

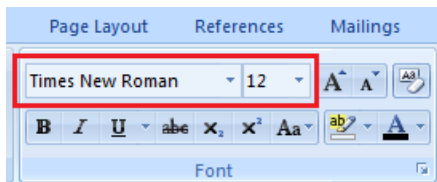
## How to Format your Paper in APA Style

APA Style establishes standards of organizing and formatting your written work. Below you can find the set rules followed by screenshots to help you accomplish your task easily. Please note that the screenshots are applicable for Microsoft Word 2007, 2010 and 2013.

### Text Formatting Requirements

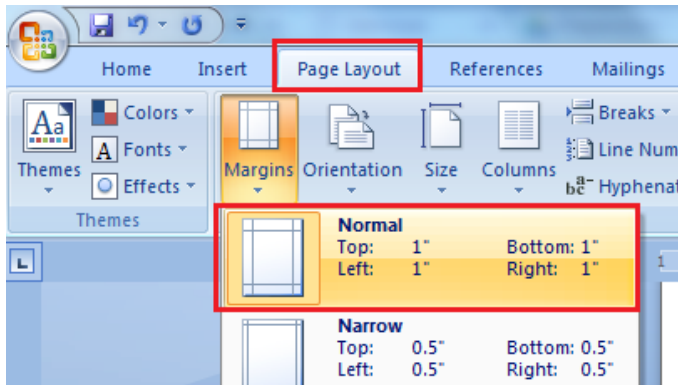
#### Font and Font Size

APA requires all your text to be in Times New Roman and the font size to be 12 pt.



#### Margins

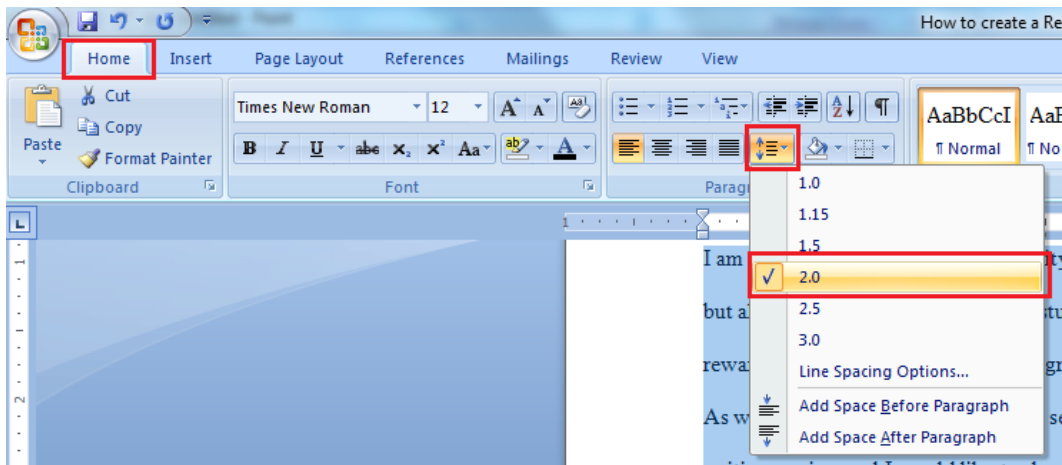
Margins should be 1 inch from all sides (top, bottom, left, right).



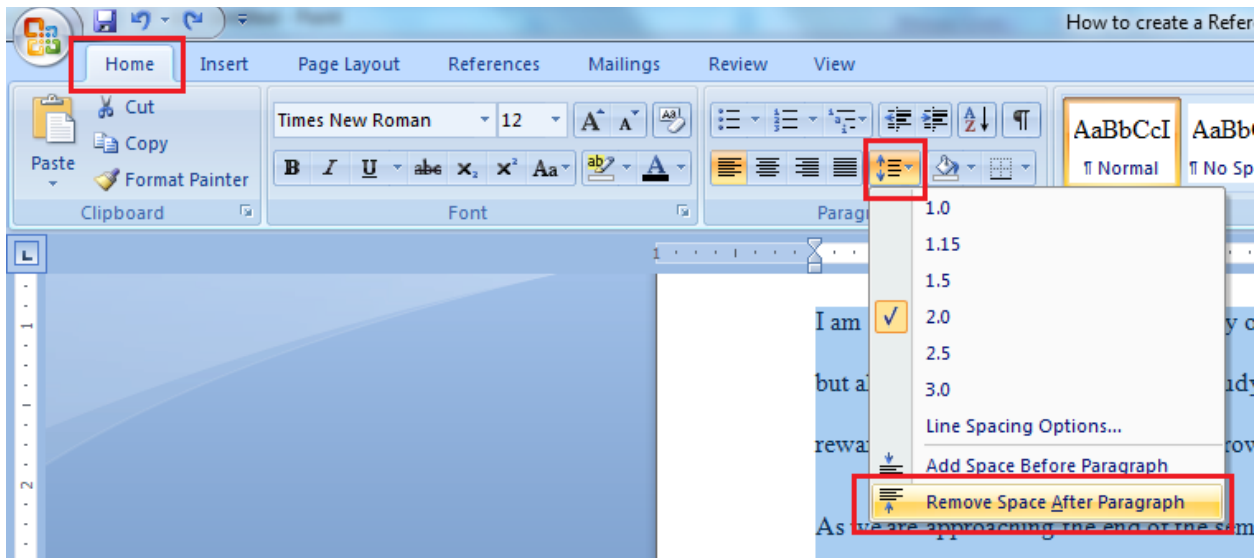
#### Spacing

APA requires double-spacing throughout the whole document.

Text should be double-spaced. To make the space between the lines double, **select the text** you want to make double-spaced and follow this path: Menu bar → Home → Paragraph, and in the spacing bar, select 2.0.



**There should be no spacing between paragraphs.** To remove the space between paragraphs, go to Paragraph bar and select “Remove Space After Paragraph”.

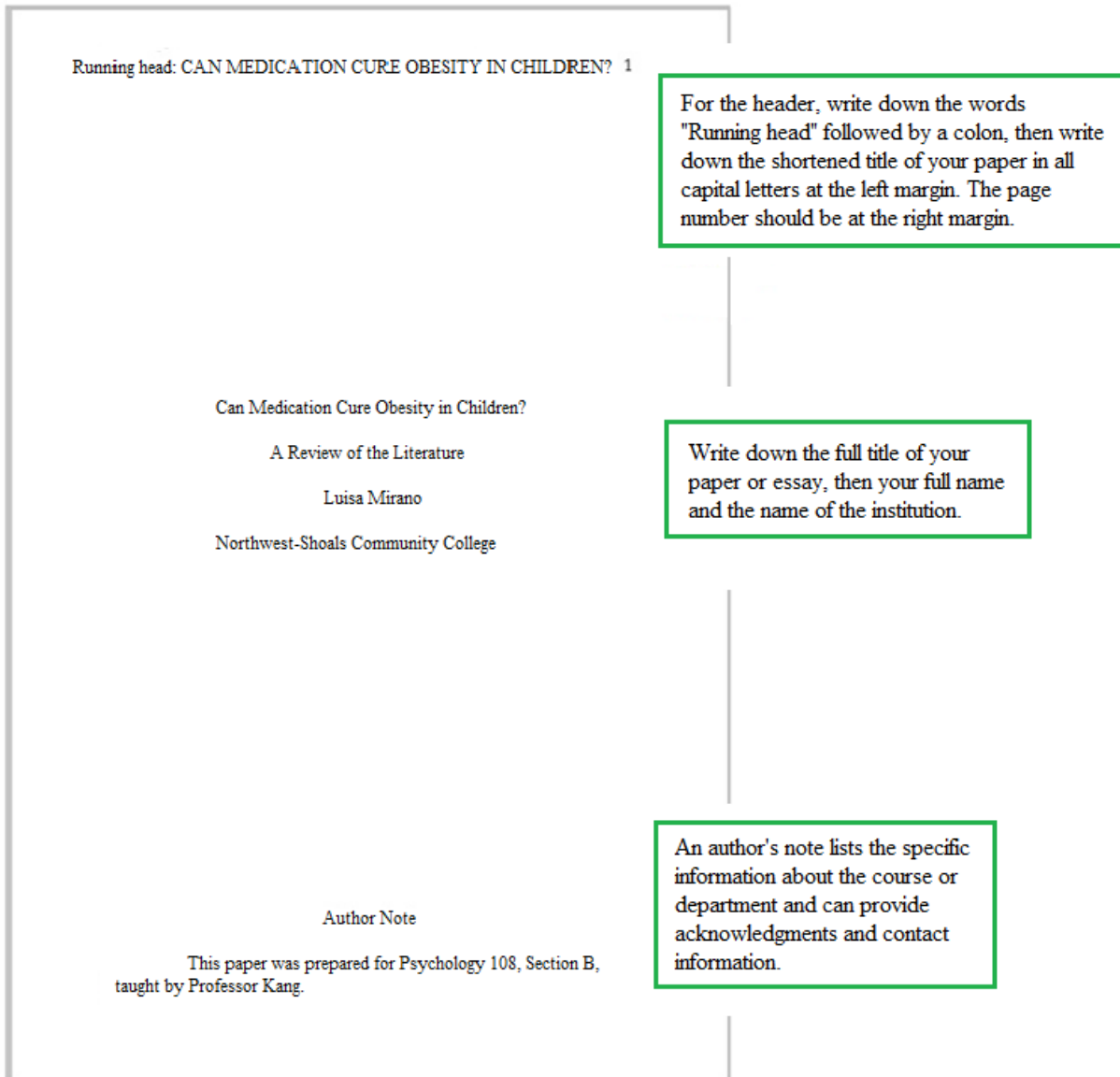


### Title of your paper

- We use title case for titles, which means the first word and all important words are **capitalized** (E.g. **A Philosopher’s Ideas on Civil Government**).
- **Prepositions, articles and conjunctions are not capitalized**, except for the cases after colon (E.g. Feeling Good: **The New Mood Therapy**).
- **No bold, no underline, no italics and no quotation marks are needed. Titles should be centered.**

## Title Page

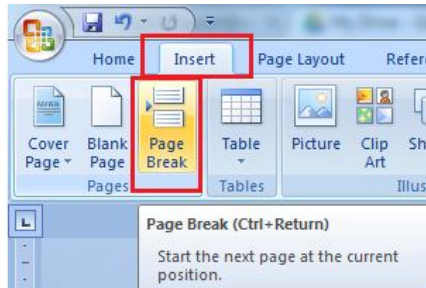
Your instructor may require that you add a title page and an abstract page before the body of your paper. Always check what specific instructions there are to format these two pages. To help you format the title page and the abstract page, please consult the two charts<sup>1</sup> below:



<sup>1</sup> Hacker, D., Sommers, N. (2012). *Rules for writers with writing about literature*. Bedford/St. Martin's; Boston, New York.

## Abstract Page

The abstract page should be on a separate page. To go to a new page, put the cursor at the beginning of the word Abstract, click on Insert and then on Page Break.



Here is an example<sup>2</sup> of an Abstract page with the APA style formatting requirements.

CAN MEDICATION CURE OBESITY IN CHILDREN? 2

Abstract

In recent years, policymakers and medical experts have expressed alarm about the growing problem of childhood obesity in the United States. While most agree that the issue deserves attention, consensus dissolves around how to respond to the problem. This literature review examines one approach to treating childhood obesity: medication. The paper compares the effectiveness for adolescents of the only two drugs approved by the Food and Drug Administration (FDA) for long-term treatment of obesity, sibutramine and orlistat. This examination of pharmacological treatments for obesity points out the limitations of medication and suggests the need for a comprehensive solution that combines medical, social, behavioral, and political approaches to this complex problem.

Keep the shortened title of your paper in the header WITHOUT the words "Running head".

Abstract appears on a separate page.

Write Abstract in the middle.  
Don't make this word bold, don't underline or italicise it.  
Don't indent the text of the abstract.  
Abstract is a summary of your paper and is typically is 150-200 words.

Font: Times New Roman  
Font Size: 12 pt.

<sup>2</sup> Hacker, D., Sommers, N. (2012). *Rules for writers with writing about literature*. Bedford/St. Martin's; Boston, New York.

## **Links to Video tutorials**

The following video tutorials will demonstrate how to format your written work in every detail:

**[How to Format a Paper in APA Style Using Microsoft Word 2010 and Word 2013 for Windows](#)**

**[How to Set Up a Paper in APA Style Using Word 2011 for Macs](#)**