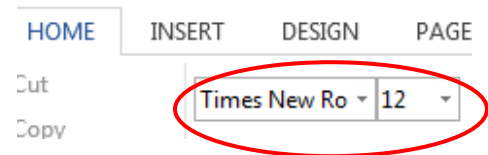
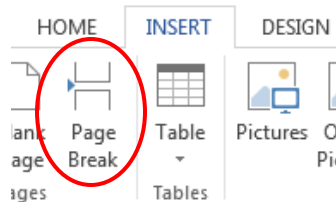


Formatting an APA Paper Using Microsoft Word 2013

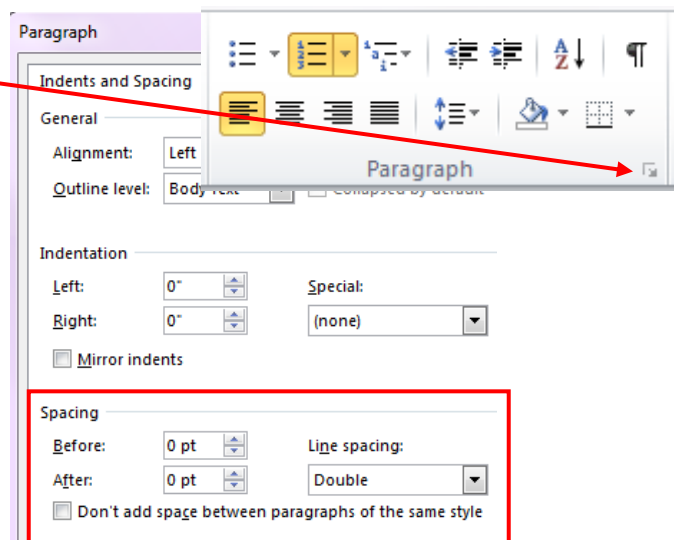
See pages 41-59 in the *Publication Manual of the American Psychological Association (6th ed.)* for sample papers.

1. Open a new Blank document in Word. On the HOME page, select Times New Roman, 12-point font.
2. Click on INSERT, and click on Page Break to create two pages.
3. Word's default margins are 1 inch, which is standard for APA.



Double-spacing

1. Make sure you are on the **HOME** tab, and click to open the Paragraph box.
2. The paragraph window will open. Change the **spacing before and after** to 0 pt, and the **line spacing** to double (2.0).
3. Click **OK** at the bottom of the box.



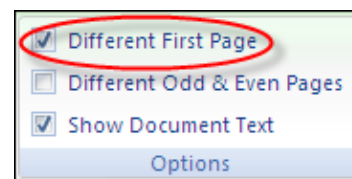
Title Page - Inserting a Running Head and Page Numbers

APA style requires a running head. On the title page of the paper, this means inserting the words "Running head."

Running head: ENERGY HEALING AS A THERAPEUTIC TREATMENT

1

1. Access the header of your document by **double-clicking** in the area at the top of the page. The **HEADER & FOOTER TOOLS** tab will open.
2. Click the box for **Different First Page** in the *Options* section located at the top of the screen.
3. Go to the left-hand side of the screen to insert a **Page Number**.
4. Click on the drop-down arrow to go to **Top of Page → Plain Number 1**.
5. Then type "Running head: TITLE" (a brief title of no more than 50 characters in capital letters) next to page number 1.
6. Press the **Tab** key twice to move the page number to the right-hand margin.



Title

Double-click in the body of the page to exit the header. Type your paper's title in uppercase and lowercase letters, your name, and St. Catherine University on separate lines in the upper half of the paper. Highlight this text, and center it. (Titles should be no more than 12 words). Add anything else to the title page required by your instructor or department.

Numbering Subsequent Pages

The subsequent pages of your paper need to have the same **brief title** from page 1 (without the words "Running head") and continuous page numbers.

1. Double-click in the header area of the second page.
2. Go to the left-hand side of the screen to insert a **Page Number**.
3. Click on the drop-down arrow to go to **Top of Page → Plain Number 1**.
4. Then type the **TITLE** next to page number 2.
5. Press the **Tab** key twice to move the page number to the right-hand margin.
6. The rest of the pages will have the title only and correct pagination in the header.

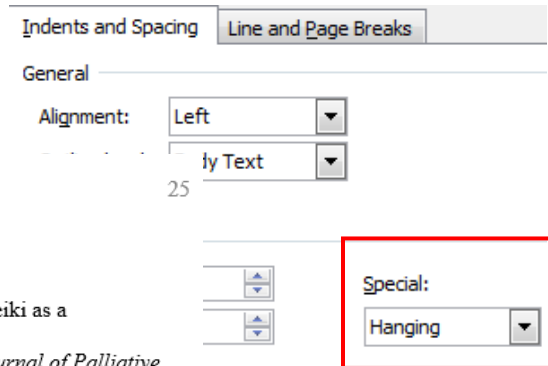
Formatting the References Page

1. The reference page begins on a separate page and "References" is centered at the top of the page on a single line.
2. All references must be double-spaced and use hanging indents (second line is indented five spaces).
3. Highlight the references that you want to indent. Click on the **Line and Paragraph Spacing** button and select *Line Spacing Options*.
4. In the Indentation section, make sure that **Special: Hanging** is selected.

ENERGY HEALING AS A THERAPEUTIC TREATMENT

References

Burden, B., Herron-Marx, S., & Clifford, C. (2005). The increasing use of reiki as a complementary therapy in specialist palliative care. *International Journal of Palliative Nursing, 11*(5), 248-253. Retrieved from <http://www.ijpn.co.uk/>



Removing Hyperlinks

Web addresses should not be underlined (as shown in the example below).

Retrieved from <http://www.ijpn.co.uk/>

To remove a hyperlink from a URL:

1. Right-click on the hyperlinked URL
2. Click **Remove Hyperlink**

