

A (Very) Brief Guide to APA Formatting Formatting In Microsoft Word

Fonts

This process will allow you to change a document's font to Times New Roman, 12pt., and make it the default font:

1. Click the button to open the Font setup screen (small, square button locate to the right of the word Font on the Home Tab)
2. On the Font setup screen, select Times New Roman, 12 pt.
3. Click Default, and then click to make this the default setting for all documents
4. Click OK

Page Headers

This process will allow a document to have one page header on your title page and another on the other pages of the document:

1. Click the Page Layout tab, and then click the Page Setup button
2. On the Page Setup screen, click the Layout tab
3. Check the box next to "different first page" and click OK

This process describes how to insert page headers in APA style:

1. Click the Insert tab; click Header, and select Blank from the menu
2. In the header, type Running head: followed by a short title in ALL CAPS
3. Hit the tab key twice
4. Click the Insert tab; click Page Number, then click Current Position, and select Plain Number from the menu
5. Close the header
6. Click the Insert tab; click Page Break
7. Scroll down to the second page of the document; in the header, enter the short title from the title page, in ALL CAPS, without the words Running head:
8. Repeat steps 3 & 4

Paragraphs

This process describes how to format the paragraph settings and default those settings:

1. Click the Home tab; click the button to the right of the word Paragraph on the Home Tab to open the Paragraph set-up screen
2. Under Spacing, type a zero in the After box
3. Select Double from the Line Spacing drop-down menu
4. Click Default and then click to make this the default setting for all documents
5. Click OK

Title Page

This process describes how to create a title page in APA style

1. Click on the first line of the document; hit the enter key 8 times –make sure the document is already set for double-spacing!
2. Click the center alignment button
3. Type the title of the document; hit enter
4. Type the writer's full name; hit enter
5. Type Lourdes University; hit enter

First Page

This process describes how to set up the first body page of a paper in APA style:

1. Click on the first line of the document; click the center alignment button
2. Type the title of the document; hit enter
3. Type a section header, if necessary, in bold; hit enter
4. Turn the bold off; then, click the left alignment button and hit tab and begin typing the document

Citing Sources

In-text Citations

Information needed:

- The last name of each author
- The year the source was published
- The page number, if citing a direct quote

Sources with 3 or more authors:

- If a source has between three and five authors, list each author the first time the source is cited Ex: (Smith, Jones & Johnson, 2011); after that, list only the name of the first author followed by et al. Ex: (Smith et al., 2011)
- If a source has six or more authors, list only the name of the first author every time the source is cited, followed by et al. Ex: (Smith et al., 2011)

Paraphrase:

It is difficult to define feminist writing because the practice is poorly understood, but that does not mean that the practice does not exist (Kemp & Squires, 1997).

Paraphrase & author(s) introduced in-text:

Kemp and Squires (1997) suggest that it is difficult to define feminist writing because the practice is poorly understood, but that does not mean that the practice does not exist.

Quote:

"Engagement isn't a focus on entertainment; it's about brain activity. Is each student's brain fully engaged?" (Scherer, 2011, p. 16)?

Quote & author(s) introduced in-text:

Scherer (2011) explains, "Engagement isn't a focus on entertainment; it's about brain activity. Is each student's brain fully engaged" (p. 16)?

References

This process describes how to create a references page in APA style

1. Click on the first line of the document; click the center alignment button
2. Type the word References in bold
3. Hit enter, and click the left alignment button
4. List sources alphabetically by the last name of the first author given; do not alter the order in which the authors are listed from the original source
5. When all sources are listed, highlight all of the references, and click the button to open the Paragraph set-up menu
6. Select Hanging from the Special drop-down menu, and click OK to add a hanging indent to the references

Note: If a source does not have a copyright year (make sure to check thoroughly!), simply use n.d in place of the year both in-text and on the references page.

Books

Information needed:

- The name(s) of the author(s)
- The year the book was published
- The full title
- The edition (if applicable)
- The city the book was published in
- The name of the publisher

One author:

McMillan, J.H. (2004). *Educational research: Fundamentals for the consumer* (4th ed.). Boston, MA: Pearson Education.

Two authors:

Roy, C. & Andrews, H.A. (1999). *The Roy adaptation model* (2nd ed.). Stamford, CT: Appleton & Lange.

Three (or more) authors:

Smeltzer, S.C., Bare, B.G., Hinkle, J.L. & Cheever, K.H. (2010). *Brunner & Suddarth's textbook of medical-surgical nursing* (8th ed.). Philadelphia, PA: Lippincott, Williams & Wilkins.

Journal Articles

Information needed:

- The name(s) of the author(s)
- The year the journal was published
- The full title of the article
- The name of the journal
- The volume and issue number (if applicable)
 - Remember that the volume and issue number are not labeled in the reference; the volume number is in italics, followed immediately (no space) by the issue number in parentheses. The issue number is **not** italicized.
- The page numbers, even if the article is in an electronic format (unless the journal is an online-only journal)
- The doi number of the article (if applicable)
- The name of the database where the article was retrieved (if applicable)
- The web address where the article was found (if applicable)

Print:

Scherer, M. (2011). Teaching screenagers: Transforming education with technology: A conversation with Karen Cator. *Educational Leadership*, 68(5), 16-21.

From database, with doi:

LaGuardia, C. (2011). Library instruction in the digital age. *Journal of Library Administration*, 51(3), 301-308. doi:10.1080/01930826.2011.556948

From database, without doi:

LaGuardia, C. (2011). Library instruction in the digital age. *Journal of Library Administration*, 51(3), 301-308. Retrieved from Academic Search Complete database.

From website:

Scherer, M. (2011). Teaching screenagers: Transforming education with technology: A conversation with Karen Cator. *Educational Leadership*, 68(5), 16-21. Retrieved from <http://www.ascd.org/publications/educational-leadership/feb11/vol68/num05/Transforming-Education-with-Technology.aspx>

Articles from Websites

Information needed:

- The name(s) of the author(s)
- The year the article was published
- The full title of the article
- The name of the website
- The web address where the article was found

Schechter, D. (2011). School days look (a little) better closer to home. *CNN*. Retrieved from <http://newsroom.blogs.cnn.com/2011/08/26/school-days-look-a-little-better-closer-to-home/?iref=storysearch>

The American Nurses Association. (2012). Safe patient handling. *NursingWorld*. Retrieved from <http://www.nursingworld.org/MainMenuCategories/WorkplaceSafety/SafePatient>