APA Formatted Document Using Microsoft Word 2010

Here are the correct formats and the steps to follow using Microsoft Office 2010. Your instructor might use a modified format for papers. **Always consult your instructor.**

**Font: 12 Point, Times New Roman:** Set as Default Font

Click the small box with the arrow coming out of it at the bottom of the Font area of the Ribbon.

Select “Times New Roman”; “Regular”; and Size “12”. Click on the “Default” button. Click on “OK”.

**Note:** Setting Times New Roman font as the default font will allow your Page Numbering and Reference Page to automatically format at this font.

**Line Spacing: Double Spaced**

1. Click the “Line Spacing” icon (it has an up and down arrow in it), and then choose 2.0.

**Title Page Header:**

1. Click the “Insert” tab. Click the “Page Number” icon.
2. Choose “Top of Page” from the drop down menu.
3. Click the image for “Plain Number Three.”
4. Make sure you check the box next to “Different First Page”.
5. Type “Running head:”, and then type a shortened title in all capital letters.
6. Hit the “Tab” key 1 or 2 times to put the title on the left side of the screen.
Title Page:
1. Click the “Center” icon.
2. Hit the “Enter” key several times. This will put the flashing cursor near the middle of the page.
3. Type the full title of your essay. Do not bold, underline, or italicize the title unless you are using the title of another work in your title. Also do not change the font or the font size in any way.
4. Hit the “Enter” key.
5. Type your name. Hit the “Enter” key.
6. Type “Brown Mackie College.”
When you are finished the title page should look something like this (text is enlarged for clarity):

Essay Header and Heading:
The remainder of your paper should have the short form of your title to the left side of the header and the page number to the far right. To achieve this, follow these steps:

1. Click on the “Left Alignment” key to get your cursor back to the left side of the paper.
2. Hit the “Enter” key until you arrive on the second page of your paper.
3. Double click in the Header of your paper.
4. Type the Short Form of your title in all capital letters.
5. Double click in the body of your paper.
6. Start typing your paper.