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
  - For help see Tip Sheet: Creating Table of Contents in Word