APA Page Formatting Instructions

Use 1-inch margins on all four sides.

- Go to File, select Page Setup, choose 1” margins for top, bottom, right and left. In MS Word 2007, go to Page Layout, select Margins, select Normal (1” top, bottom, right & left).

Double-space all text including quoted material (except for text within tables).

- Go to Format, select Paragraph, select double-spacing in the middle of the bottom row of choices. In MS Word 2007, go to Home, select Paragraph, select double-spacing.

Do not add extra spaces between paragraphs or before a heading.

- If you find that you do have extra spaces, go to Format, select Paragraph, select 0 spaces for Before and After in the bottom row. In MS Word 2007, go to Home, select Paragraph, select 0 spaces for Spacing Before and After.

Justify text only on the left and use a ragged right margin.

- Go to Format, select Paragraph, choose Left Alignment on the left side of the top row. In MS Word 2007, go to Home, select Paragraph, select 0 spaces for Indentation.

Indent paragraphs 5 spaces on the first line of each paragraph so that it looks like this.

- Go to Format, select Paragraph, select Special in middle row, choose “First Line” indentation, select 0.5.” In MS Word 2007, go to Home, select Paragraph, select 0.5” spaces for Indentation.

Indent quotes that are more than 40 words 0.5 inches on both right and left; the left margin is justified and the right margin is ragged.

- Go to Format, select Paragraph, choose 0.5” indentation for right and left in the middle row. In MS Word 2007, go to Home, select Paragraph, select 0.5” spaces for Indentation.

Format the Title Page using the directions in the APA Publication Manual 6th ed.), pp. 229, APA. Include both a page header and a running head. For an example, see p. 41, APA 6th edition.

Include a Page Header that repeats at the top left of each page (see above).

- Go to View, Select Header/Footer, and type in text for the Page Header that is the first two or three words of the title of the article. In MS Word 2007, choose Insert, and select Header. This text will then appear on every page without having to be typed each time. It will also reformat automatically text that is added or subtracted.

Use APA Levels of Headings.


To decide whether to use words or symbols to represent numbers, see APA Publication Manual (6th ed.), pp. 111-114.

Percents always use the symbol (%), except at the beginning of sentences when the words and percent are expressed in words, e.g., Eighty-five percent.

Do not use contractions in academic writing (can’t, won’t) except in quotations.

There is no substitute for reading the APA Publication Manual (6th ed.).
This page of formatting instructions does not cover all situations.

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