

APA Format (7th Ed.) in Microsoft Word

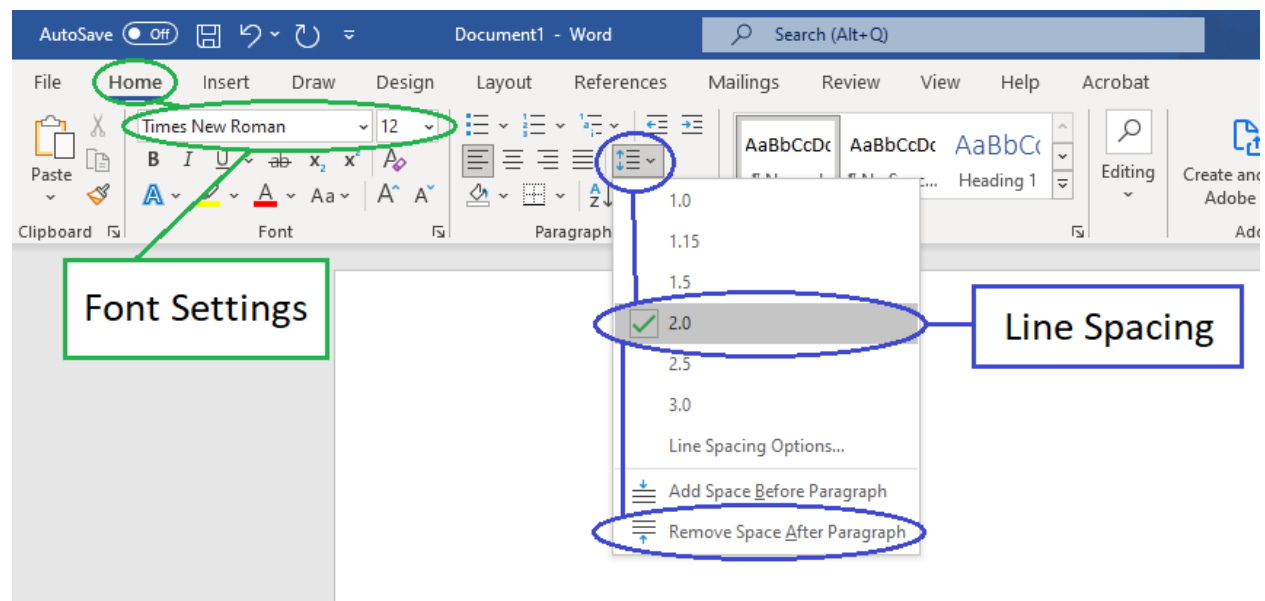
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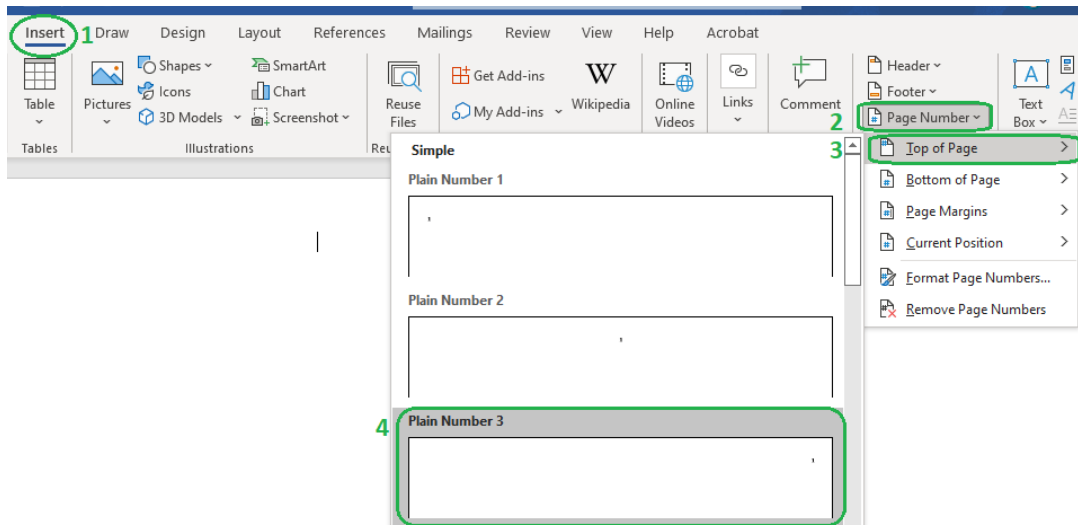
Page Setup

This tutorial uses Microsoft 365. Your screen may look different depending on your settings.

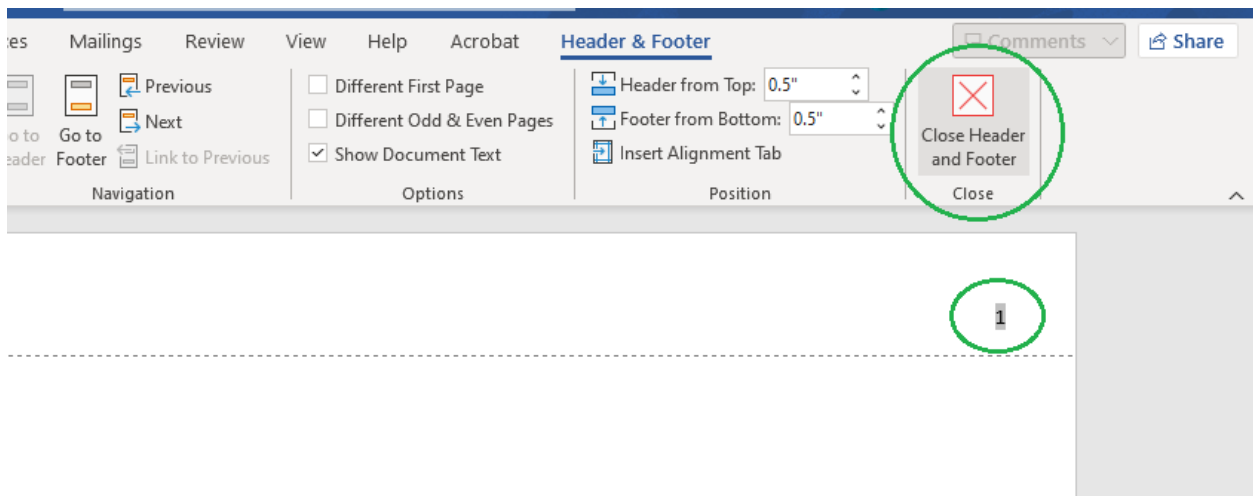
- Click the **Line Spacing** button in the **Paragraph** group. Choose **2.0**. (If you do not see the **Line Spacing** button, click the **Home** tab.)
- If **Remove Space After Paragraph** is at the bottom of the **Line Spacing** drop-down menu, click on it.
- If necessary, click the arrow next to the **Font** box, and choose **Times New Roman**. Click the arrow next to the **Font Size** box and choose **12**.



- Click the **Insert** tab. Click **Page Number**, choose **Top of Page**, and then choose **Plain Number 3**.

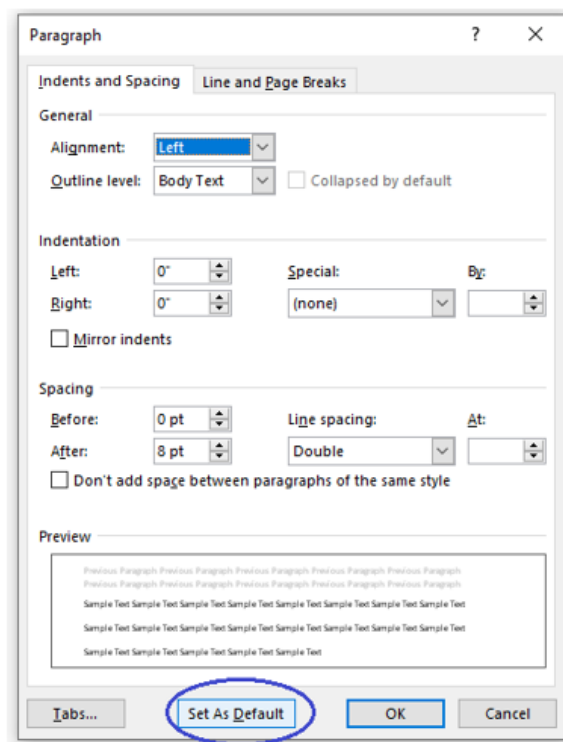
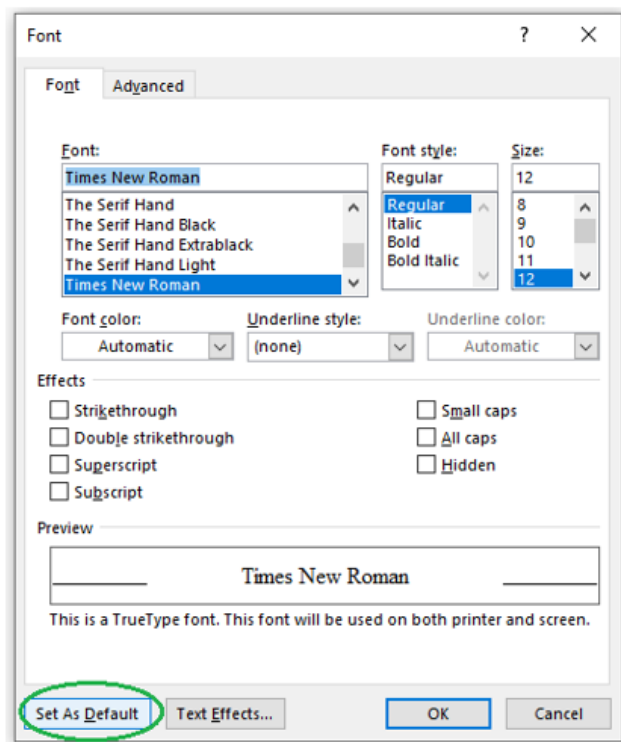
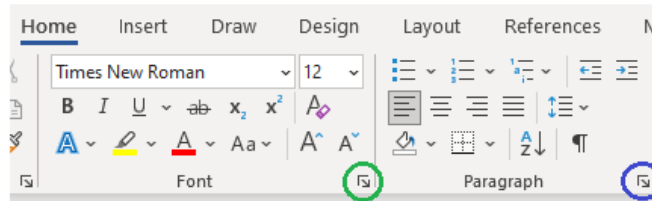


- If the page number is not in **Times New Roman**, highlight it, click on the **Home** tab, and change the font and size. No need to write your last name before the page number.
- Double click below the dotted line or click **Close Header and Footer**.



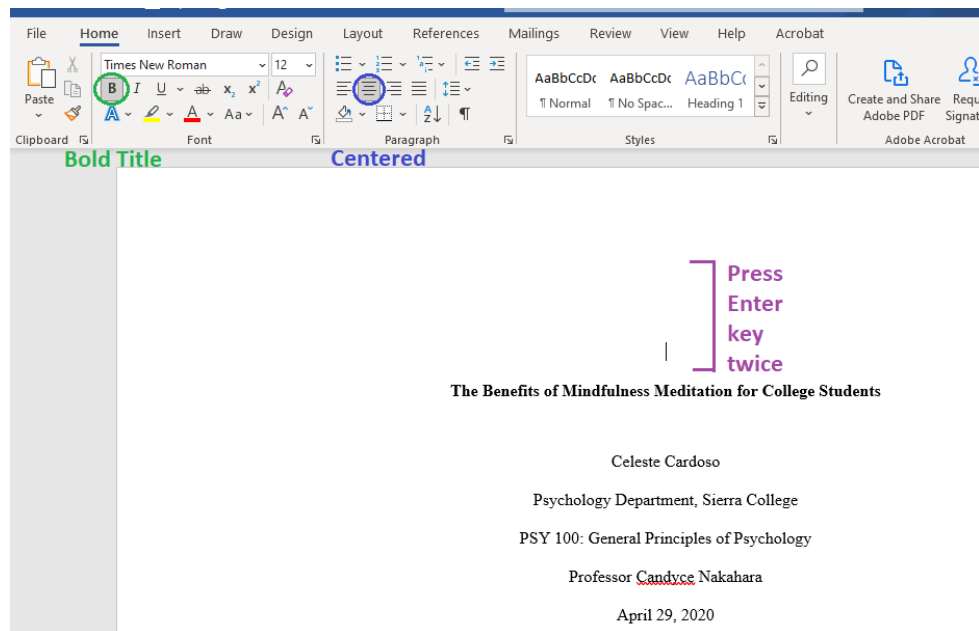
Setting Defaults

- To set the above font and paragraph settings as defaults, go to **Font** and select **Set as Default** and, under **Paragraph Settings**, select **Set as Default**. Once you set your font and paragraph settings as default, they will be the automatic font and paragraph setting for each new document you open.



Title Page

- After setting up your page with double spacing (see page setup), click the **Center** button in the **Paragraph** group, as well as the **Bold** button in the **Font** group. Press the **Enter** key twice, then type the title of your essay. (Capitalize the first letter of each main word.) Press the **Enter** key on your keyboard twice.
- Unselect the **Bold** button and type your full name. Press the **Enter** key once. Type the Department name, followed by a comma and Sierra College. Press the **Enter** key once. Write the full name of the course. Press the **Enter** key once and write your professor's name. Press the **Enter** key once. Type the date.



Abstract

- Some instructors require an abstract. The abstract should be the second page, after the title page.
- Click the **Bold** button the **Font** group and the **Center** button in the **Paragraph** group just like with the title on the title page. Type Abstract. (Capitalize the first letter.) Press the **Enter** key once.
- Click the **Align Text Left** button (to the left of the **Center** button), deselect the **Bold** button, and you are ready to type the text of your abstract.

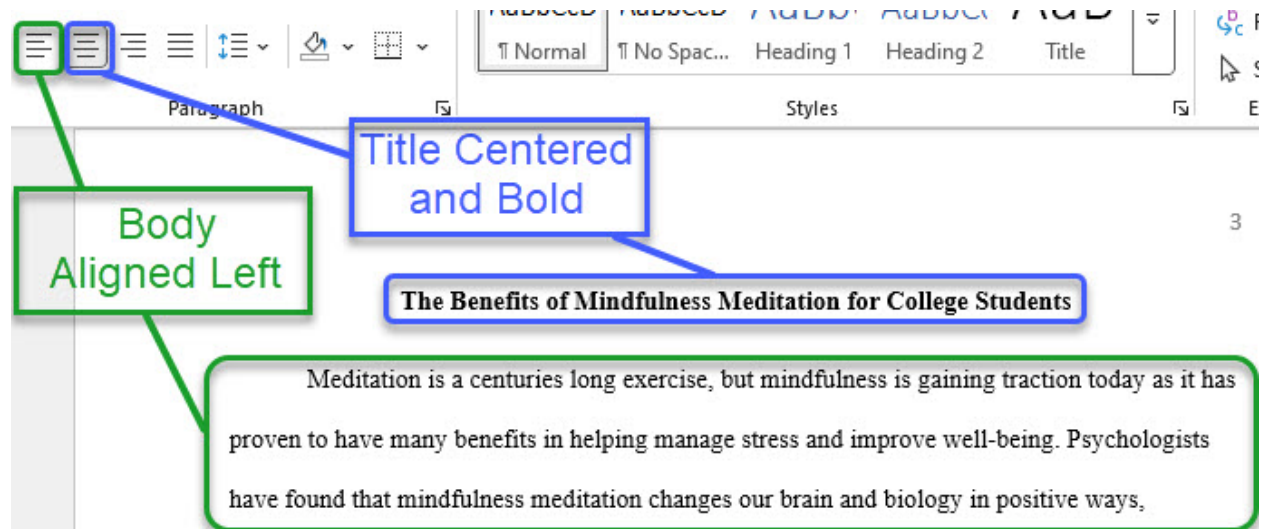
2

Abstract

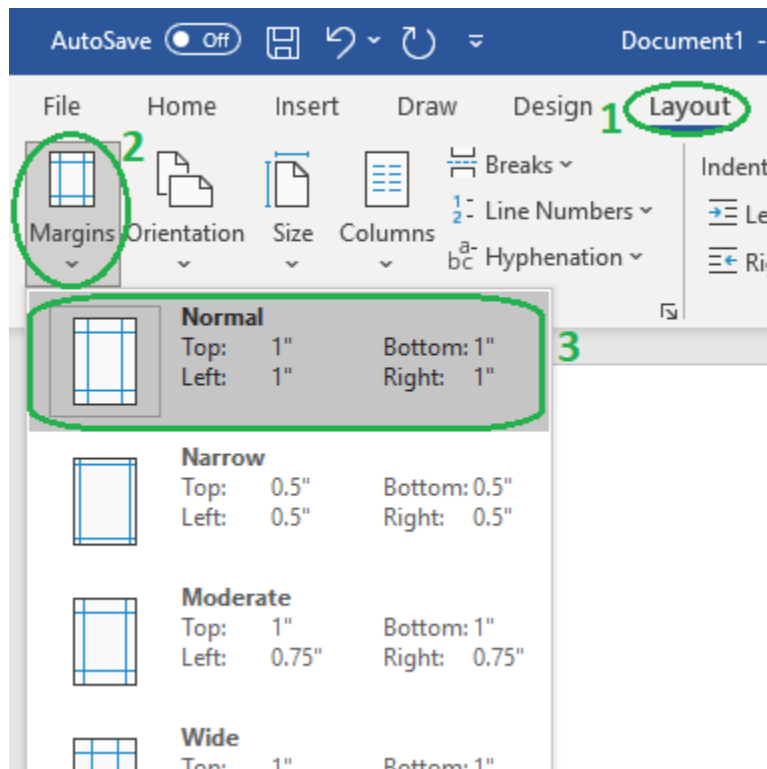
Many people, college students, especially, are having to deal with added stressors, so mindfulness, the practice of being aware of the senses and engaging the mind in the present moment, has become a new meditative trend to help reduce anxiety. College students are often under a lot of stress, which impairs their ability to focus and perform tasks well. The ability to manage stress and pay attention to whatever projects are at hand are important determiners of

Essay Format

- Begin your essay on the page following the abstract. (If your instructor does not require an abstract, your paper will begin after the title page).
- Click the **Bold** button in the **Font** group and the **Center** button in the **Paragraph** group. Type the title of your essay. (Capitalize the first letter of each main word.) Press the **Enter** key once.
- Click the **Align Text Left** button (to the left of the **Center** button) and deselect the **Bold** button.
- Press the **Tab** on your keyboard once, and you are ready to type the first paragraph.

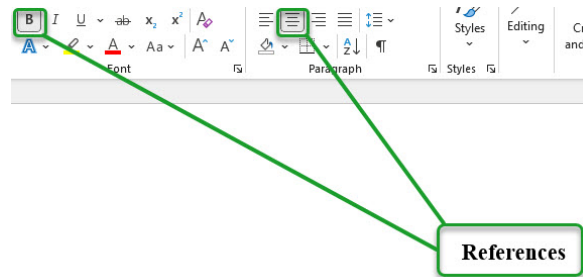


Note: One-inch margins are the default setting. However, if you need to set the margins, click the **Page Layout** tab, click **Margins**, and choose **Normal**. Never use the ruler to set the margins; it gets messy. 😞

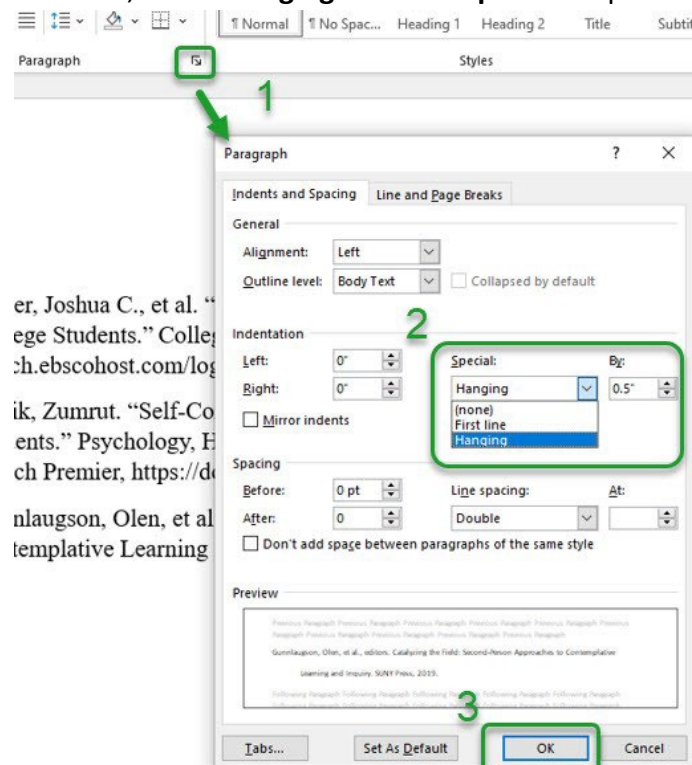


References Page

- To start your References page, scroll to the bottom of your essay and insert a new page (page break). The keyboard shortcut is **Ctrl + Enter** for PC users, or **Command + Return** for Mac users.
- On your new page, type **References** in bold and use the alignment buttons in the **Paragraph** group to **center** it.



- Press enter, then click the **left alignment** button to set up your citations.
- If you need help citing, check out the APA Handbook on the Sierra College Writing Center webpage!
- After placing your citations, check that the font is set to Times New Roman, size 12 and that the entries are double-spaced with no extra spaces between entries.
- To set the hanging indent, select your citations and click on the paragraph options button. Under **Indentation**, select **Hanging** from the **Special** drop-down menu.



After that, your paper should be properly formatted in APA. 😊 Be sure to save your paper!

Feel free to download our APA handbook from the [Writing Center Webpage](#) to see more examples of properly formatted essays. If you need more support, make an appointment with us at the Writing Center.