**Step 1: Format your Word features**

You will need to first set up these features in your Word Document.

**Font:** HOME tab > 12 point font size and Times New Roman

**Margins:** PAGE LAYOUT > Margins > Normal (Top 1”, Bottom 1”, Left 1”, Right 1”)

**Spacing:** Choose PAGE LAYOUT > Paragraph > tiny arrow in the far right bottom corner of that box. It should open the Paragraph Settings.

Next, set the spacing to DOUBLE.
Step 2: Setting Up the Running head on the title page

1. INSERT > Header > Choose the first one (Blank)

2. The Header will pop up. Above it, the DESIGN tab will be in green. Click "Different First Page."

3. Type Running head: TITLE OF YOUR PAPER. NOTE: The title of your paper should not be longer than 50 characters; if it is a long title, you will need to shorten the title in the running head. (You may keep the title as long as you wish on the title category of the title page.)

4. Hit the TAB button until you move the cursor to the far right.

5. Click on the INSERT tab > Page number > Current Position > Plain Number (first option)

6. Double click outside of your header and into the main part of the page.

Step 3: Format your Title Page

1. Place your title in the upper half of the title page. To achieve this, hit ENTER 4-5 times.

2. Go to HOME > Paragraph > Center button to center your title.

3. Type in your title, using appropriate capitalization. NOTE: Your title should not be longer than twelve words or contain abbreviations. It may be one or two lines.

4. Hit ENTER. Type in your name (first and last) using appropriate capitalization.

5. Hit ENTER. Type in the institution's name: Walters State Community College NOTE: Do NOT abbreviate.

6. Click INSERT tab > Page Break to move to the second page of your essay. (You can also just hit enter until you get to the next page.)
Step 4: Modify your Running head for the rest of your paper.

1. You should now be working on the second page as evidenced by your blinking cursor on that page. Click INSERT > Header > Choose the first one (Blank). The header will pop up.

2. Type in your title in ALL CAPS. **NOTE: All pages after the first do NOT include Running head on it.**

3. Hit the TAB button until the cursor moves to the far right.

4. Click on the INSERT tab > Page number > Current Position > Plain Number (first option). **NOTE: It should number the second page with a 2.**

Your running head is now set up. Please make sure that "Running head" only appears on the first page - not every page. If it appears on every page, reformat your paper, paying close attention to the above directions.

Step 5: Format your Abstract Page

(**NOTE:** Some instructors do not require an Abstract page; however, if this is not explicitly stated on your assignment, then create one. If in doubt, ask your instructor or create an abstract just to be on the safe side.)

1. Your abstract should be the second page of your essay.

2. Type and Center the word Abstract. **NOTE: Do not use quotation marks, bold the print, or make it larger.**

3. Hit Enter once. Choose HOME > Paragraph > Align Left. (This is the button that puts the cursor back to the left side of the page.) DO NOT INDENT. Type a brief, objective summary of your essay that should be no longer than 250 words.

Step 6: Format your First Page of Essay

To format the first page of your actual essay, follow these directions.

1. INSERT> Page Break to get to the next page of your essay, or click enter until you get to the next page.

2. Go to Home > Paragraph > Align Center. Type the full title, using appropriate capitalization, on the first line.

3. Hit enter. Read A & B below.

   a. If you are using a heading for the first part of your paper (e.g. Review of Literature, Methodology, etc.), then you will need to type your heading using the following format: Bold, centered, with appropriate capitalization. See 3.03 (page 62) in the APA Publication Manual if you have multiple levels of headings.

   b. If you are not using a heading, or you are ready to type your essay, got to HOME> Paragraph > Align left. (This is the button that puts the cursor back to the left side of the page.) Then, indent and begin typing your essay.
Step 7: Format your Reference Page

To format your References page in Word 2013, please follow these directions.

1. After you have finished your essay, you should be on the next page. To get there, click on INSERT > Page Break.

2. Center the line. Type Reference if you have only one reference you used for this essay. Type References if you have more than one.

3. Hit ENTER. Choose HOME > Paragraph > Align Left. (This is the button that puts the cursor back to the left side of the page.)

4. Choose PAGE LAYOUT > Paragraph > tiny arrow in the far right bottom corner of that box. It should open the Paragraph Settings.

5. In the Paragraph Settings box, choose Indentation > Special > Drop down the box to HANGING. (Below is what you should see.)

![Paragraph Settings](image)

6. Type in your reference list in alphabetical order by last name, following APA style rules. Make sure that you double space between each entry (Do NOT hit enter more than once at the end of each entry. You should not be spacing more than the double-space that the computer does for you.)

*If you need further assistance formatting your essay, please see/call/email a librarian or visit the Writing Lab.

Questions or found errors can be emailed to library@ws.edu.