How do I create an APA formatted paper or a template in Word that I can reuse for every APA assignment?

Save yourself some time!

Save the document you will create below to your flash drive, or to your u-drive and email it to yourself, and save it to your hard drive if you're working on your own computer. Give it a name like APA Template. Next time you have an APA assignment, open the document, save it as whatever title you need to give the assignment, and you'll already have the formatting completed. As long as you Save As and give the document a new title, your template will be there for you to use again and again!

STEPS TO CREATE AN APA TEMPLATE

Open a new Word document.

Set margins.

1. Click the Page Layout tab.
2. Click Margins in the Page Setup section.
3. Select the Normal template, 1-inch margins on all sides.

Format font.

1. Click the Home tab.
2. Select Times New Roman from the font drop-down box.
3. Select 12 from the type size drop-down box.

Format spacing.

1. Click the Paragraph Formatting button from the Paragraph ribbon. It looks like this:

2. Under Spacing, select the following settings:
    i. Line Spacing: Double
    ii. Before: 0 pt
    iii. After: 0 pt

3. Hit OK

Add title page.

1. Hit ENTER 5 times (this moves your title down the page, but still keeps it in the upper section of the page). Press the CTRL and E keys at the same time to center the cursor.
2. Type your paper's title using the following guidelines:
    i. Capitalize the first letter of all important words (but not words like a, the, of, etc.)
    ii. Title may be up to 2 lines (Main Title on First Line: Subtitle on Second)
    iii. Title should be no more than 12 words
    iv. Title should contain no abbreviations (spell out United States of American instead of using U.S.A.)
    v. Title should contain no unnecessary words
3. Press ENTER, then type your full name (with middle initial, if you want to include it).
4. Press ENTER, then type Central Penn College.

Add abstract page. (An abstract is a brief overview of your paper. Check with your professor to see if an abstract page will be required.)

1. Go to Insert tab. Click Page Break to insert a second page.
2. Type title Abstract.
3. Press ENTER, then press CTRL and E keys to return to the left margin.
4. All lines of the abstract should begin at the left margin. An abstract is typically 100-150 words.
5. Press ENTER, then TAB. Press CTRL and I at the same time to italicize text.
6. Type *Keywords*, then press CTRL and I to de-italicize.
7. Type a colon, and then type a few filler keywords just to remind you of what goes here.

Add a body page.

1. At the end of your abstract, choose Page Break from the Insert tab. Page 3 will be the first page of the body of your paper.

2. Press CTRL and E to center the cursor, and type the title of your paper as it appears on the title page (line one for title, line two for subtitle).
3. Press ENTER, then CTRL + E to de-center the cursor.
4. Type a few lines of text to remind you how the body of your paper should be formatted.
5. Select the lines of text under the title (do not include the title) and then click the Paragraph formatting button.
6. Under Indentation: Special, choose First Line. The default indentation is 0.5", which is correct.

Add a first-level heading.

1. Press ENTER, then backspace to the left margin. Center the cursor (CTRL + E).
2. Press CTRL + B to make the typeface bold.
3. Type a section title.
4. Hit ENTER, de-center the cursor (CTRL + E), and remove boldface (CTRL + B). Type paragraphs in this section according to steps 4-6 under "Add a body page."

Add a References page.

1. At the end of page 3, go to the Insert tab and click Page Break.
2. Backspace to the left margin, then press CTRL + E to center the cursor.
3. Type the title References
4. Press ENTER, then CTRL + E to de-center the cursor.
5. Type a few lines of text, press ENTER, then a few more lines. (In a real paper, these would be citations.)
6. Select the lines of text under the title (don't include the title).
7. Go to the Home tab and select the Paragraph formatting button.
8. Under Indentation: Special, select Hanging. The default setting is 0.5", which is correct. Be sure the line spacing is double spaced.
9. The citations are now formatted correctly, with the first line of each paragraph (citation) flush against the left margin, and subsequent lines indented one-half inch.
10. Keep in mind that when you create an actual References page, you must sort your citations alphabetically. Use the sort function to do this automatically.

Add header and page numbers.

1. On any page EXCEPT page 1, go to the Insert tab. Click Page Number, then select Top of Page, and Plain Number 3.
2. Type the title of your paper (the first line of the title on your title page) in ALL CAPITAL LETTERS.
3. Tab twice to move the title to the left side of the header, while keeping the page number at the right.
4. Check the box to create a Different First Page. It looks like this:
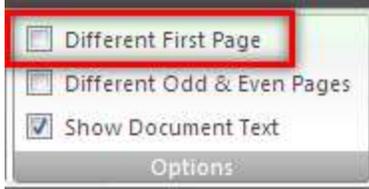
5. Scroll up to the title page, the first page of the paper, and click inside the header.
6. Click Page Number, and select Top of Page, and Plain Number 3.
7. Type the following: Running head: TITLE OF YOUR PAPER (in a real paper, TITLE OF YOUR PAPER would be replaced by the actual title of your paper).
8. Tab twice to move the title to the left side of the header, while keeping the page number at the right.
9. Select all text in the header (including page number), go to the Home tab, and change font to Times New Roman, and size to 12 pt.
10. Repeat for the header on page 2. All pages after page 2 will update automatically.
11. Close the header by double clicking on the body of the paper.

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Sample APA Paper

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