



## APA Format Guide

### Websites that can help you with APA Format Citations

- <http://www.apastyle.org>
- <http://noodletools.com/> (use Noodlebib Express under free software tools)
- <http://easybib.com>
- <http://www.lamission.edu/library/APAcitation.pdf>  
(a printed copy of this is available in the library)
- <http://www.lamission.edu/library/APAelectronic.pdf>  
(a printed copy of this is available in the library)

### Before you begin to type a paper in APA Format

- **Times New Roman** is the only accepted font style. Use 12pt. font.
- Leave only one space after all punctuation.
- **BOLDFACE** is now used in headings (rather than italics.)
- Indent the first line of a paragraph by using the tab key.

### Setup for Word 2010

1. Click on **Page Layout Tab** (across the top).
2. Then click on the small diagonal arrow at the bottom by **Page Setup**. Margins should be set at 1.0" top, bottom, left and right.
3. Under the **Layout Tab** set the header at .5"
4. Also under **Layout Tab** put a ✓ by "Different First Page" and click ok.
5. Click on **Home Tab** (across the top).
6. Then click on the small diagonal arrow at the bottom by **Paragraph**.
7. Under Line Spacing use the pulldown menu to select **Double**. Also set spacing **Before** and **After** to 0 pt. Click ok. Your entire paper including the Reference page will be double spaced.

On the top right side of your entire paper it should have the page number.

On the top left side of your first page it should say Running Head: TITLE OF YOUR PAPER. The remaining pages (also on the top left) should have the TITLE OF YOUR PAPER. To do this follow the directions below. (make sure you did #4 above)

1. Click on the **Insert** (across the top).
2. Click on **Page Number** in the Header and Footer Section and choose "top of page" "Plain Number 3." You will now see the page number 1. Now type "Running Head: TITLE OF YOUR PAPER."
3. Hit tab twice.
4. Click on the RED X to close the header and footer.
5. Go to page 2 of your paper. (Hit enter until you get to a new page)

6. Click on the **Insert**(across the top)
7. Click on **Page Number** in the Header and Footer section and choose “top of page” “Plain Number 3.” You will now see page number 2. Now type TITLE OF YOUR PAPER.
8. Hit tab twice.
9. Click on the RED X to close the header and footer.

### **Setup to type your Reference page in Word 2010**

Click on **Home Tab** (across the top). Then click on the small diagonal arrow at the bottom by **Paragraph**. Under Indentation use the pulldown menu to select **Hanging** (see special). Click ok.

### **Websites that can help you with APA parenthetical or in-text documentation**

- <http://owl.english.purdue.edu/owl/resource/560/02/>  
Also same web address ending in 03
- <http://library.duke.edu/research/citing/within/apa/html>

Publication Manual of the American Psychological Association, 6<sup>th</sup> ed.-One in the reference section.

REF  
BF76.7  
.P83  
2010

Also helpful in the Publication Manual of the American Psychological Association are pages 41-59. These are samples of the title page, abstract, and reference pages.