

Creating an APA Template

General APA Guidelines

Your essay should be typed, double-spaced throughout on standard-sized paper (8.5" x 11") with 1" margins on all sides. Header information should ½ inch from the top of the paper. Do not align the text to both left and right margins. Left align only and leave the right margin ragged (uneven). Use the tab key to indent the first line of each paragraph ½ inch. There should be 2 spaces after each period. Your essay should include a title page (page 1), an abstract (page 2), a main body (starting at page 3), and a reference page (on separate page and numbered as the last page).

To set up a template in APA style using MS Word 2007/2010, complete the following steps:
Open a new file in Word 2007/2010.

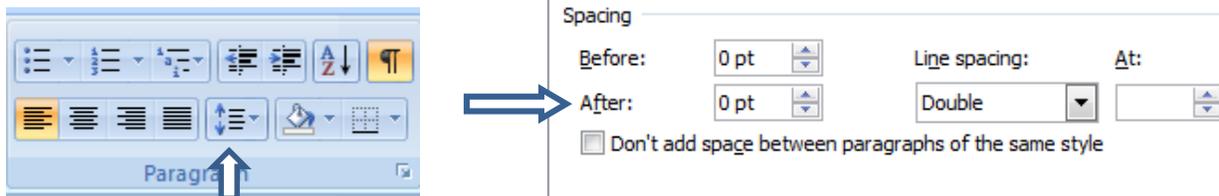
Title Page

Header

1. Click on the **Insert** tab.
2. In the **Header & Footer** group, click on **Page Number** (your selection will turn yellow/orange when you do a mouse over).
3. Click on **Top of Page**.
4. Select **Plain Number 3**.
5. On the same line as the page number, type "Running head:" and then the title of your paper in all capital letters. (Use Times New Roman with a 12-point font size. The default font in Word is Calibri size 11. To change the typeface (font) and type size, highlight the running head and the page number; then press **Ctrl d**. In the Font dialog box, select **Times New Roman, size 12**.) Do not click out of the header area yet. Click **okay**.
6. Remove the highlighting before you complete this step. On the **Design** tab, **Position** group, click on **Insert Alignment Tab**.
7. In the **Alignment** tab dialog box, select **Right** and then click on **OK**.
8. Click twice quickly below the header line to access the main body of the paper.

Title Information

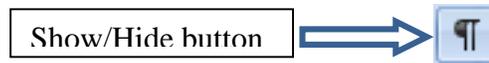
1. To double space, press **Ctrl 2**.
2. The default setting in Word 2007/2010 includes a 10-point space after each paragraph. To eliminate this extra space, click on the **Line spacing** button in the paragraph group (**Home** tab) and then on **Line Spacing Options**. Click on the down arrow in **Spacing After** until you reach 0 points. Click **OK**.



3. Press **Enter** six times to create a 2 ½- to 3-inch space between the header and paper title.
4. Press **Ctrl e** to center the title.
5. Type the title of your paper using title case (use capitals for the first letter of each principal word).
6. Type your name.
7. Type the college or university name. (Be sure to check with your instructor to determine what other information he or she may require on the title page.)

Abstract

1. To create a page for the abstract, place a section break after the last item in the title information. Place the insertion point after the last letter of the last word in the title information. Click on the **Page Layout** tab, and then **Breaks**. Under **Section Breaks** select **Next Page**. (To see where you have placed the Section Break, click on the **Show/Hide** button in the **Home** tab, **Paragraph** group. When you begin to type and revise your essay, be careful when deleting information as you may inadvertently delete the Section Break. Click on the Show/Hide button to see the Section Break code. (**Home** tab, **Paragraph** group)



2. The header for the abstract and remaining sections of the paper should not include the words “Running head.” Double click within the top ½ inch of the paper to access the header area.
3. On the **Design** tab in the **Navigation** group, deselect **Link to Previous** (it will be highlighted in yellow/orange).
4. Delete the colon and the words “Running head.”
5. Double click outside the header area.
6. Press **Ctrl e** to center and then type “Abstract.” (No quotation marks, no period.)
7. Press **Enter** and then **Ctrl l** (“l” as in “left”).
8. Type the abstract on this page. The abstract is a 150- to 250-word, comprehensive summary of your paper.

Main Body

Paper Title and First Paragraph

1. To create a space for the body of the paper, click on the **Page Layout** tab. (Be sure the insertion point is after the last letter of the last word in the abstract!) Select **Breaks** in the **Page Setup** group. Under **Page Breaks**, select **Page**. (Remember to avoid deleting Section and Page Breaks as you type and revise your paper.)
2. Press **Ctrl e** to center the essay title.
3. Type the title of your paper. (Use title case.)
4. Press enter.
5. Press **Ctrl l** (“l” as in “left”) to left align.
6. Press Tab to indent the first line of your opening paragraph.

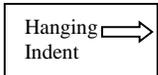
7. To create a space for the references page, click on the **Page Layout** tab. Select **Breaks** in the **Page Setup** group. Under **Page Breaks**, select **Page**. (Remember to avoid deleting Section and Page Breaks as you type and revise your paper.)

References Page:

1. Press **Ctrl e** to center.
2. Type **References**.
3. Press **Enter**.
4. Press **Ctrl l** (“l” as in “left”) to left align.

Creating a Hanging Indent

Press **Ctrl t** (“t” as in “tiger”). This step creates the hanging indent; however, you will not see an indication of the indent until you type your bibliographic entry and the text wraps to the next line.



More Information about the References Page

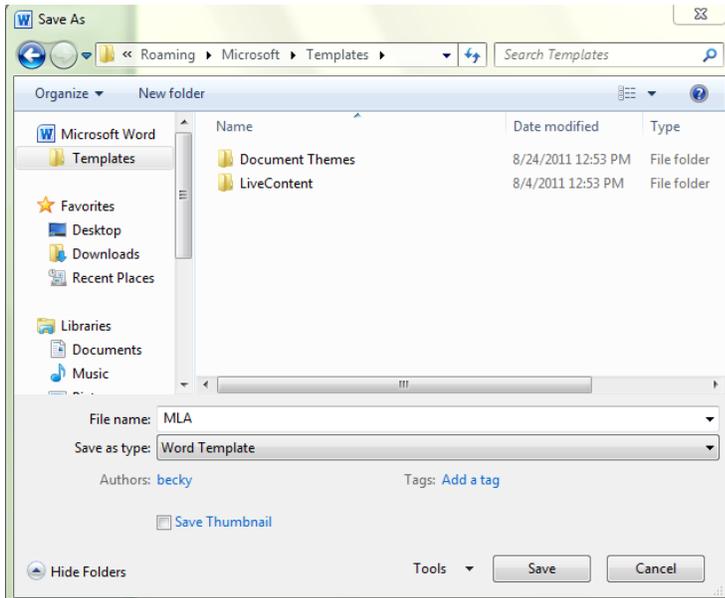
- Include the essay title and page number in the header. (We have completed the steps for this requirement.) If you have not included supplementary information (such as appendices), the references page will be the last page of your paper.
- Double-space within and between entries. (We have completed the steps necessary for this format.)
- List entries in alphabetical order.
- Do not number the entries or indent the first line of each; instead, indent any lines beyond the first one-half inch (hanging indent).

Saving your template:

1. Click on the **Office Button**.  (See next page for Word 2010 instructions.)
2. Click on **Save As**.
3. Click on **Word Template** – (Templates prompt you to save as something else automatically when you hit the save button you will not overwrite the template.)
4. Click on the down arrow next to the **Save in** box.
5. Select your portable storage device.
6. In the **File name** box, type APA Template.
7. If you want to save your file in a version other than Word 2007/2010, click on the down arrow in the **Save as type** box. Select the format you wish to use.
8. Click on **Save**.

Saving your template in Word 2010:

1. Click on the **File Tab**.
2. Click on **Save As**.



3. Click on **Save as Type: Word Template** – (Templates prompt you to save as something else automatically when you hit the save button so you will not overwrite the template.)
4. Choose Microsoft Word → Templates in the side bar
5. Select your portable storage device.
6. In the **File name** box, type APA Template.
7. If you want to save your file in a version other than Word 2010, click on the down arrow in the **Save as type** box. Select the format you wish to use.
8. Click on **Save**.

Using your template:

1. Open Word. (See box below for Word 2010 instructions.)
2. Open your APA Template file.
3. Click on the **Save Button**
4. Click on **Word Document**.
5. Resave the file under the name of the paper on which you are currently working (e.g., Research Paper for CIS 116).
6. Change the information in the paper to fit your current assignment.

Using your template Word 2010:

1. Open Word.
2. Open your APA Template file.
3. Click on the **Save Button**
4. Click on **Word Document**.
5. Resave the file under the name of the paper on which you are currently working (e.g., Research Paper for CIS 116).
6. Change the information in the paper to fit your current assignment.

Sample entry for a book with one author. (You may wish to include these elements in your template as a sample.):

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location:
Publisher.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Questions or problems?

Contact Cochise College Writing Lab at 515-5342 or email writinglab@cochise.edu