<u>A Step- by- Step Guide for Setting up APA Formatting on a Mac</u>
Created and Edited by Kellie Roper

Margins and Font

1. Set your margins to one-inch on all sides: select the **Layout** tab, click on the **Margins icon**, and select "**Normal.**"
2. On the **Home** tab, set font to **Times New Roman, 12 pt.**

Running Head/Header

1. You are now going to create what is called a running head. Do this by selecting **Document Elements > Header >Basic.**
2. Click on the purple tab **"Header and Footer."** Place a checkmark in the box that says **"Different First Page."** THIS CHECK IS VERY IMPORTANT!
3. You will need to reselect **Header > Basic** under the purple tab**.** Your page should now look like this.
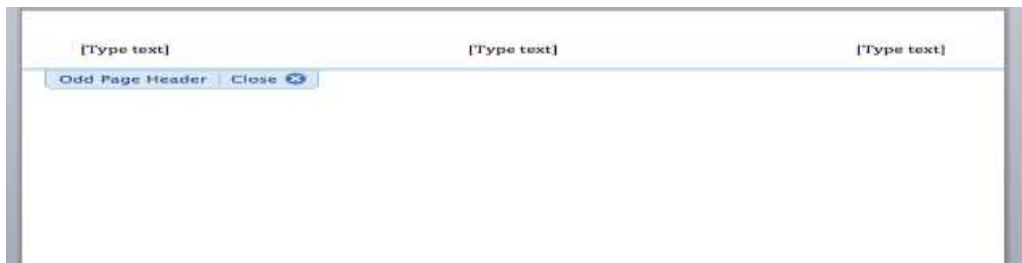
4. There are three brackets in which to type text. NOTE: You will not use the second bracket at all, and the words "Type text" will go away when you print out your paper.
5. First, **double click on the far left bracket.**
6. You will need to **type in the following**: Running head: SHORTENED TITLE OF YOUR PAPER. Be sure to capitalize the word "Running" but not "head." Your paper's title should be in all caps and should be a shortened version of the complete title. NOTE: you are not typing in the words "title of your paper," you are typing in your paper's unique shortened title, such as "DINOSAUR EXTINCTION" This shortened title should be less than 50 characters long.
7. **Double click on the far right bracket** and **press page number**. The page number button is located next to the header and footer button under the purple tab. Your paper should now look like this.
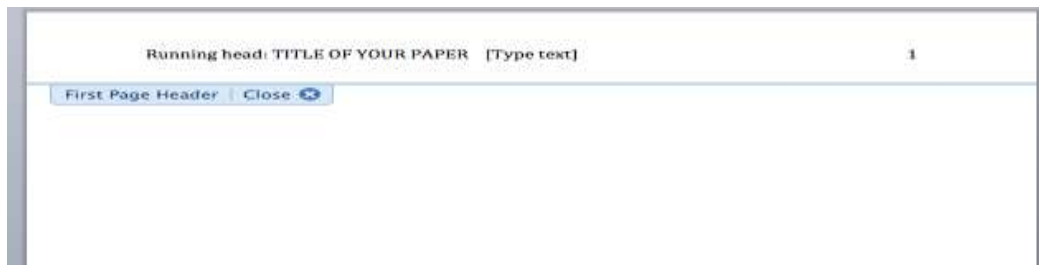
8. You are now going to create the header that will go on the remaining pages of your paper. **Scroll to the second page**. The three sets of brackets will automatically show up on the second page. **Double click on the far left bracket.**
9. **Type in your unique paper title** in all caps**. Double click on the far right bracket** and press **Page Number** (under the purple header and footer tab that will pop up). If your page looks like this then you have successfully created the running head!

Running head: TITLE OF YOUR PAPER   [Type text]   1

First Page Example ⬆

TITLE OF YOUR PAPER   [Type text]   2

Second Page Example ⬆

1. The next step is to format the title page (page 1). This is the first page of your APA paper, and it is the only page of the document with the actual words "Running head" in the header. This page contains the full title of the paper, author's name, author affiliation, and it sometimes includes an author note.
2. Set up correct spacing on your paper by selecting the **Home tab**, looking under the **Paragraph section**, and **selecting the icon with two vertical blue arrows (this icon)** After clicking on that button, **select 2.0** from the list.
3. **Click again on the icon** and select the option "**Line Spacing Options**." This will bring up a dialogue box. You need to place a checkmark inside the small box that says "**Don't add space between paragraphs of the same style.**"
4. You will first **type in the complete title** of your paper. The title should be center aligned approximately 1/3 of the way down the page. Type in your title with proper capitalization (not all caps).
5. Press the **enter key** one time and **type in author/authors' name.**
6. Press the **enter key** one time and **type in the author(s)' affiliation**. This indicates the institution where the author(s) were when the research/writing of the paper happened. When writing a paper for a class, the author/student's affiliation is usually just the name of their university. (See sample paper for a title page example.)

Author Note/Abstract

1. The author note (if included) also appears on the title page. You usually will not include an author note when writing for a class, unless your professor has specifically requested it. If you are required to write an author note, refer to the sample paper for further information.
2. The abstract in an APA paper gives specific information about the paper's content. The abstract defines terms peculiar to the paper and includes the paper's main concepts and/or conclusions. The abstract is typically 150-250 words long, but the length can vary.
3. If you are including an abstract-Starting on the second page of your document, **type in the word "Abstract."** This title should be centered at the top of the page.
4. Next, **type your abstract information** in a single paragraph. This paragraph is not indented or centered
5. If you are listing keywords-press **enter** at the end of your paragraph and press the **tab key** once. On this line type in "**Keywords:word,word,word,word,word."**

Body of Paper

1. The last step is to begin the body of your paper correctly. On page 3, **type in your complete title**. Center your title on the first line of the page.
2. Press **enter** one time and then **begin typing** your first paragraph. Refer to the sample paper to see what a properly formatted paper should look like.