**APA Formatting in Word 2016**

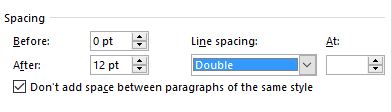
The American Psychological Association (APA) style for formatting a paper is easy to set up.



1. Open Word 2016 to a blank document. When you first start Word 2016, you are placed under the **Home** tab. If not, click on the **Home** tab.
2. Click on the font and select **Times New Roman**
3. Click on the size and select 12
4. If you have already typed your text, you need to select all your text before you select the font in order to apply the text to the new font and size. To select all text, press **Ctrl-A** (press down on the CTRL key, keep holding it, then press the A key on your keyboard).
5. Click on **Layout**
6. Click on **Margins**
7. Margins aren’t set at 1 inch or 2.54 cm. The margins’ defaults to Normal Settings which are 2.54 cm or 1 inch.

If you need to change the settings, click on the expand menu arrow and select Margins. Change your margins and needed and press OK.

1. Click on the **Home** tab. Click on the small arrow to the right of the word ‘Paragraph.’ This will bring up the Paragraph menu.
2. APA requires double-spaced or 2.0 for line spacing. Under **Line Spacing**, press the down arrow and select **Double** or 2.0.



1. The MS Word default adds extra space after paragraphs. APA Style requires you to signal paragraph breaks by indenting the first line. You can change this by clicking in the box in front of **‘Don’t’ add space between paragraphs of the same style’**
2. Let’s set up your cover page. Check with your instructor to see if he/she have particular requirements for the cover page. Usually, the cover page needs 4 items: Title of Essay, Name of Student, Class Name and Code, Date. It should look something like this typed in the centered in the tope third of the page:

Title of Essay

Name of Student

Class Name

Date

**ATTN Nursing Students**: Your instructors require a different set of requirements for the title page. It should read:

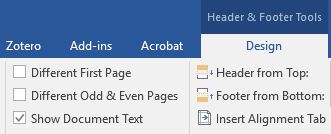
Title of Essay

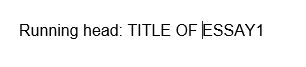
Name of Student

University College of the North/University of Manitoba

Joint Bachelor of Nursing Program

Location

1. Let’s set up the Running head. This is fairly easy with one key step. Scroll back to the top of the document and double-click in the blank area at the top of the page. This will open the Header Tools with the Design tab.
2. Click on the **Design** tab
3. Under Design, click on the box in front of ‘**Different First Page’**. **Do this before you type anything in the header!**
4. Click on **Page Number** in the far left of the menu, choose ‘**Top of Page’**, then **Plain Number 1**.



1. Type the text, “**Running head:**” and the **TITLE OF YOUR ESSAY**.
2. Press the tab key on your keyboard to move the page number over to the far right.
3. Now scroll down to the header at the top of page 2. Click on Page Number in the far left of the menu, choose ‘Top of Page, then Plain Number 1.
4. Type in the Title of your essay in all caps.
5. Press tab to move over the page number to the far right.
6. Close the header
7. Congratulations! You have now finished setting up your paper in APA format.