

Formatting an APA Paper Using MS Word Checklist

This checklist helps you create a template formatted in APA style that can be used over and over.

A. Creating the Blank Template

- Step 1: Open a blank document
- Step 2: Save the blank document as a template using Save As
- Step 3: Format the margins to one inch (1") on all sides
- Step 4: Reveal the ruler
- Step 5: Modify the Normal Font Style to Times New Roman, 12 pt.
- Step 6: Delete any existing preformatted styles
- Step 7: Save your work

B. Creating Styles

- Step 8: Preparation: Identify in paper the Title, Subtitle, Title heading, Paragraph, text, Level 1 headings, Level 2 headings, References, and Header
- Step 9: Create the "APA Title" style
- Step 10: Create the "APA Title Heading" style
- Step 11: Create the "APA Paragraph" style
- Step 12: Create the "APA Heading 1" style
- Step 13: Create the "APA Heading 2" style
- Step 14: Create the "APA Reference" style

C. Creating Sections

- Step 15: Create the Title Section
- Step 16: Add the Running Head to the Title Page
- Step 17: Add a Header to the Body and Reference Page
- Step 18: Format the Reference Page

D. Review

- Step 19: Test the template