Practical APA

Implementing APA into Word

Running Heads & Page Numbers
- Click Insert, Page Number (top right option), click the “Different First Page” option
- With the cursor in front of the number, hit tab twice and the left arrow key twice, then type the actual running head (as displayed at the top of this page)
- On the second page, double click into the header and erase the words “Running head:”, making sure the number on the second page is 2, not 1. If not, change it to be so.

Number of lines on the page
- Has to be double spaced (but remove extra space before and after paragraphs), and the paper must have no more than 27 lines per page.
- Widows and orphans: Under the Home tab in the paragraph cell, click the button on the bottom right of the cell to bring up more options. Unselect the option that says “Widow/Orphan control” under the Line and Page Breaks tab.
Format of a Formal APA Paper

Caveat: Each professor is different, so these “rules” should take a back seat to whatever the professor says.

Cover Page
- Pg. 199 in A Pocket Style Manual Sixth Edition for example

Abstract
- Must be at least 11 lines in length

Outline
- The outline is made up solely of the headings you put in your paper -- no sentences, no phrases

Body
- Headings directly correlate to the outline
  - Pg. 200

Reference Page
- Pg. 201 for examples

Citations

In-text citations
- Pg. 169 for examples
- Include the date and the page number for each sentence with a citation. If the name of the author is in the sentence, the date will appear directly after the author’s name in parentheses. Otherwise, the author’s name, the year of publication, and the page number will be at the end of the sentence (but before the ending punctuation).
- Block quotes are used for quotations 40 words or more, have no quotation marks around the quote, indented from the left, and are double spaced. The citation comes after the ending punctuation.

References
- Pg. 179 for examples
- https://owl.english.purdue.edu/owl/section/2/10/
- bibme.org
- citationmachine.net