GERMANNA
ACADEMIC CENTER
FOR EXCELLENCE

Instructions for Formatting APA Style Papers in Microsoft Word for Apple Products

Over time, different citation styles have been created to establish a standardized way of citing and documenting sources in accordance with various academic disciplines. APA style refers to one of these citation formats that designates the rules and guidelines for referencing sources in research papers. This citation style was created by the American Psychological Association (APA) and is mainly used for disciplines within the sciences and the social sciences.

Although the Microsoft Word programs on Windows computers and Apple computers serve the same function and utilize the same tools, the locations of the various tools in Word are different in the Apple version when compared with the Windows version. This handout covers the procedures for formatting an APA Citation Style paper in Microsoft Word for Apple Products.

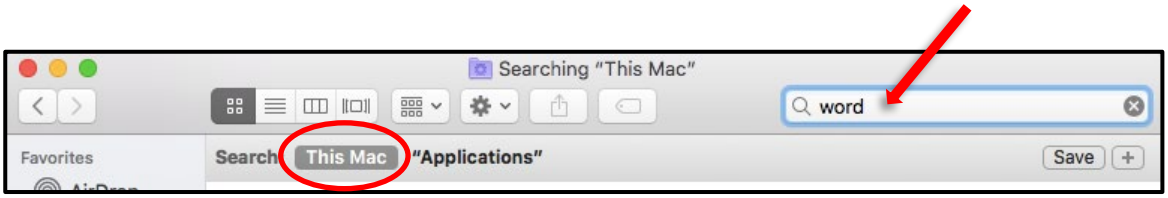
If Microsoft Word appears on the desktop:

If Microsoft Word appears on the desktop, double-click the icon in order to open it.

If Microsoft Word is not on the desktop:

1. Open the "Finder" program, which shows all the files and applications an Apple computer has.

2. In the Finder window, make sure the "Search" criteria is set for "This Mac," and type "Microsoft Word" in the search bar to look for the application.



3. Double-click the application icon for "Microsoft Word" to open it.

The following steps detail how to correctly format the document.

APA Formatting Guide:

Navigate to specific sections of this handout by clicking the links below.

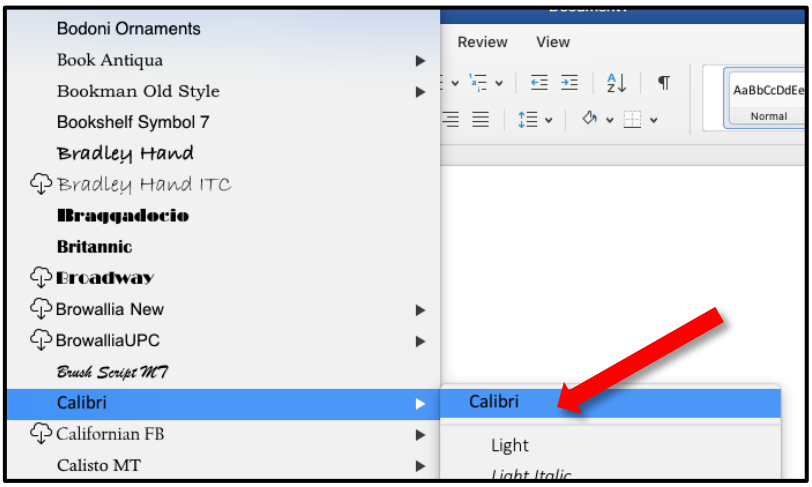
Step 1: Choose a font: pg. 3
Step 2: Add one-inch margins: pg. 4
Step 3: Select double space: pg. 5
Step 4: Remove extra space after paragraph: pg. 5
Step 5: Insert page number: pg. 6
Step 6: Set up title page: pg. 7
Step 7: Set up abstract: pg. 8
Step 8: Create title: pg. 9
Step 9: Indent paragraphs: pg. 9
Step 10: Set up references page: pg. 10

Step 1: Choose a font

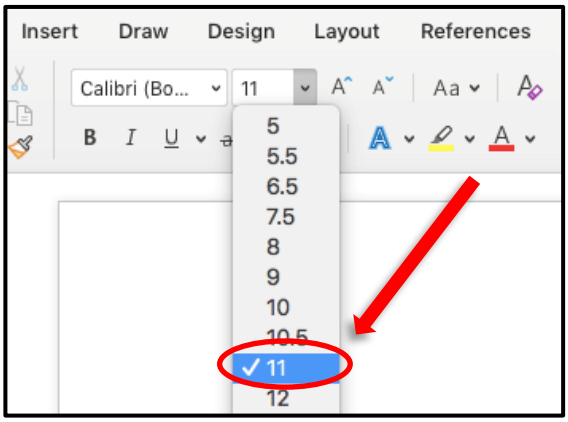
On the "Home" ribbon, in the "Font" group, click on the font drop-down menu (the small arrow next to the word "Calibri (Body)") to show available fonts. Use the drop-down menu to scroll down and select your font of choice. These are the fonts you can use for an APA paper:

- Arial (font size 11)
- Calibri (font size 11)
- Lucida Sans Unicode (font size 10)
- Times New Roman (font size 12)
- Georgia (font size 11)

**Note: There will be different options listed under certain fonts, such as bold and italic, but selecting the first option of the font name will change the font without bolding or italicizing it.*

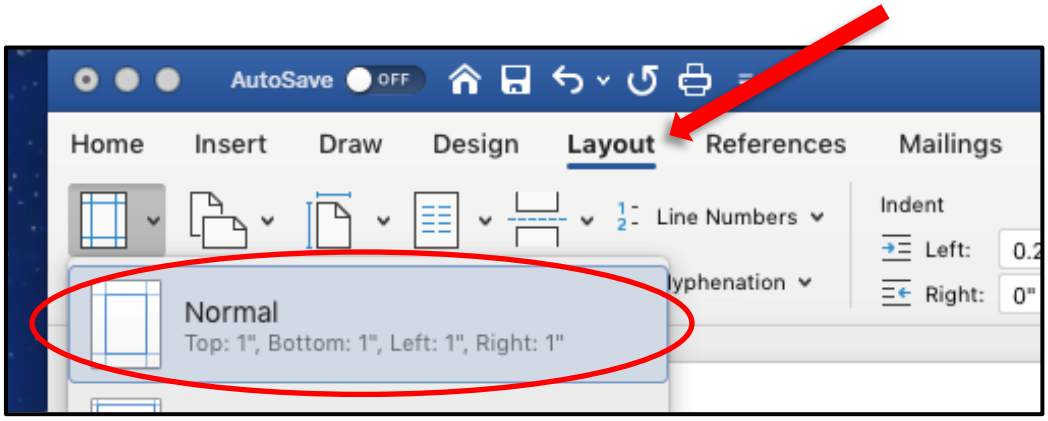


On the “Home” ribbon, in the “Font” group, click on the small arrow next to the box displaying a number. Using the drop-down menu, scroll down and select the font size for the document.



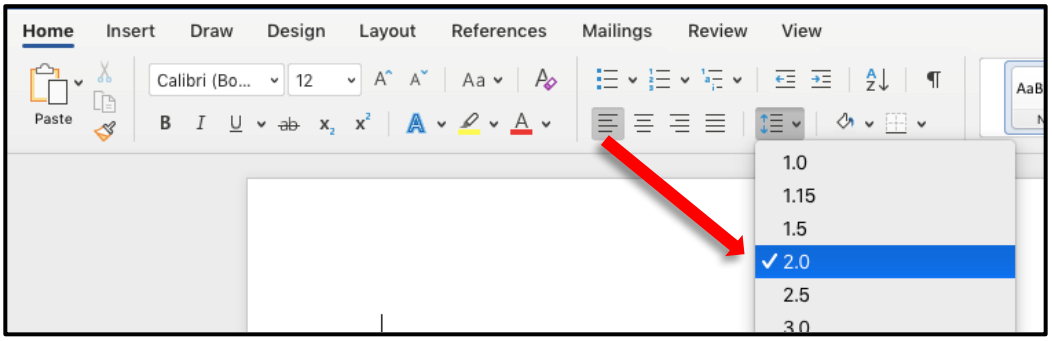
Step 2: Add 1-inch margins

To set one-inch margins, click on the ribbon that is labeled “Layout.” In the “Margins” group, click on the icon labeled “Margins.” Next, select the “Normal” setting.



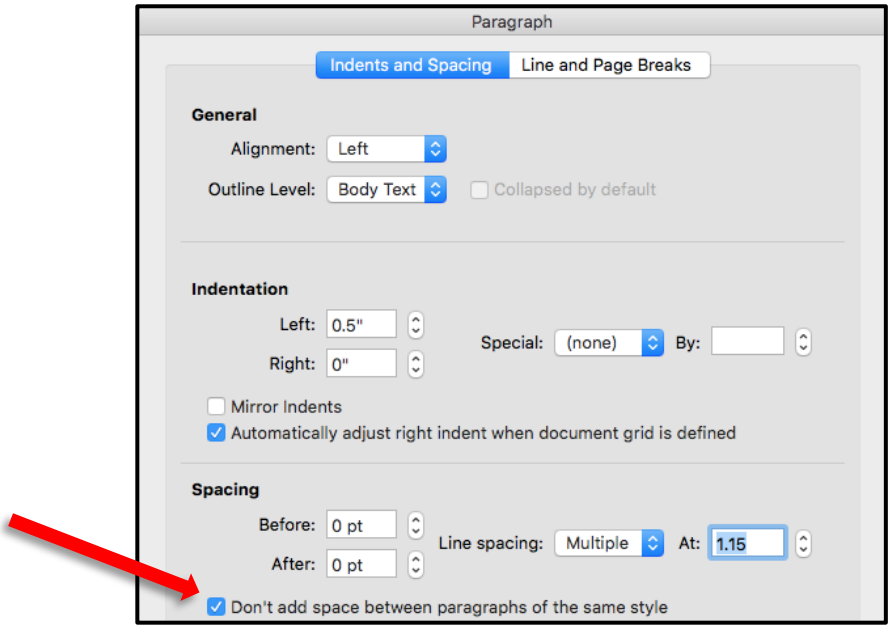
Step 3: Select double space

On the "Home" ribbon in the "Paragraph" group, select the "Line Spacing" icon with the blue arrows pointing up and down next to four horizontal lines. On the drop-down menu, select "2.0" for double spacing.



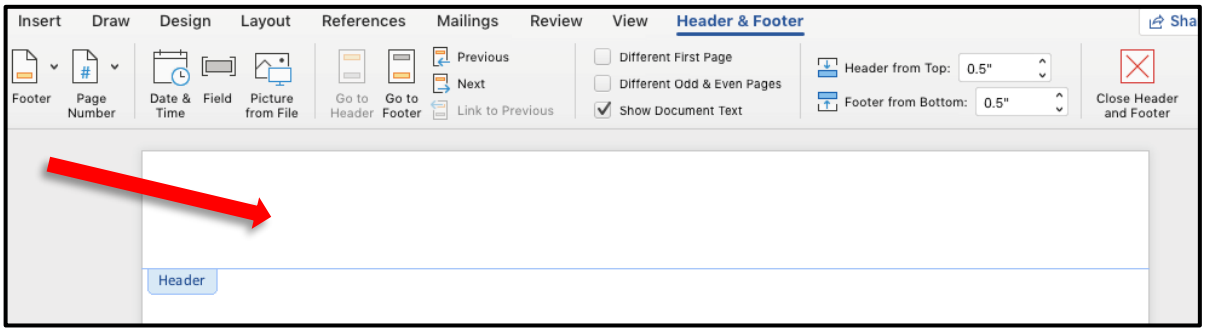
Step 4: Remove extra space after paragraph

On the "Home" ribbon under the "Paragraph" group, select the "Line Spacing" icon again. At the bottom of the drop-down menu, select "Line Spacing Options…" When the Paragraph dialog box appears, check the box for "Don't add space between paragraphs of the same style" in the "Spacing" area, if it is not already checked. Then, click the "OK" button.

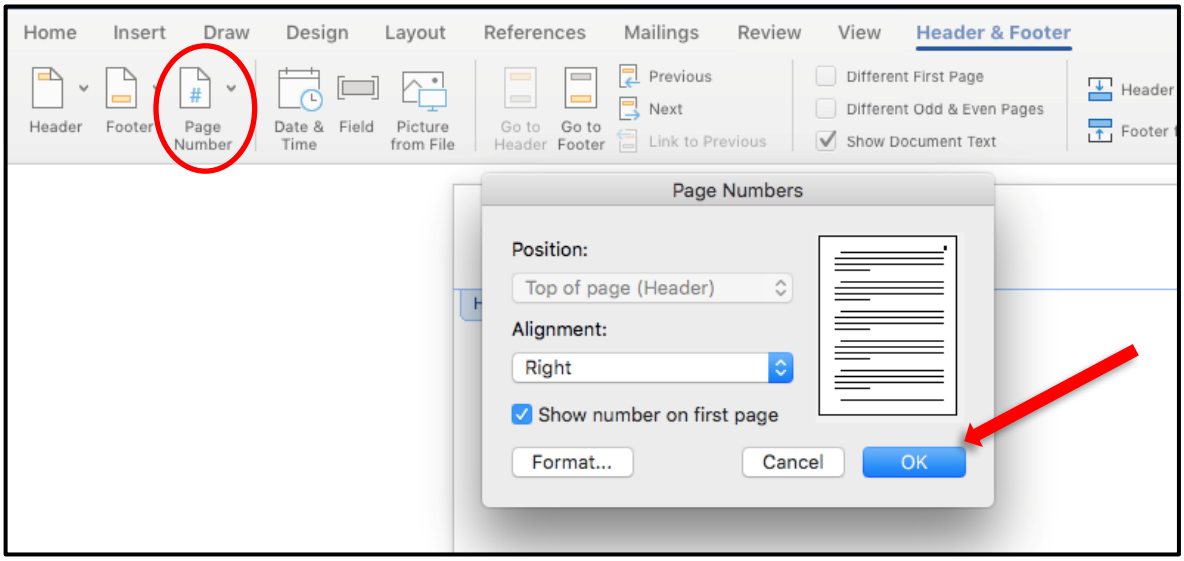


Step 5: Insert page number

To insert a page number, double-click the blank space at the top of the page within the top margin. This will also automatically open the "Header & Footer" ribbon.



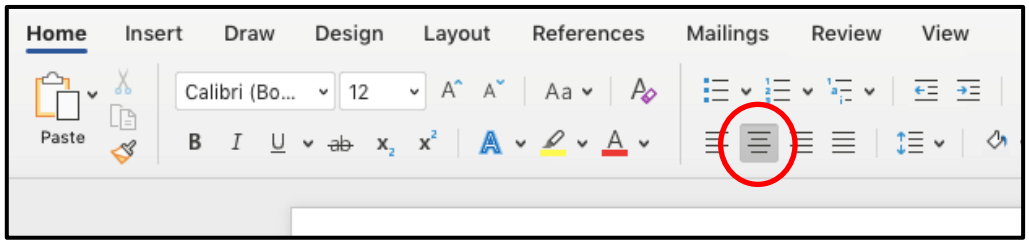
Then, within the "Header & Footer" ribbon, click the "Page Number" tab. Select "Page Number," then click "OK" on the pop-up. The correct page number should automatically appear at the top right corner of every page.



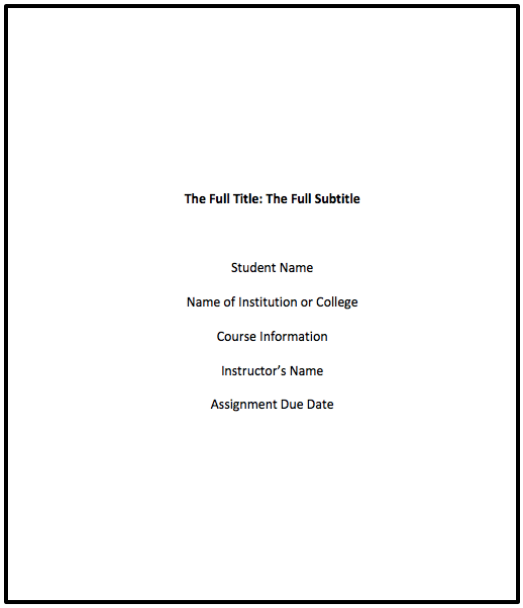
Finally, be sure to change the page number to the font and font size that you chose earlier, following Step 1. Then, double-click outside of the header to close it.

Step 6: Set up title page

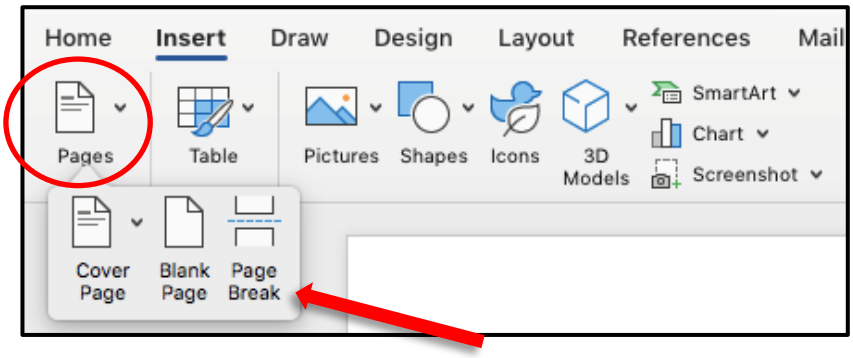
After all of the page specifications are set, the next step is to set up the title page. First, select the "Home" ribbon, and locate the "Paragraph" group. Press the "Center Text" button on the bottom row in order to center the title horizontally. Then, hit enter four times, which will position the identification information in the upper half of the page.



On the first line, type the full title of the essay, and make sure to bold the text of the title only. Hit the return key twice (to insert a blank double-space between the title and the identification information), and on the second line, type your name. Press return again, and on the third line, type the name of your college. Press return again, and on the fourth line, type your course information (ex. ENG 111: College Composition I). Press return again, and on the fifth line, type your instructor's name. Press return again, and on the sixth and final line, type the assignment due date (in month, day, year format – ex. November 21, 2019).

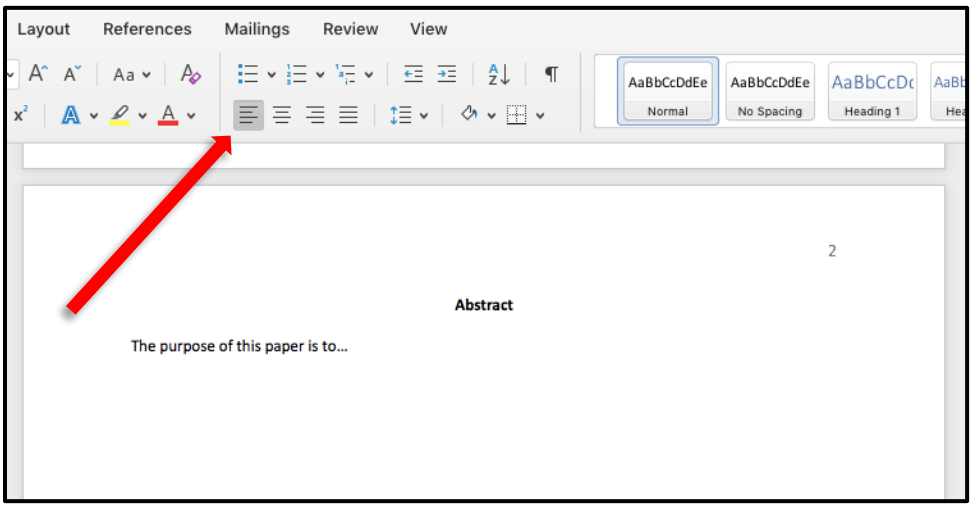


In order to continue with the essay, click the “Insert” ribbon, and select the “Pages” tab to show the drop-down menu. On the menu, select the “Page Break” option to insert a page break (Alternatively, click *Command + Enter* after Assignment Due Date).



Step 7: Set up abstract

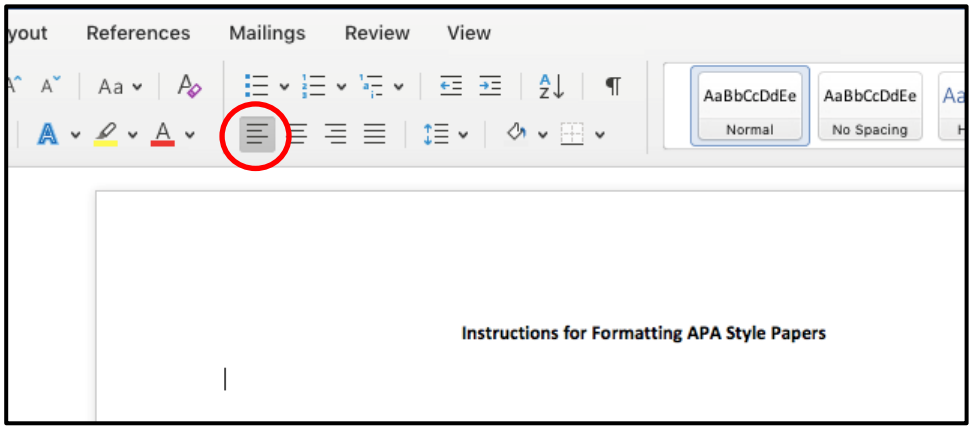
Instructors may require students to include an abstract. Because the insertion point should already be in the center, simply type the word “**Abstract**.” To type the content of the abstract, press the return key. Click on the “Align Text Left” button in the “Paragraph” group on the “Home” ribbon.



Step 8: Create title

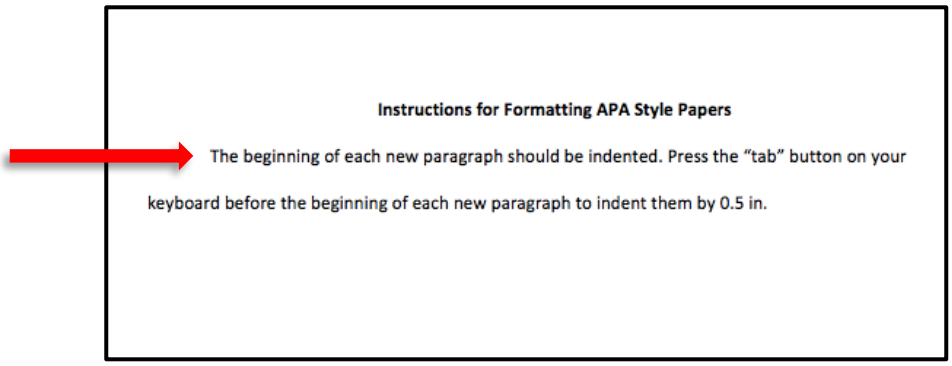
After finishing the abstract, insert a page break using the same method detailed at the end of Step 6. The insertion point should now be left-aligned on page three. Click on the "Home" ribbon and select the "Center Text" button from the "Paragraph" group. Type the full title of the essay. Make sure the title is bolded, but the text following it is not.

When finished, hit the return key, and then select "Align Text Left" to move the insertion point back to the left.



Step 9: Indent paragraphs

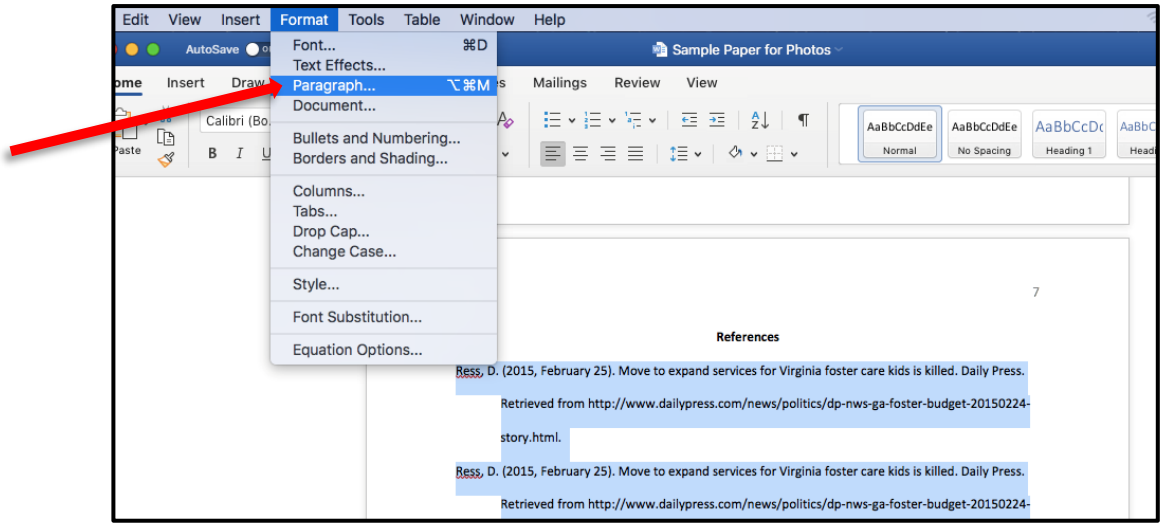
The beginning of each new paragraph should be indented. Press the "tab" button on your keyboard before the beginning of each new paragraph to indent them by 0.5 in. Do not add an additional indent if new paragraphs are indented automatically.



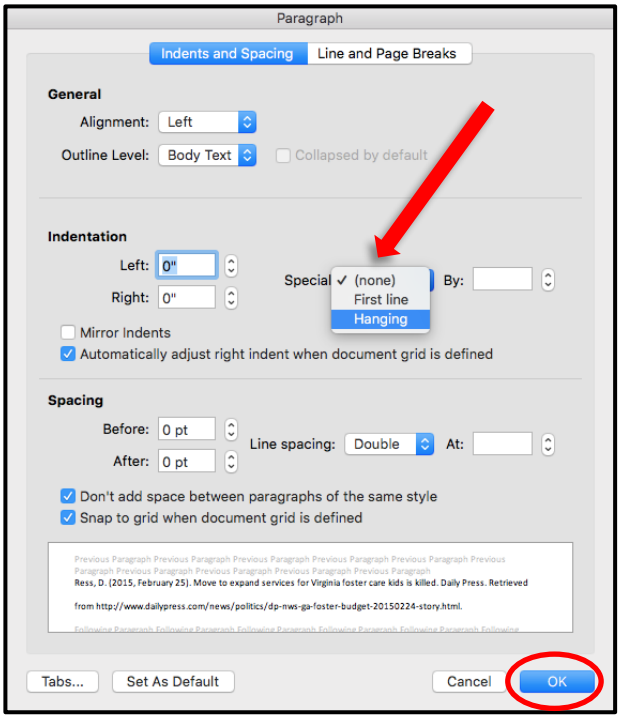
Step 10: Set up references page

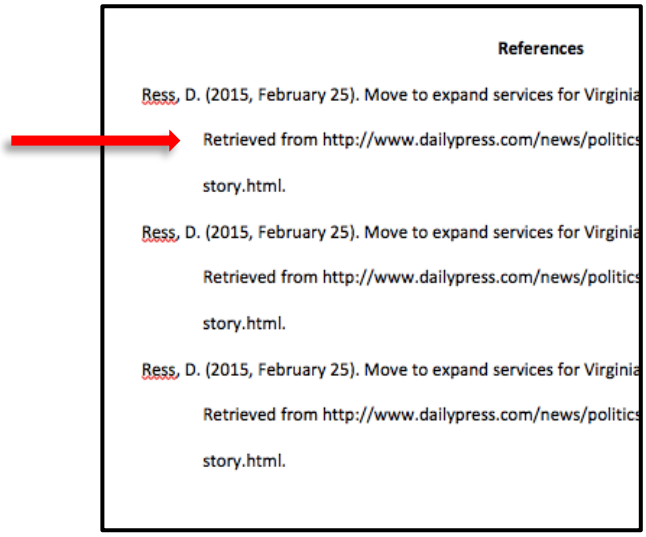
To create a Reference page, a page break needs to be inserted (see the last section of Step 6 for inserting a page break).

Click on the "Home" ribbon, go to the "Paragraph" group, and click the "Center Text" button. Type the page title "References," bold the text, and hit the return key. Go to the "Paragraph" group once again and click the "Align Text Left" button.
Complete and highlight your citations. On the bar at the top of your screen, click "Format." In the drop-down menu, select "Paragraph…".



In the pop-up window, click the “Special” tab within the Indentation section. In the drop-down menu, select “Hanging.” Then click “OK” to close the pop-up window. This will apply a hanging indent to all of your selected citations.





References

Ress, D. (2015, February 25). Move to expand services for Virginia

Retrieved from http://www.dailypress.com/news/politics

story.html.

Ress, D. (2015, February 25). Move to expand services for Virginia

Retrieved from http://www.dailypress.com/news/politics

story.html.

Ress, D. (2015, February 25). Move to expand services for Virginia

Retrieved from http://www.dailypress.com/news/politics

story.html.

For further information about the APA Style, please see the following the Academic Center for Excellence's resources:

- APA Format handout
- APA Sample Paper handout
- APA Paper Checklist for College Writers handout
- APA Format and Citation Style interactive, online module
- APA Format and Citation Style video

Additionally, the Academic Center for Excellence offers informational workshops on APA format on-campus and online. To schedule an on-campus workshop, contact Academic Center for Excellence's Locust Grove center at **(540) 423-9148**, the Fredericksburg center at **(540) 891-3017**, or the Barbara J. Fried Center in Stafford at **(540) 834-1993**.