Formatting in APA Style Using Microsoft Word
In the **Home** tab, click on the arrow in the lower right-hand corner of the **Font** box. The Font dialog box will appear. On the Font tab, select Font: **Times New Roman**; Font style: **Regular**; Size: **12**.

**Default Times New Roman**
Click on the **Set As Default** button in the lower left-hand corner of the Font dialog box.

The Default dialog box will appear. Select **All documents based on the Normal.dotm template**. Click **OK**.
In the **Home** tab, click on the arrow in the lower right-hand corner of the **Paragraph** box. The Paragraph dialog box will appear. On the **Indents and Spacing** tab, under **Spacing**, **Line spacing:** click on the arrow and select **Double**.
Click on the **Set As Default** button. The Default dialog box will appear. Select **All documents based on the Normal.dotm template.** Click **OK.**
In the **Home** tab, in the **Paragraph** box, select the ¶ (paragraph) symbol.
In the Page Layout tab, click on the arrow in the lower right-hand corner.
The **Page Setup** dialog box will appear. Click on the **Layout** tab.
The Layout dialog box will appear. Select **Different First Page**. Click **OK**.
Insert Page Numbers

Click on the Insert tab. In the Header & Footer box, click on the arrow to the right of Page Number.
Insert Page Numbers

The choices for page numbering will appear. Select **Plain Number 3** from the dropdown menu.
Insert Page Numbers

The numeral “1” will appear in the upper right-hand corner of the first page of your document.
Insert Running Head on Title Page

Place your cursor next to the number “1” and type “Running head: [insert your abbreviated title, max. 50 characters and spaces, all capital letters].” Press the Tab key on your keyboard to move the running head to the left.
Repeat the process for inserting a page number on page 2. Type the abbreviated title without the words “Running head,” and press the Tab key to move the abbreviated title to the left.
Taylor (2000) found that children’s internalizing and externalizing behavior problems were positively associated with mothers’ depressive symptoms.


Insert Page Break

Click on the **Insert** tab. In the **Pages** box, click on **Page Break**.
positively associated with mothers' depressive symptoms. 

References:


Block Quotation


Economic hardship and single-parent family structure were associated with externalizing behavior problems of children. In contrast, maternal depression and hostile parenting were associated with psychiatric and social problems of children in both single-mother and two-parent families. Single mothers were twice as likely as were married mothers to experience the onset of depression. (Introduction: section, para. 2)
Select the **Home** tab. In the **Paragraph** box, click on the arrow in the lower right-hand corner. The paragraph dialog box will appear.
Block Quotation

On the **Indents and Spacing** tab, under **Indentation, Left:** type “0.5.” **Click OK.**

Economic hardship and single-parent family structure were associated with externalizing behavior problems of children. In contrast, maternal depression and hostile parenting were associated with psychiatric and social problems of children in both single-mother and two-parent families. Single mothers were twice as likely as were married mothers to experience the onset of depression. (Introduction section, para. 2)
Select all the references.

References


Hanging Indent

In the **Home** tab, click on the arrow in the lower right-hand corner of the **Paragraph** box. The Paragraph dialog box will appear.
In the **Indentation, Special** section, click on the arrow under **Special**. Select **Hanging**. The default measurement is 0.5”, which the correct measurement in APA style. Click **OK**.
The References will automatically be placed in hanging indent format.

References


Sort Alphabetically

References


Sort Alphabetically

In the **Home** tab, **Paragraph** box, click on the **Sort Text** box icon (the letters A and Z with an arrow pointing down).
Sort Alphabetically

The **Sort Text** dialog box will appear. The default is **Sort by: Paragraphs, Type: Text, Ascending**, which is correct APA format. Click **OK**.
Sort Alphabetically

The references will be placed in alphabetical order.

References


