
(Author’s last name, year, page number)
E.g. (Ellis, 2000, p. 31).

References
Insert tab → Page Break
LAYOUT Home → Paragraph
Align: Left align, except the title
Indent: Open Paragraph dialog box → Special: Hanging
Spacing: Open Paragraph dialog box → Spacing: Double

Make sure you insert an extra paragraph to separate your sources.
On a new page, you will list in ALPHABETICAL order the sources cited in your paper.
You can automatically rearrange your citations by highlighting them all and clicking the ↓ button under Home → Paragraph.

Refer to the APA guide to properly format the source information, available in paper form in the library or online, LoneStar.edu/UP-Library.htm