

APA style basic requirements

- Set the margins of your paper to be 1 inch on all sides (*go to Margins under Page Layout*)
- Use the font: Times New Roman
- The font size should be 12 point.
- Make sure your paper is double-spaced and that the Before and After boxes both read 0 (*go to Paragraph and then look under Spacing.*)
- Your text should be aligned left (*also go to Paragraph and look under General.*)
- Indent the first line of paragraphs one half-inch from the left margin. (*Use Tab key*).
- Running Head: This tells the reader that this shortened title will occur throughout the paper. *Go to the INSERT tab at the top and click on HEADER You will notice that a green menu shows up at the top. That is the HEADER menu. It is VERY important that you make sure that DIFFERENT FIRST PAGE is selected.*
- Once you have done that, select PAGE NUMBER in that menu. Make sure you select the PLAIN 3 page number so that the page number is in the upper right corner¹.
- **Title page:**

The full title of your paper,

Writer's Name: Name of the person(s) who wrote the paper.

School: Name of the school where the writer(s) work or attend².

¹ American Psychological Association. What is APA style? Retrieved 01.30.2014, from <http://www.apastyle.org/learn/faqs/what-is-apa-style.aspx>

² Mississippi College. Leland speed library. How to Set up an APA Paper. Retrieved 01.25.2014, from <http://mc.libguides.com/content.php?pid=232120&sid=2135653>