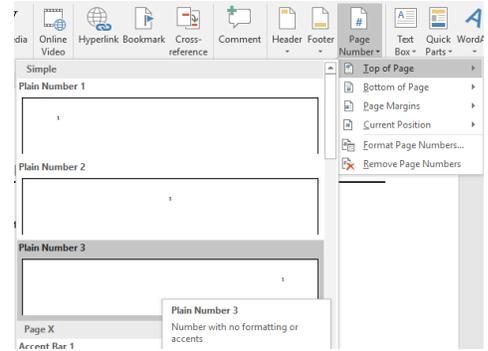


Formatting an APA Research Paper

Page Numbering

1. From the **Insert** tab, select **Page Number/Top of Page/Plain Number 3**
2. Double click the below the dotted line to resume working on your paper



Create Page 1: Title Page

Make sure you have a page number in the top right corner

1

Go to the **Paragraph Panel** (under the Home tab) and click the **Center** button (second from the left)

Use the center icon to ensure your title is perfectly centered



Hit **Enter** 3 times, Go to the **Font Panel** (under the Home tab) and click the **B** to turn on Bold, type:

Title (Press **Enter** 2 times)

Your Name (Press **Enter**)

School Name (Press **Enter**)

Course Name (Press **Enter**)

Teacher's Name (Press **Enter**)

Assignment Due Date (Example: Jan. 30, 2021)

Insert a page break

Click **Insert Tab**

Click **Page Break**

Create Page 2: Abstract

Make sure your cursor is in the center. If not, go to the **Paragraph Tab** and click the **Center** button (second from left)

Type the word: Abstract

Press **Enter** Once (This is where you will start the main paragraph of the abstract. It should not be indented.)

Insert a page break

Click **Insert Tab**

Click **Page Break**

Create First page of Text (Page 3)

On your third page, make sure the type is still on Centered (click **Home**, to the **Paragraph Panel** and click the **Center** button-second from the left).

Type the word “**Title**” as a place holder. It should be **centered** and **bold** on the page. Hit **Enter**.

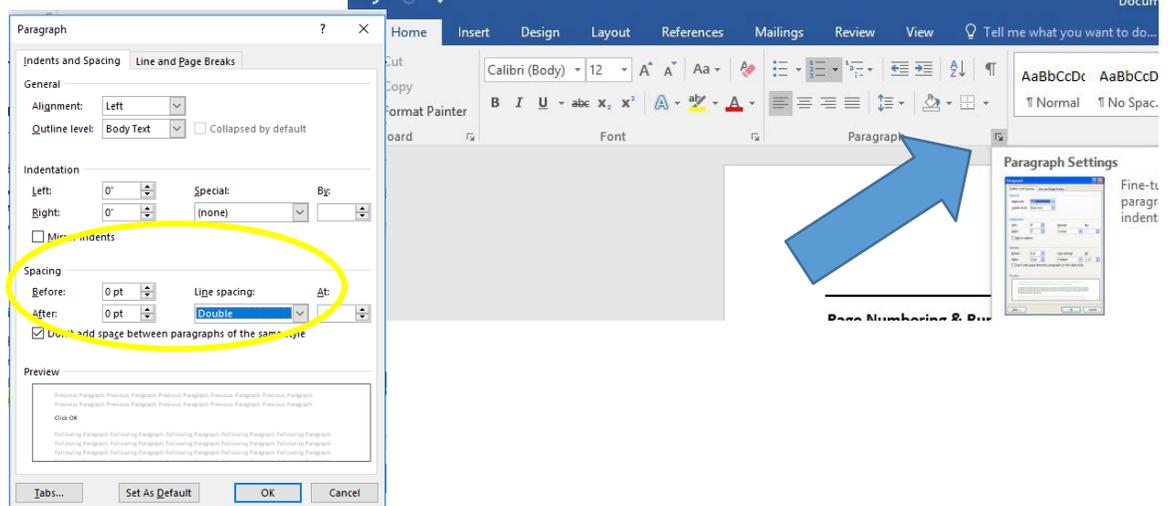
Change the Centered type to Left (go to the **Paragraph Panel** and click **Left Align** button-first one on left).

Hit Tab to indent the first paragraph of your paper.

Save Your Template!! Go to **File, Save As**, choose **One Drive**. Name the file. Click **Save**. This will allow you to type your paper into this template without changing the original template.

Setting Line Spacing and Font

1. Ctrl-A (to highlight the whole document)
2. Use one font style and size throughout your paper
3. Open the paragraph dialog box
4. Set **Spacing** for **Before** and **After** to **0**, and set **Line Spacing** to **Double**



5. Click OK

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