

A Step-by-Step Guide for Basic APA Formatting- Windows

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Running Head/ Header

1. You are first going to create what is called a running head. Do this by selecting **Insert >Header>Blank (Three Columns.)**
2. Place a checkmark in the box that says **“Different First Page.”** THIS CHECK IS VERY IMPORTANT. The box is located directly under the new green tab.
3. After clicking this box you will need to reselect **Header> Blank (Three Columns.)**
Your page should now look like this



4. There are three brackets in which to type text. NOTE: You will not use the second bracket at all, and the words “Type text” will go away when you print out your paper.
5. Double click on the **first of the three brackets. Type in the following: Running head: TITLE OF YOUR PAPER.** Be sure to capitalize the word “Running” but not “head.” Your paper’s title should be in all caps. *Note: you are not typing in the words “title of your paper” you are typing in your paper’s unique title, such as “DINOSAURS ARE NOT EXTINCT.” This shortened title should be no longer than 50 characters.
6. Now double click on the **third bracket.** To insert your page number click **Page Number> Current Position> Plain Number.** The Page Number icon is located on the left side of the toolbar (you are still under the Header and Footer Design Tab).
7. You are now going to create the header that will go on the remaining pages of your paper. The three sets of brackets will automatically show up on the second page.
8. Double click on the **first bracket.** The words “Running head” only appear on the first page, so you will only need to type in the title of your paper. Type in your unique paper title in all caps, and then double click on the **third bracket** to insert page number. You will once again click **Page Number>Current Position>Plain Number.** If your paper looks like this then you have successfully created the running head!

Running head: TITLE OF YOUR PAPER [Type text]

1

First page example 

TITLE OF YOUR PAPER

[Type text]

2

Second page example 

Title Page

1. The next step is to format the Title Page (page 1). This is the first page of your APA paper, and is the only page of the document with the actual words “Running head” in the header. This page contains the full title of the paper, author’s name, author affiliation, and sometimes an author note.
2. You will first **type in the complete title** of your paper. The title should be centered in the upper half of the page (about a 1/3 from the top). The title will be written using normal punctuation (not all caps).
3. Press the **enter key** one time and **type in author/authors’ name**.
4. Press the **enter key** one time and **type in the author affiliation**. When writing a paper for a class, the author/student’s affiliation is usually just the name of their university. Refer to the APA Sample Paper for an example of a correctly formatted title page.
5. Set up correct spacing on your paper by highlighting the title, name, and affiliation, looking under the **Paragraph section**, and selecting the icon with two vertical blue



arrows (**this icon**) After clicking on that button **select 2.0** from the list.

6. Click again on the icon and select the option “**line spacing options**.” This will bring up a dialogue box. You need to place a checkmark inside the small box that says “**don’t add space between paragraphs of the same style**.”

Author Note/Abstract

1. The author note (if included) also appears on the title page. You usually will not include an author note when writing for a class, unless your professor has specifically requested it. Remember the abstract does not go on the title page. For some scholarly articles/journals you will include what is called an abstract. An abstract is usually between 150-200 words long, and gives more specific information about what is included within the paper. It briefly explains any foreign concepts or words that are contained in the text and highlights the main ideas and results of the paper. This usually goes on the second page of your document, the page immediately following the title page.
2. If you are including an abstract: Starting on the second page of your document, **key in the word "Abstract."** This title should be centered at the top of the page.
3. Next, **type your abstract information** in a single paragraph. This paragraph is not indented or centered
4. If you are listing keywords-press **enter** at the end of your paragraph and press the **tab key** once. On this line type in **"Keywords:word,word,word,word,word."**

Body of Paper

1. The last step is to begin the body of your paper correctly. On what should now be the third page of the document, you will need to once again **type in your complete title**. Center your title on the first line of the page.
2. Press **enter** one time and then **begin typing** your first paragraph. Refer to the APA Sample Paper to see what a properly formatted document looks like.