

# APA General Formatting and Header/Footer Tips

## General Formatting

### **Title Page**

Open a Word Document. In the Home tab, select font Times New Roman and change font size to 12 point.

Modify paragraph default settings: In the Home tab, click on the Paragraph more arrow at the lower right hand side to open the dialog box. Next, change the following three settings: Under Spacing, change After to “0” pt. Under Line Spacing, change to “Double.” Click the box next to “Don’t add space between paragraphs of the same style.” Click OK to save changes.

Click on the Page Layout tab on the top of the page to make sure margins are set correctly. Click on the Margins icon to select the margins sizes for the entire document. You should have “Normal” selected with 1-inch margins all around (usually this is the default setting).

## Running Head

### **Page 1:**

Click on the Insert tab at the top of the page.

Click on Header under Header & Footer

Click on Blank (first on the list)

Before typing any characters, first make sure to click on Different First Page from the Design tab on Header & Footer Tools.

Type the Header title. (i.e. Running head: PAPER TITLE) Make sure to type the words Running head followed by a colon before you type your actual title. Only the R is capitalized and your title must be in capital letters. Your running head should be 50 characters or less (not including the words Running head).

While still in the Header/Footer Tools ribbon, tab over to the right margin to get the page number in the right position (the page number icon is located to the far left, right below the Header and Footer icons). Click Page Number. Click Current Position. Click Plain Number option (first on the list). Type 1.

Highlight the entire running head including number and change font to Times New Roman, size 12 point which is under the Home tab at the top left. Now highlight the entire running head and

page number again and copy it (this will save time on the second page). Click Close Header/Footer under the Design tab.

### **Information on the Title Page**

Click on Center to center title. Hit the Enter key about three times to center title in the top half of the title page (this is according to APA Paper formatting guidelines). Type your title in headline style capitalization (important words capitalized, but not words like *a*, *the*, *an*, *and*, etc.). Hit enter. Type your first name, middle initial and last name. Hit enter. Type Baptist University of the Americas, then press the enter key. (Add any additional information as required by your professor). Go to the Insert tab and click on Page Break at the top left to go to the next page.

### **Page 2:**

Click in the Type Text box in the second page header.

Paste your first page running head onto the second page header. When pasting, it is important to choose the first icon that looks like a clipboard that says “Keep Source Formatting” when you hover your mouse over it. Use the backspace key to delete the part that says Running head (this will preserve all formatting).

Click Close Header/Footer.

Subsequent pages will automatically keep the page 2 title formatting with sequential page numbering.