Formatting Academic Papers in Word

APA style

Page Setup
Font: use 12 point Times New Roman typeface
Margins: 1 inch all around, with header ½ inch from top
Spacing: double space your entire document including title page and reference page

Header
Header should automatically be ½ inch from the top of the page in Word 2010
Insert header on every page including the title page, with the following formatting:
- Page number aligned with right margin
- Number pages continuously from your title page through your references or endnotes page
- FIRST 50 CHARACTERS OF YOUR TITLE in ALL CAPS aligned with left margin
- On your title page only type “Running head:” before TITLE OF YOUR PAPER...

Title page
APA guidelines include a title page with the following information double spaced and centered in the top half of the page
- Title of paper: one or two lines; use upper and lowercase letters; do not underline
- Author’s name: first, middle initial(s), and last name; do not use titles such as Dr.
- Institutional affiliation: where the author conducted the research
Include your header with page number and “Running head: TITLE OF YOUR PAPER”

Abstract
If you are writing a paper in APA style, ask your professor if an abstract is required
- Begin a new page; your abstract will be page 2
- Your new page should already include your page header
- Type “Abstract” centered on the first line of page 2 with no formatting
- Do not indent the first line of your abstract
- Use double spacing
- Your abstract should be between 150 and 250 words
Body of Paper
Retype and center your title at the top of the page on which you begin your introduction
Indent the first line of each paragraph ½ inch from left margin
Label tables and figures
• Tables are labeled “Table” and numbered continuously from beginning to end
• All other visual materials (graphs, images, maps, etc.) are labeled “Figure” and numbered continuously, but separately from Tables
Long quotations (more than 40 words)
• Begin on a separate line
• Indent ½ inch from left margin
• Do not use quotation marks
• Maintain double spacing throughout
• Cite your sources following APA guidelines
Short quotations (fewer than 40 words)
• Set in quotation marks within your paragraph
• Cite your sources following APA guidelines

Reference Page
Begin on a new page, after the last page of your paper
Use the same formatting as the rest of your document:
• Use double spacing, 12 point Times New Roman typeface and 1 inch margins
• Include your header with continuing page numbers (½ inch from top of page)
• Type and center “References” one inch from the top of the page; do not underline
• List references alphabetically by authors’ last names
• The first line of each entry is not indented; if entry is longer than one line use a hanging indent to align subsequent lines ½ inch from left margin
• Cite your sources following APA guidelines

Endnotes and footnotes
Footnotes are displayed at the bottom of the page they are referenced on
Endnotes are displayed at the end of the document, on a separate page after the works cited page
Using footnotes vs. endnotes is up to the writer;
• Always ask the preference of your professor, advisor or publisher
• Footnotes are easier for readers to reference
• Endnotes reduce publishing costs if notes are changed

Printing
Print on standard 8½ x 11 inch paper
Print in black ink only
Print on one side only unless otherwise specified
• Always ask your professor’s preference

Table of Contents
For shorter research & academic papers, a TOC is not necessary
For long reports & research papers (such as a Thesis) it may be helpful to include a TOC