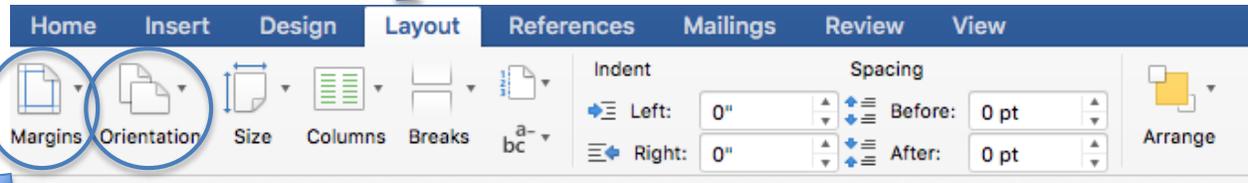




## PART 1 - GENERAL FORMATTING AND COVER PAGE

Adjust all margins to 1 inch on each side, page in Portrait orientation

1. Click on the Layout tab.

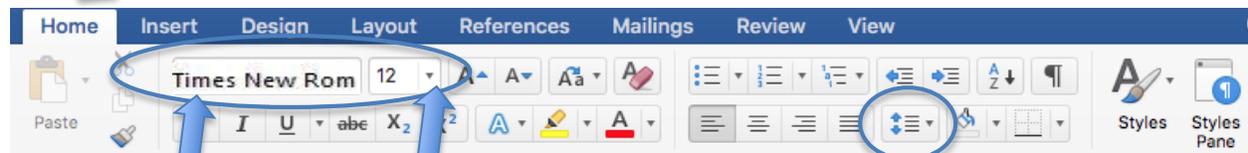


2. Click on Margins and then "Normal".

3. Click on Orientation and select "Portrait".

Set typeface to Times New Roman (12pt) and double-space your text

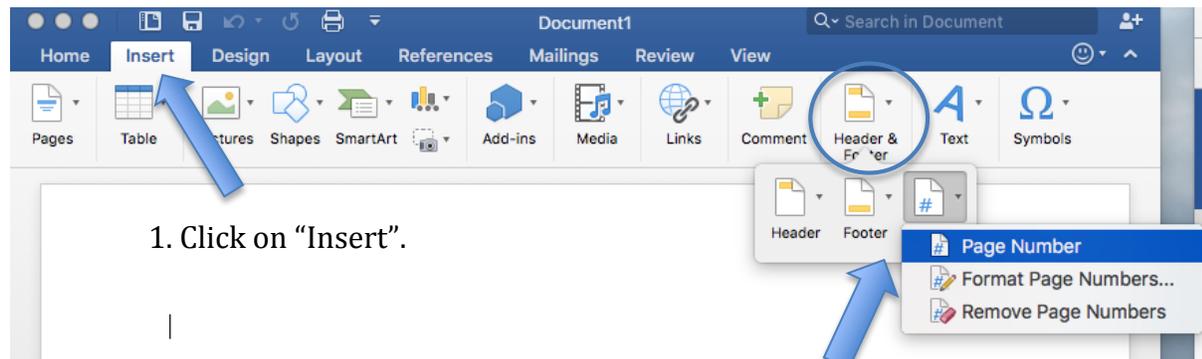
1. Go back to the Home tab.



2. Click on the arrow beside the font name and Select "**Times New Roman**". Select 12 as the font size.

3. Click on this icon and select "2.0" to double-space your document.

## Page numbers and running head



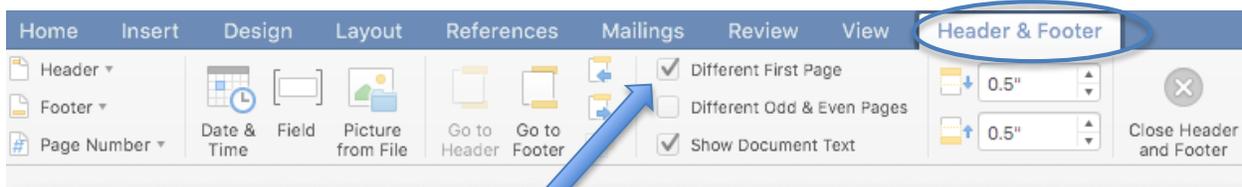
1. Click on "Insert".

2. Click on the "Header & Footer" icon and then on "Page"; change the page number position to "**Top of page**". Make sure the option "Show number on first page" is checked.

3. You should now see the number 1 at the top right of your first page. Double click the page number until you see the Header area (see below). Keep the header open.



4. Click on the “Header & Footer” tab. Check the option “Different First Page”.



6. Type in a short title for your paper (all CAPS). Use the words “Running head:” before the short title of your paper. See example below:



7. Type in the number 1 after the title and click on the space between the title and the number. Use the space bar to move the number to the far right hand side. See image above.

**Title, Author(s) name(s), institutional affiliation, and author note**

1. Hit ESC or click on Close beneath the header area.

2. Go back to the **Home** tab. Click on the Center Text button, in the Paragraph section.



3. Place your cursor in the center of the page. Type in the full title of your paper, capitalizing the first letter of each word.

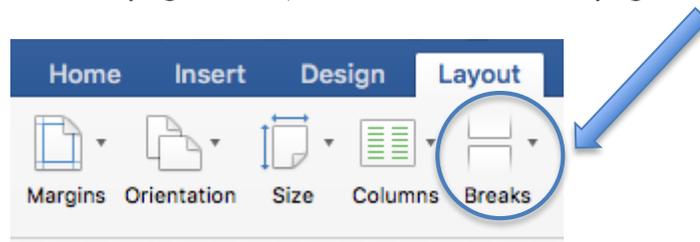
4. In another line, type in the first author using first name, middle initial, and last name, followed immediately below with the institution the author is from (Yukon College). Course number and due date can also be included beneath the institutional affiliation.

5. Author note may not be required for all courses, so make sure to talk to your instructor about it. If you need to include a standard author note, type in the phrase “Author Note” centralized several inches beneath the title and author information. Identify your department and contact information in different paragraphs, left justified.

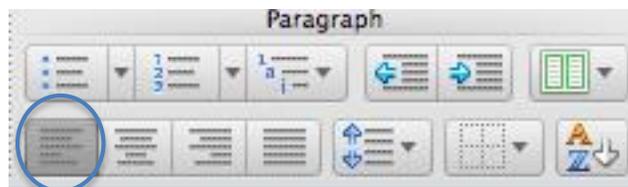
## PART 2 - FORMATTING SPECIFIC SECTIONS AND REFERENCE LIST

### Creating header for other pages

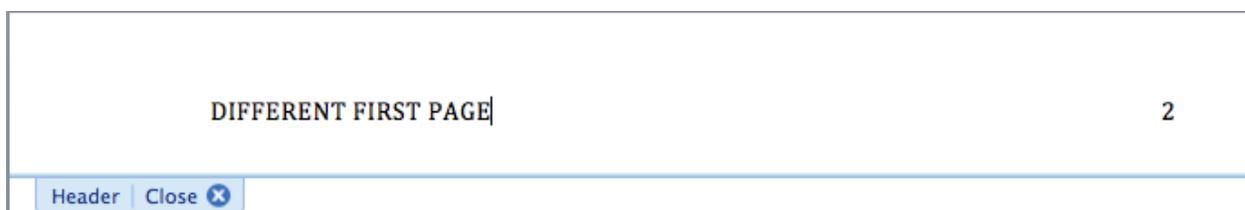
1. After finishing your cover page, click on the Layout tab. Click on “Breaks” and select the first option (create a page break) to include a second page in your paper.



2. With the cursor on the second page, go back to the Home tab and click on the Align Text Left button.



3. Double click on the page number (page 2) to open the header area. Type in the same short title you used in the first header, but this time without the words Running head:. Use all CAPS.



4. Close the header by hitting ESC or click on Close beneath the header area.

## Creating sections in your paper

An APA style paper consists of:

- cover page
- abstract page (if required)
- full text of paper, with or without separate sections
- reference pages
- tables/graphs (if required)

### *Including an abstract*

1. Insert a page break like described previously. Type in the word Abstract using uppercase for the first letter only.
2. Select the word Abstract and center it by clicking on the Center Text button.
3. Hit Return(Enter) and type in the text of your abstract as a single paragraph. Do not indent the first sentence.

### *Starting your text*

The image shows a screenshot of the Microsoft Word interface. At the top, the Paragraph and Styles ribbons are visible. The Paragraph ribbon has a 'Page Break' button circled in blue. The Styles ribbon shows 'Heading 2', 'Title', and 'Subtitle' styles. Below the ribbons is a horizontal ruler with a blue arrow pointing to the top margin. The document page below the ruler shows the text 'DIFFERENT FIRST PAGE' and 'Different First Page Is The Title Of My Paper' centered. Below this is a paragraph of text: 'The first line of my paper goes here. Every first line of each paragraph has to be indented five spaces. All text is left aligned, except for section names.' Annotations include: 1. An orange box with the text '1. Insert a page break like described previously' pointing to the Page Break button. 2. An orange box with the text '2. Type in the full text of your paper, top center of page' pointing to the centered title. 3. An orange box with the text '3. Your whole text should be left aligned, except for section names (centered)' pointing to the first line of the paragraph. 4. An orange box with the text '4. In the horizontal ruler that appears at the top of your page, drag the top arrow five spaces to the right. That will create an indentation for the first line of each paragraph' pointing to the top margin arrow on the ruler.

1. Insert a page break like described previously

2. Type in the full text of your paper, top center of page

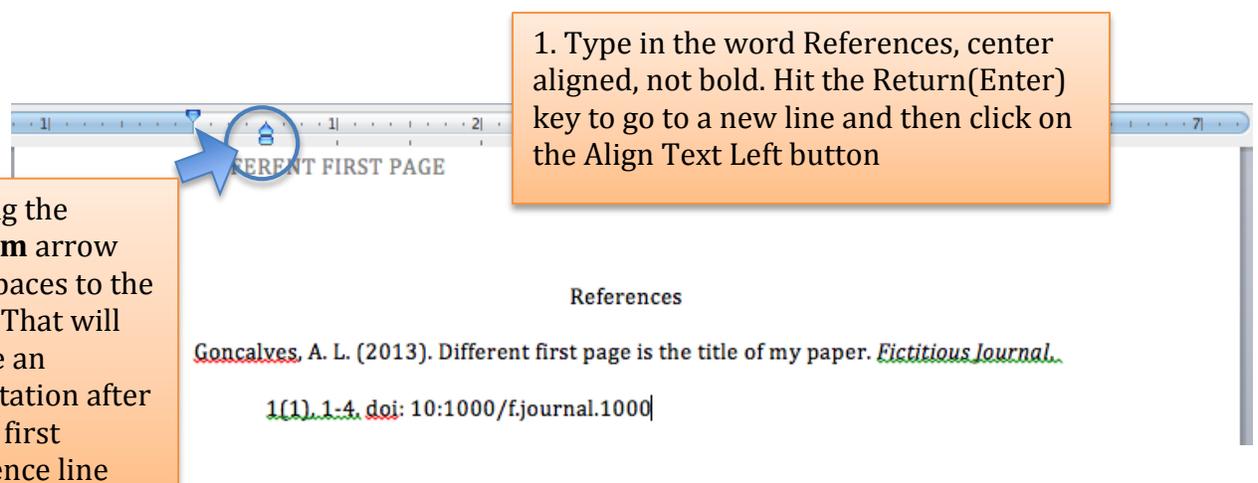
3. Your whole text should be left aligned, except for section names (centered)

4. In the horizontal ruler that appears at the top of your page, drag the **top arrow** five spaces to the right. That will create an indentation for the first line of each paragraph

## Creating sections in your paper

1. Use a page break to create a new page before starting each section.
2. Type in the name of the section. Section names must be **bold** and center aligned.
3. Type in the text of your section. The **text must be left aligned**, and every first line of each paragraph must be indented five spaces.

### *Creating a reference list*



1. Type in the word References, center aligned, not bold. Hit the Return(Enter) key to go to a new line and then click on the Align Text Left button

2. Drag the **bottom** arrow five spaces to the right. That will create an indentation after every first reference line

#### References

Goncalves, A. L. (2013). Different first page is the title of my paper. *Fictitious Journal*.  
1(1), 1-4. doi: 10:1000/f.journal.1000|

Check other APA handouts: [www.yukoncollege.yk.ca/library/pages/cite\\_your\\_sources](http://www.yukoncollege.yk.ca/library/pages/cite_your_sources)