

APA 6th Edition Guidelines: Formatting in MS Word 2008 for Mac

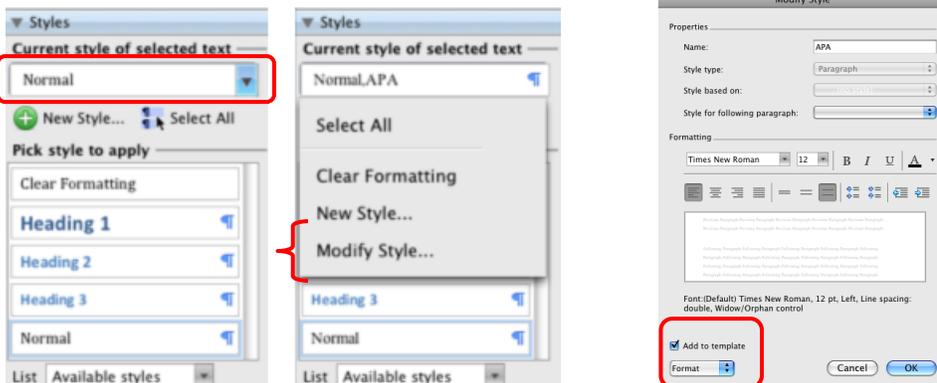
The guidelines for formatting a research paper in APA style are set forth in the *Publication Manual of the American Psychological Association*, 6th edition. For consistency, these requirements will be followed in all classes and your grade may depend on the requirements listed below. If you have questions about formatting, please ask your instructor, your campus librarian (e-mail: librarians@rasmussen.edu) or refer to the 6th edition *Manual*, available through the library. Please remember to **save your work often!**

General Formatting Guidelines

Font & Font Size	<ul style="list-style-type: none"> • Times New Roman, 12 pt for all text
Paragraph Spacing	<ul style="list-style-type: none"> • Double space the entire paper • Do not use extra spaces between paragraphs
Indentation	<ul style="list-style-type: none"> • ½ inch first line indent of each paragraph on the body of your paper • ½ inch hanging indent of each citation in your References page
Title Page Header	<ul style="list-style-type: none"> • Running head: Abbreviated title in ALL CAPS, aligned-left • The words <i>Running head</i> only appear on cover page • Page number aligned right
Body Header	<ul style="list-style-type: none"> • Abbreviated title on all following pages in ALL CAPS, aligned left • Page number aligned right
Headings	<ul style="list-style-type: none"> • <i>Major headings: Centered and Bold</i> • <i>Minor headings: Align text left and bold</i> • <i>For all headings: Major words capitalized; all other letters lowercase</i>
Long quotations (40 words or more)	<ul style="list-style-type: none"> • Block format: entire quotation is indented 1/2 inch from left-hand margin and double spaced.

Setting Defaults in Word 2007: Modifying Styles:

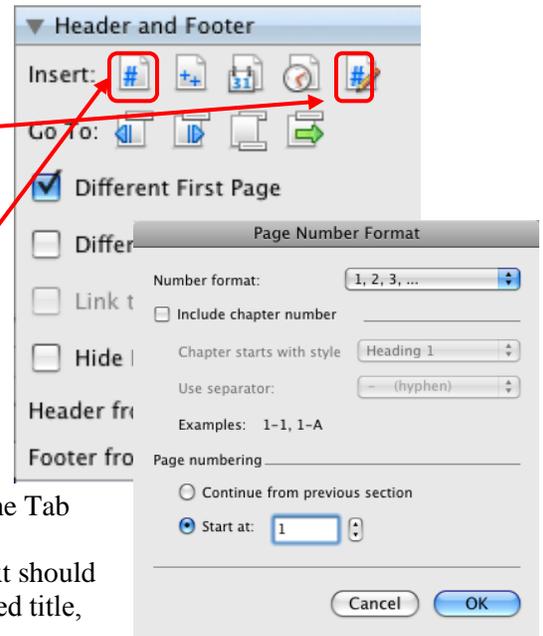
1. Open the **Styles** palette (go to **View<Formatting Palette**).
2. In the **Styles** palette, click the dropdown box and select **Modify Style**.
3. Name your style **APA**. Change your font to **Times New Roman**, size **12**. Change your line spacing to **double spacing**.
4. Next, click the **Format** button at the bottom of the box and select **Paragraph**. Under Spacing, change **After** to 0, and then hit **OK**.
5. Finally, click to select **Add to template**, then click **OK**.



Formatting the Title Page:

Running head and Page Number	In the Header : · Page numbers aligned right · Running head: abbreviated title IN ALL CAPS aligned left
The title of the paper	Stated topic of the paper, no longer than 12 words long; typed on one or two lines. Centered in the upper half of the page.
The author’s name (Byline)	Your first name, middle initial, and last name, centered in the upper half of the page, beneath the title of the paper. If it is a group paper, list each author.
Institutional affiliation	Rasmussen College, directly beneath your (the author’s) name
Author Note	The words <i>Author Note</i> are centered just above the center of the paper. Beneath Author Note, indent and then type: “This research (or essay or poem, etc.) is being submitted on (date) for (instructor, course number, and name of course) course.” Please see the example below. At Rasmussen College the Author Note is not optional.

- To activate the **Header**, double click on the top of the page. This opens the header.
- In the **Header and Footer** palette, check the box next to **Different First Page** option.
- Click on the **Format Page Number** icon for **Insert**. For **Number Format**, select **1, 2, 3...** from the dropdown list and click **OK**.
- To insert the page number, click on the **Insert Page Number** icon next to **Insert**.
- In the **Header** area, move your cursor to the left of the page number and type in the words **Running head: ABBREVIATED TITLE** (in **ALL CAPS** (On the following pages, only the **ABBREVIATED TITLE** is used.)
- With your cursor between the text and the page number, press the Tab key **twice**, or until the number is aligned to the right margin.
- The page number should now be aligned to the right, and the text should stay aligned to the left. (If it’s on the line **UNDER** the abbreviated title, hit backspace until both are on the same line.)
- Click **Close** to exit from the **Header**.
- Click the **Align Center** button to align your title page text in the center of your paper.
- Check to be certain the line spacing is set to **double space** without extra spacing between paragraphs.
- Press the **Enter** key 4 times to move your cursor to the top half of the page; type in the **title** of your paper using normal capitalization, then press **Enter**.
- Type in your first name, middle initial, and last name, then press **Enter**.
- Type in **Rasmussen College**, then press **Enter**.
- Press the **Enter** key 4 more times to move your cursor to place the Author Note.
- Type in the words **Author Note**, then press **Enter**.
- Click the **Align Text Left** button to align your Author’s Note to the left side of your paper, then press the Tab key once.



17. Enter in the following sentence: This research (or essay, poem, etc.) is being submitted on (month day, year,) for (instructor's first and last name)'s (course abbreviation and number and name of course) course. Look below for an example.
18. Click on the **Insert** menu header then select **Break<Page Break** to start a new page.

Author Note

This research is being submitted on March 21, 2011, for John Smith's G124 English
Composition class.

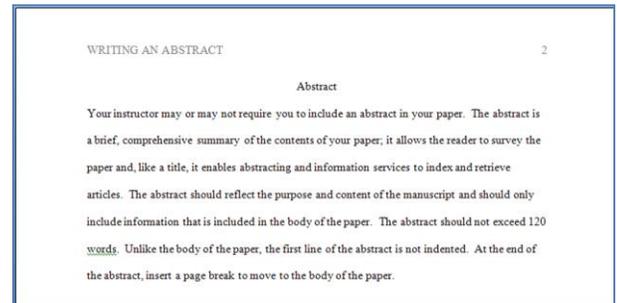
Formatting the Body of the Paper

Header

- Double click on the top of the page to activate the **Header**.
- In the **Header and Footer** palette, check the box next to **Different First Page** option.
- Click on the **Format Page Number** icon for **Insert**. For **Number** Format, select **1, 2, 3...** from the dropdown list and click **OK**.
- To insert the page number, click on the **Insert Page Number** icon next to **Insert**.
- In the **Header** area, move your cursor to the left of the page number and type in the words **ABBREVIATED TITLE** (in **ALL CAPS**).
(Note that **only** the **ABBREVIATED TITLE** is used in the body of the paper.)
- With your cursor between the text and the page number, press the Tab key **twice**, or until the number is aligned to the right margin.
- The page number should now be aligned to the right, and the text should stay aligned to the left. (If it's on the line **UNDER** the abbreviated title, hit backspace until both are on the same line.)
- Click **Close** to exit from the **Header**.

Abstract

- May not be required; check with your instructor.
- Appears on the second page of the paper immediately after the title page.
- Page should begin with the word Abstract centered at the top of the page.
- Abstract text is not indented; should be aligned to the left side of the page.
- No more than 120 words.
- Should include the thesis or main idea of the paper.
- Insert a page break to move to the body of the paper.



Body of the Paper

- Begin with the full title of your paper centered at the top of your page.
- Use headings only to distinguish important sections of a paper. Tips on headings:
 - Each heading must have at least two sub-headings if sub-headings are used.
 - Both headings and sub-headings should be **formatted bold**.
 - A heading is aligned-centered. A sub-heading is aligned-left.
- Align each paragraph to the left side of the page, and indented the first line 1/2 inch. Use the tab key or set your paragraph style to **first line indent**.
- Insert a page break at the end of the body of the paper to move to your References page.

Reminder: In-Text Citations:

- You must have an in-text citation for EVERY source on your References page. You must also have an in-text citation for personal communications, such as e-mail or interviews.
- There are two reasons to use in-text citations:
 - *Paraphrase* – Using your own words to describe or explain the author's idea. A paraphrase **does not include** the author's own words.
 - *Direct Quote* – Quoting the author word for word. Please note that direct quotes should be used to support your points and arguments, and be used sparingly.
- The in-text citations for both a paraphrase and a direct quote are typed **within** the sentence:

- Cite a paraphrase with the author's last name and the date of publication (Smith, 2009).
- "Cite a direct quote with quotation marks around the quote, then the author's last name, the date of publication, and the page or paragraph number of the source" (Jones, 2009, para. 4).

References Page:

- Appears at the end of the paper after the last page of the body
- Except for personal communications, **each source** cited in the body of the paper **MUST** appear in the references list.

<p>Author: Author’s last name, first & middle initial 2+ Authors: Separate names with an & symbol 3-6 Authors: Include all names More than 7: Include first 6, followed by ... then the final name.</p>	<p>Smith, K. R. Smith, B., & Jones, F. Smith, A. B., Markus, L. Z., Midas, N., Opal, R. S., Thomas, R. N., Smith, I. Q.,... Jondig, R. T.</p>
<p>Date of publication: Use the most current year listed Journal: Specify month or season only if no volume number is given Newspaper or Weekly Magazine: Include the day, month and year of publication Monthly Magazine: Include month and year of publication</p>	<p>Book: (2007). Journal with volume number: (2007). Journal without volume number: (2007, Spring). Weekly Magazine: (2007, June 5). Newspaper: (2007, April 4). Monthly Magazine: (2007, June).</p>
<p>Title of an article or website section: The title of an article is NOT italicized. Capitalize only the first word of the title and any subtitle plus any proper nouns.</p>	<p>Completing the cycle: An American biker’s journey.</p>
<p>Title of a book, magazine, journal or website – Italicized: Books : Capitalize only first word of title and any subtitle plus any proper nouns. Magazine, Journal or Newspaper: Capitalize first word, and all proper nouns.</p>	<p>Book: <i>The greatest musical moments of all time.</i> Newspaper: <i>The Modesto Sun-Times,</i> Note: Journal, newspaper & magazine titles end with a comma.</p>
<p>Volume (issue) page number or page number range (The volume number is typically italicized.)</p>	<p><i>12</i>(1), 15. <i>165</i>(3), 14-22.</p>
<p>Place of publication & publisher (book only): List the city & state, or city & country, for each resource. Include words like <i>Book</i> and <i>Press</i>, but not terms such as <i>Co.</i>, or <i>Inc.</i> (eBooks do not include place of publication and publisher, just the URL)</p>	<p>Los Angeles, CA: DeMarco Press. Paris, France: Wadsworth. Morgantown, WV: Mountaineer Society Press.</p>
<p>URL: There is no period at the end of the URL. Do not include a hyperlink (to remove hyperlink, right click on the link, select Remove Hyperlink)</p>	<p>http://www.alliedhealth.org/can329382</p>
<p>DOI Number (when available)</p>	<p>10.1080/1462222004-10001676406</p>

1. Click the **Align Center** button and type the word References at the top of the page then press **Enter**, or paste your reference page from Noodlebib.
2. Type in each entry alphabetically by Author’s last name.
3. Allow Word to *wrap automatically* from one line of a citation to the next. Only hit **Enter** when finished with one entry and ready to begin the next entry.
4. Select all reference entries. In the **Alignment and Spacing** palette, set **First** value to **-0.5** for **Indentation**. This creates the half-inch hanging indent required for APA references.
5. Check for errors but do **not** allow Word to automatically correct spelling and grammatical errors.

