Format APA Papers and References Using Microsoft WORD: A Playbook

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The following ‘playbook’ has been created to help you use your Microsoft WORD tools for easier APA formatting.

(Note: APA ‘headings’ are NOT used in this playbook.)

1. To ensure Times New Roman 12 font is always your default typeface for normal setting WORD documents.
   a. Go to HOME tab.
   b. In the FONT box, click on lower right small box w/ arrow.
   c. Another page will open.
   d. Make sure you are on the “Font” tab in this box. (Other tab is ‘advanced.’)
   e. Use the drop down boxes to select ‘TIMES NEW ROMAN,’ ‘regular’ and ‘12’ font.
   f. At bottom left of this page, you will see “Set as default.” Click on this box.
   g. Another box will appear asking if you want to set this as the default “for this document only,” or “for ALL documents based on the normal template.” Verify you want this for ALL documents based on the normal template.”
   h. Click OK.
   i. (Note: If you want to use another font for something else, like an invitation or special announcement, change the font back for that document only. If you do the above, your setting will be in proper default for APA Format after you do this, and you won’t have to remember to re-set it.)

2. To format the page – 1 inch margins all around
   a. Go to PAGE LAYOUT tab.
   b. Click on MARGINS.
c. In WORD, the ‘Normal’ margins are 1 inch all around. But if they are NOT 1 inch all around, you need to re-set them for APA purposes.

d. Scroll to bottom of drop down box, click on CUSTOM MARGINS.

e. A page will open that permits you to set ‘default’ settings. Enter 1” in each box, and click at bottom of this page to set as the “Default.”

f. Another box will appear, verifying that you want to make this change. Click YES.

3. To format page numbers on your paper

a. Go to INSERT tab.

b. Click on PAGE NUMBER first (Header and footer box, on the right side of the screen.)

c. Page numbers need to be flush right, chose option “Plain #3.”

4. To format running header, and make first page different from subsequent pages

a. Go to INSERT tab.

b. Click on HEADER.

c. Type in “Running head: AN ABBREVIATED TITLE FOR YOUR PAPER” (less than 50 letters/spaces, and no more than 12 words)

d. Hit “tab” to make your running head go flush to the left, while leaving your page number intact. (You may have to hit TAB more than once.)

e. After this is done, make sure you are still in “Header & Footer Design” tab – and tick the box for “Different First Page.”

f. Now CLOSE the Header and Footer (big red X on far right).
5. **How to enter a page break**

   a. After you type in the title of your paper, centered, upper/lowercase letters (see below), click on INSERT tab.

   Example of how to format an APA Paper

   Graduate Student Name (no degrees)

   University of New Mexico

   b. Once in the INSERT tab, make sure your cursor is after or below your cover page’s title/name/UNM.

   c. Click on the PAGE BREAK symbol (3rd from left in Navigation Pane).

   d. You should now be on page two, although you may not see a number yet.

6. **To enter your running head and continue page numbers on subsequent pages.**

   a. Click on the INSERT tab, or stay in the Header Footer

   b. Scroll down to your next page (page #2), and enter the page number first (Click on icon that says PAGE NUMBER - 3rd from left).

   c. AFTER you have entered your page number (a 2 should appear), retype your paper title as on page one’s running head without “Running head:” in front of the title.

   d. Click on tab to flush text to far left.

   e. **Note:** If you try to do this with the title first, and then enter the number, your title will disappear and you will have to start on page 2 again.

7. **To verify/make visible paragraphs and page breaks**

   a. Go back to the HOME tab.
b. In the “Paragraph” box, click on the paragraph icon in the upper right hand of the box.

c. Paragraph icons will appear – they will look like this → ¶

d. To hide these symbols, click once more on the paragraph icon, and they will vanish.

8. References in APA Format using Microsoft WORD

Type up your reference list (or copy and paste), and don’t worry about alphabetizing. Do a new paragraph (hit “ENTER”) after each reference. Once you have all of your references, here are the next steps.

a. Create a “Reference(s)” page – upper and lower case, plural or not depending on your number of references.

b. The word “Reference(s)” needs to be centered, normal font (not bold or underlined), at top of page.

c. Copy and paste your reference list onto this page.

d. Click on REFERENCES tab, and make sure setting is on “APA.” (Middle of page.)

e. To alphabetize your reference list:

   i. Right click and highlight your entire reference list.

   ii. In the HOME tab, in the PARAGRAPH section, look for this icon: 🅲∥

   iii. Click on this and another page will open.

   iv. Note the TOP line of options – you want to sort by PARAGRAPH, then by TEXT, and finally in ASCENDING order.

   v. At the bottom of the box, click on OK.

   vi. Your list should now be in alphabetical order.
f. **To have your References formatted in a “hanging indent” style:**

   i. Right click and highlight your reference list again.

   ii. In the HOME tab, open the PARAGRAPH box by clicking on the little box with arrow on the bottom right hand corner.

   iii. Another page will appear.

   iv. Using the tab “Indents and Spacing,” look at down and see the second option, labeled “Indents.”

   v. In the INDENT section, click on the dropdown box labeled “Special,” and select “hanging.”

   vi. Once HANGING is selected a number will appear in the next drop box. Make sure the number that appears in the next drop down box is 0.5.

   vii. In the next section down in the same page, look for ‘LINE SPACING’ option, and select “DOUBLE” from the drop down menu.

   viii. Once these are all set up, click on “OK” and all of your references should reformat into appropriate APA style.

   ix. **Note:** These steps only format what you already have typed. You need to manually review each reference, and add the appropriate punctuation, italics, and other details that are required for appropriate APA Format.

9. **Suggestions:**

   a. Keep a running list – in proper APA style – of all the references you are using in any given course, adding to this any time you.

   b. Copy and paste PRN when you are writing a paper, and then alphabetize and format.
Reference