# Microsoft Word 2010: Formatting Your Research Paper using APA Style

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Microsoft Word 2010: Formatting Your Research Paper using APA Style

Introduction
This reference guide provides instructions for formatting your research paper with Microsoft Word 2010. This guide is written for users who are familiar with the basic features of Word 2010. When you write a research paper, it is important to follow a particular formatting style throughout your paper. A consistent style enhances readability and helps to give your paper a professional appearance. The following information is based on the format set out in the Publication Manual of the American Psychological Association (Sixth Edition), or APA. This style is commonly used in the social sciences, education, and sociology content areas.

Please Note: The information that follows is intended as a general guide and does not address all aspects of APA style formatting. For more detailed guidelines see the latest edition of the APA’s Publication Manual, available at any library, or visit the Marygrove College Writing Center, room LA028 in the Liberal Arts Building.

Formatting pages
Margins should be one inch in all directions (top, bottom, left, right). The proper font size is 12-point font; the acceptable font type is Times New Roman. All type should be set flush with the left margin, creating an uneven right margin (NOT justified). Indent the first word of a paragraph one-half inch from the left margin. The paper should be double-spaced throughout, including the title page, abstract, and body of the document; references, appendixes, and tables.

To set margins:
2. Click the Page Layout tab.
3. Click the Margins button in the Page Setup group.
4. Select Normal.

To set font:
1. Click on the Home tab.
2. In the Font group, click the down arrow to the right of the font menu (the default font type is Calibri).
4. Click the down arrow to the right of the font size menu (the default font size is 11).
5. Select 12 as the font size.

To set line spacing:
1. In the Paragraph group (still on the Home tab), click on the Line Spacing button:
   ➯ Select 2.0 for double-spacing.
2. Click on the Line Spacing button again and select Remove Space After Paragraph. (This will undo the default setting in Word 2010, which adds a small space after each paragraph.)

The title page
The first page of your paper is called the title page. This page includes the title of your paper, your name, the name of your institution, the manuscript page header, and the running head. A well-formatted title page can set the tone for your entire paper.

To create a title page:
1. Click on the Insert tab.
2. Click the Header button in the Header & Footer group; choose Edit Header from the drop-down menu.
3. This will activate a Design tab with tools specific to the Header and Footer. Check the box before Different First Page in the Options group.
   ➯ This step is necessary because the words Running head appear only on the title page.
4. Type the words Running head followed by a colon and a space.
5. Type the running head (an abbreviated version of your paper title) in ALL CAPS.
6. Press the [Tab] key until the cursor is at the 1-inch right margin.
7. Click the **Page Number** button in the **Header & Footer** group.

8. From the drop-down menu, click on **Current Position** and select **Plain Number**.

9. Select all the text in the header (running head and page number) and set the font to **Times New Roman** and the font size to **12**. (You may need to return to the **Home** tab to do this.)

   ➤ If increasing the font size causes the page number to jump down to the next line, make sure the cursor is positioned after the last letter of the running head and press the [Delete] key one or two times to close up the space.

13. Click on the **Design** tab.

14. Click on the red **Close Header and Footer** button located at the top right of the tool bar.

15. Press the **[Enter]** key 5 times.

16. Click on the **Home** tab and then click the **Center** button in the **Paragraph** group.

17. Type the following on separate lines: the full title of the paper, your name, and Marygrove College.

18. Press **[Enter]**.

19. Click the **Align Left** button in the **Paragraph** group.

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**Page breaks**

In a research paper formatted in APA style, you must start a new page for each of the sections listed below and arrange them in the following order: Title page, Abstract (if required), Body, and References. And, as stated above, all pages after the title page have a header with only the short title and page number.

With the Page Break feature of Word, you can easily divide your paper into sections.

**To insert a page break:**

1. Place the cursor after the last text character you typed in a section
2. Click on the **Insert** tab.
3. Click the **Page break** button in the **Pages** group.

**To create the header for pages after the title page:**

1. (At this point, your cursor should be at the top left of page 2.) Click on the **Insert** tab.
2. Click the **Header** button in the **Header & Footer** group; choose **Edit Header** from the drop-down menu.
3. Type the running head in **ALL CAPS**.
4. Press the [Tab] key until the cursor is at the 1-inch **right** margin.
5. Click the **Page Number** button in the **Header & Footer** group.
6. From the drop-down menu, click on **Current Position** and select **Plain Number**.
7. Select all the text in the header and set the font to **Times New Roman** and the font size to **12**. (You may need to return to the **Home** tab to do this.)
8. Click on the red **Close Header and Footer** button located at the top right of the tool bar.

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**The Abstract**
The abstract is a one-paragraph, self-contained summary of the most important elements of the paper. The abstract begins on a new page and should not exceed 120 words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words.

**To format an abstract:**
1. Click on the **Home** tab.
2. Click the **Center** button in the **Paragraph** group.
3. Type the word **Abstract** on the first line.
4. Press [Enter] to go to the next line of the page.
5. Click the **Align Left** button in the **Paragraph** group.
6. Type the text of your abstract. (Do not indent the first line.)
7. Press [Enter].
8. Click on the **Insert** tab.
9. Click the **Page Break** button in the **Pages** group.

**The Body of the Paper**
The body of the paper begins on a new page. Subsections of the body of the paper **do not** begin on new pages. The first line of each paragraph is indented ½ inch from the left margin.

**Headings**
Headings are used to organize the document and reflect the relative importance of sections.

<table>
<thead>
<tr>
<th>Level of heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main (first level)</td>
<td>Centered, Bold, Uppercase and Lowercase</td>
</tr>
<tr>
<td>e.g., Methods, Results, References</td>
<td></td>
</tr>
<tr>
<td>Subheading (second level)</td>
<td>Flush Left, Bold, Uppercase and Lowercase</td>
</tr>
<tr>
<td>e.g., Participants or Procedures as subsections of the Methods section</td>
<td></td>
</tr>
</tbody>
</table>
Reference Citations in the Text

Following APA style, source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The principle here is that ideas and words of others must be formally acknowledged. The reader can obtain the full source citation from the list of references that follows the body of the paper.

1. **Paraphrasing**: Paraphrased or summarized material is documented in the following manner:

   - If the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors:


   - If the authors of a source are not part of the formal structure of the sentence, both the author(s) and years(s) of publication appear in parentheses, separated by semicolons:

     Subsequent research supports these results (Brown & Greene, 2006; Hamilton, 2008).

   - The same general rules regarding author(s) and date(s) apply to electronic sources cited within your paper. For a source without an identified author, use the first few words of the title to document the source within the text, followed by the date of publication, if given:

     His status as a pop culture icon grew in the last generation ("Einstein Online," n.d.).

   **Note**: The ampersand symbol (&) is used when multiple authors are identified in parenthetical material, but “and” is used when multiple authors are identified as part of the formal structure of the sentence.

2. **Quoting**: When a direct quotation is used, always include the author, year, and page number as part of the citation. Give the page number immediately after the quotation, even in midsentence. The key is to remember that all 3 elements of the citation – author, year, page number – must be given, whether in parentheses or as part of the sentence. For example:

   **Ex. 1**: In their 2010 article, Duncan and Sebastian claimed the results of the university study were inconclusive due to the “unscientific method of data collection” (p. 91).

   **Ex. 2**: Duncan and Sebastian criticized the university’s “unscientific method of data collection” (2010, p. 91) that led to the study’s inconclusive results.

   **Ex. 3**: Numerous members of the scientific community were critical of the “unscientific method of data collection” (Duncan & Sebastian, 2010, p. 91) that led to the results of the study.

   - For a quotation from an electronic source such as an online article or web page, give the paragraph number if no page number is available. You may use the abbreviation para.:

     Angelou’s second book covers her youthful adventures as “a mother, a Creole cook, a madam, a tap dancer, a prostitute and a chauffeurette” ("Maya Angelou," para. 4).
3. **Long quotations:** A quotation of more than 40 words should be set off (without quotations marks) from the surrounding text. A long quotation is a double-spaced block of text, indented ½ inch from the left margin. Place the parenthetical reference two spaces after the end punctuation of the last sentence.

   **To format a long quotation:**
   a. Begin the quotation on a new line; type the quotation, and then select the text.
   b. If necessary, click on the Home tab.
   c. Click the dialog box launcher in the lower-right corner of the Paragraph group.
   d. In the Paragraph Dialog Box, Indents and Spacing tab, increase the left indent to 0.5”.
   e. Click OK

**Example:**

Many educators support the integration of fine arts into early education:

> These forms of learning, which are vital to the processes of expression and making meaning, should be central to the education experience. By making the arts the core of the curriculum, societies can begin to reaffirm their cultural role of giving our lives a sense of identity, belonging and purpose.  (Wright, 1997, pp. 365-366)

4. **Secondary or indirect sources:** Give the secondary source in the reference list; in the text, name the original work and give a citation for the secondary source. For example, if Grodin’s work is cited in Jones and you did not read Grodin’s work, list the Jones work in the reference list. The citation in the text would look like this:

   Jones concluded that librarians are one of the more trusted professions in the United States (as cited in Grodin, 2004).

**References**

All sources included in the References section must be cited in the body of the paper. The References section begins on a new page with the heading “References” centered on the first line below the manuscript page header. The references (with hanging indent – see below) begin on the line following the References heading. Entries are organized by last names of first authors.

**To create a hanging indent:**

1. Select (highlight) all references on the References page.
2. If necessary, click on the Home tab.
3. Click the dialog box launcher (small button in the lower-right corner) in the Paragraph group.
4. In the Paragraph Dialog Box, under the Indents and Spacing tab, go to the menu for Special indentation, and select Hanging.
5. Click OK

**Note:** See below for examples of formatting reference sources.
Bibliographic citations for various reference sources

I. Printed book (See p. 10 for ebook citation.)

- The basic elements of a book citation are:
  - Author
    - Use last name(s) and initial(s).
  - Year of publication
  - Book title
    - Capitalize only the first word, the first word after a colon or dash, and proper nouns.
  - Place of publication
    - Full name of city and 2-letter abbreviation of state, followed by a colon
  - Publisher
    - Omit terms such as Publishers, Co., and Inc.

Book with one author


Book with two authors


Book with three to seven authors


Book with eight or more authors


Book with a group author

Multiple books (or other works) by the same author

- Arrange by year of publication, oldest first.


Edited book

- Add the abbreviation *Ed.* in parentheses after the name of the editor; use *Eds.* for multiple editors.


Encyclopedia or dictionary


Chapter or essay from an edited book

- The basic elements are:
  - Author of the chapter or essay
  - Year of publication
  - Title of the chapter or essay
  - The word *In* followed by the book editor(s) and *Ed.* or *Eds.* in parentheses
  - The book title
    - Capitalize only the first word, the first word after a colon or dash, and proper nouns.
  - Range of page numbers of the essay (use the format *pp. #–#*)
  - Place of publication
    - Full name of city and 2-letter abbreviation of state, followed by a colon
  - Publisher
    - Omit terms such as *Publishers, Co.*, and *Inc.*


Chapter or essay from an edited book (no author given)

- Many edited works, such as encyclopedias, do not list the authors of individual essays. In this case, start the entry with the title of the essay, etc.
- If it’s from a multi-volume work, include the abbreviation *Vol.* and the volume number in the parentheses with the page(s) of the essay.

II. Periodical article from a print source (including journals, magazines, newsletters, and newspapers)

- The basic elements of a periodical citation are:
  - Author
  - Date of publication
  - Title of the article
  - Title of the periodical
  - Volume and issue number
  - Page number(s)

**Article in a journal (with volume and issue number)**


**Article in a monthly or bimonthly periodical (includes month in publication date)**


**Article from a weekly or biweekly periodical (includes month and day in publication date)**


**Article from a daily newspaper**


III. Article from a periodical database (ProQuest, Academic OneFile, JSTOR, etc.)

- The basic elements of a periodical citation are:
  - Author
  - Date of publication
  - Title of the article
  - Title of the periodical
  - Volume and issue number
  - Page number(s)
  - Retrieved from and the name of the database

- If your instructor wants you to use a DOI (Digital Object Identifier) in the citation of an online article, please download the **DOI Quick Reference Guide** from the Marygrove Library website.
Please note: Many periodical databases now provide links or tools to generate bibliographic citations. These are often inaccurate and should not be used as a substitute for the instructions in this guide or the APA Manual.

Article in a journal (with volume and issue number)


Article in a monthly or bimonthly periodical (includes month in publication date)


Article from a weekly or biweekly periodical (includes month and day in publication date)


Article from a daily newspaper (includes month and day in publication date)


IV. Internet sources

Notes about URLs (web addresses):
- **Punctuation** – Do not place a period after a citation that ends with a URL.
- **Long URLs** – Do not insert a hyphen if you need to break a URL across lines; instead break the URL before punctuation such as a period (“dot”) or slash (/).
- **Hyperlinks** – After you type or paste a URL into your paper and press the [Enter] key (or the spacebar), Microsoft Word may automatically hyperlink the URL – that is, it becomes blue, underlined text that will link to the webpage with that URL when you click on it. To remove the hyperlink, right-click on the URL and select “Remove Hyperlink.”

Electronic book (eBook)


Audio podcast


Video podcast


V. Other sources

Motion picture or video recording (movie, documentary, etc.)

- The basic elements are:
  - Producer and/or Director
  - Date of publication
  - Title of motion picture
  - Medium (motion picture, DVD, etc.)
  - Country of origin
  - Studio or distributor


Music recording

- Begin with the name of the song writer.
- If the song was recorded by someone other than the writer, list the recording artist’s name in brackets after the song title.
- Specify the medium in brackets after the album title.
- Give the location and name of the distributor.


Interview (that you conducted)

- If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. For example:

  (K. Worthy, personal communication, Oct. 23, 2010)