Formatting Your Paper in APA

**DOUBLE-SPACING**
1. Select the “No Spacing” style at the top.
2. Click the box next to the Paragraph section to open the paragraph box.
3. Select “Double” from the drop down menu under Line Spacing and check the box that says “Don’t add space between paragraphs of the same style.”

**MARGINS**
1. Go to the “Layout” tab at the top of the document.
2. Click the “Margins” icon and select “Normal.”

**TITLES**
1. Highlight your title and click the “Center” icon in the Paragraph area to center it.

**FONT**
1. Change your font using the Font area. 12pt readable fonts are best.

**PARAGRAPHS**
1. Open the Paragraph box.
2. Select “First Line” from the Special Indentation box. This should indent the first line by 0.5 inches.

**HEADERS**
1. To add a running header, double click in the space at the top of the page.
2. Under the “Design” tab, check the box next to “Different First Page.”
3. In the left-hand margin, type the words “Running head” and then the first 50 characters of your title all in caps. Hit tab several times to get to the right side of the page.
4. Go to “Quick Parts” under the Insert section and select “Field” from the drop-down menu.
5. Scroll down, select “Page” and choose format “1, 2, 3…”
6. Repeat steps 3-5 on the second page of your document, omitting the words “Running Head” from the header.

**REFERENCES PAGE**
1. Center the title “References” at the top.
2. Click the Paragraph box.
3. Select “Hanging” from the Special Indentation drop down menu. The first line of each entry should stick out, while the remainder of the entry is indented 0.5 inches.

For more examples of APA format, visit the library’s page on Citing Sources: [http://www.cerrocoso.edu/library/citing-sources](http://www.cerrocoso.edu/library/citing-sources)