

Title

First M. Last

Kennebec Valley Community College

Title

This template contains a header that matches the edition six APA guidelines. Notice how: the words “Running head:” only appear on the title page; the title is in all caps and flush with the left margin; and the page number is flush with the right margin. Additionally in this template, the page margins are set at one inch, the font at Times New Roman, and the paper spacing is double. On the title page one can see what information should be included and how to format the information. On the second page is where the paper begins with the new header and the title of the paper centered and not bolded. This template can be used by editing the content for one’s own paper. To change the header, one would double-click with the left mouse button in the header section of the paper. Once the header is edited to match APA formatting then double-click with the left mouse button in a section of the paper that is outside the header section to return to document section.

Included below are the steps on how to format the header for Microsoft Word 2007 (Zelig, 2010). If one is using a different version of Word or a different word processing program, instructions for how to create headers usually can be found in the help menu or by doing an online search. Also included in this template are Word 2007 instructions of how to create hanging indents for the reference page; the reference page at the end of this document includes the appropriate APA heading and an entry in hanging indent format. Lastly, one can view a formatted APA paper on OWL <http://owl.english.purdue.edu/owl/resource/560/18/> .

Creating a header in Word 2007

Create a header for the document:

1. Select the “Insert” tab from the top menu.

2. Select “Page Number” from the “Header & Footer” toolbar.
3. Select “Top of Page” from the drop-down menu.
4. Select “Plain Number 3” from the slide-out menu.
5. Type “Running head:” (Capitalize the “R”), add a space. (Only for the Title page)
6. The Running head should be flush left and the page number, flush right.
7. Close the window by momentarily pressing the “Esc” key in the upper left corner of the keyboard.

Remove the words “Running head:” from all other page headers:

1. Place the mouse cursor after the last line on the Title page.
2. Select the “Page Layout” tab from the top menu.
3. Click on the word “Breaks” within the Page Setup block.
4. Click on “Next Page” to create a Section break.
5. Using the left mouse button, double-click in the header area.
6. Select the “Design” tab from the top menu.
7. In the Navigation block, click on the “Link to Previous” button to toggle it off.
8. Remove the words “Running head:” from the header from page 2.

This will remove the words from every page beginning with page 2.

Page 1, the Title page, should now have the “Running head:” and every page thereafter should not have it.

Creating hanging indents in Word 2007

1. First, on the first line of a new page after the discussion / conclusion, center the word References and then go to the next line (maintain the use of double spacing in the references).
2. Change the alignment from Center to Left Align.
3. Next using the right click button on a mouse, choose Paragraph from the popup menu options.
4. In the Indents and Spacing tab, under the Indentation section, select the drop down arrow for Special and choose Hanging and then select OK to close the Paragraph options.
5. Type the reference without tabbing or using enter as the text will automatically wrap to the next line and be indented under the first line. This hanging indent will continue until one presses enter.
6. When a reference entry is complete, pressing enter will place the cursor flush to the left paper margin and in a position to create another hanging indent entry.

References

All references that appear in the actual paper should be listed in the end of page References and vice versa. Use hanging indents. Double Spacing. Place references in alphabetical order by author's last name (be it a person or corporate author, such as an organization, government source, university, or business; if the author is unknown, then use the title before the parenthetical publication date). Review APA class resources for specific instructions and examples related to proper formatting.

Zelig, A. (2010, February 9). APA formatting instructions for MS Word 2007. *Writing Mechanics*. Retrieved April 1, 2011, from http://www.writingmechanics.com/APA_Formatting_Instructions_For_MS_Word_2007.pdf