

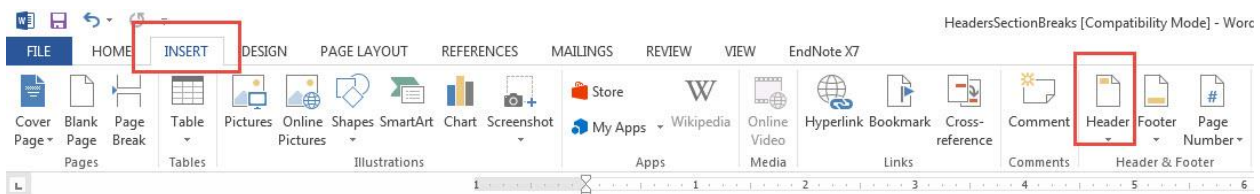


How to Make Headers for APA, Section Breaks, Line Spacing, and Hanging Indents

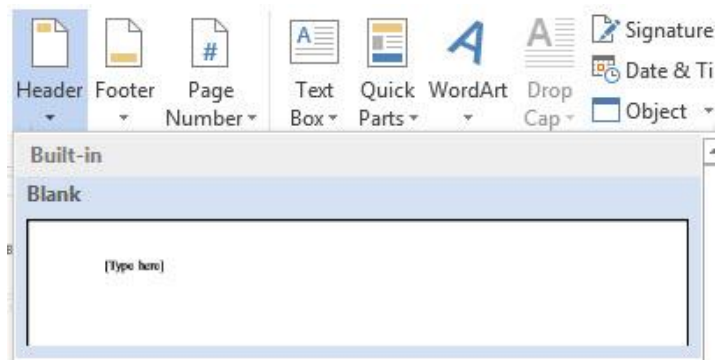
***Please note: There is now an option to select an *APA style report* when you are creating a new Word document. This already has it formatted for the title page, header, subject headings, reference list, etc.**

The sixth edition of APA requires you to have a header on your title page that is different than the headers on the following pages in your paper. Here are instructions on how to do this in Microsoft Office 2013. This is similar to earlier versions of Word, but the pictures will look different.

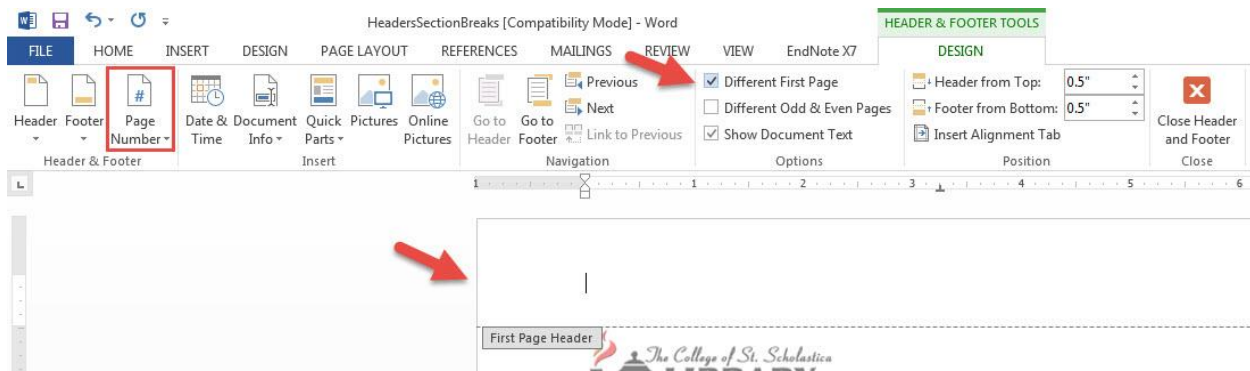
Click on *Insert* in the top ribbon and then click on *Header*.



Select *Blank*. The other headers may be fun and creative, but APA requires you to have a plain one.



Next click on the little box in front of *Different First Page*. This allows you to follow APA's rules and have your title page be different.



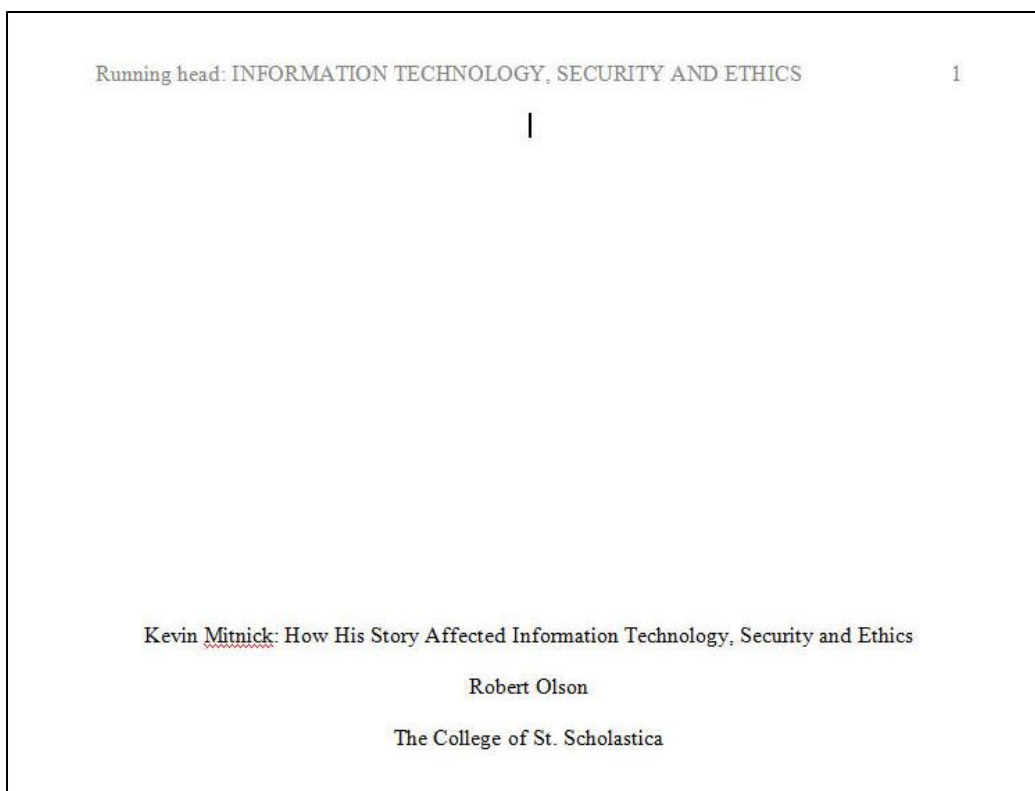
Hint: At any time you can double click in the header space to get to this tool bar and edit your header. Either click on the red X to *Close Header and Footer* or simply double click on the text of your paper to get out of the *Header & Footer Tools*.

Running Head

Type the words:

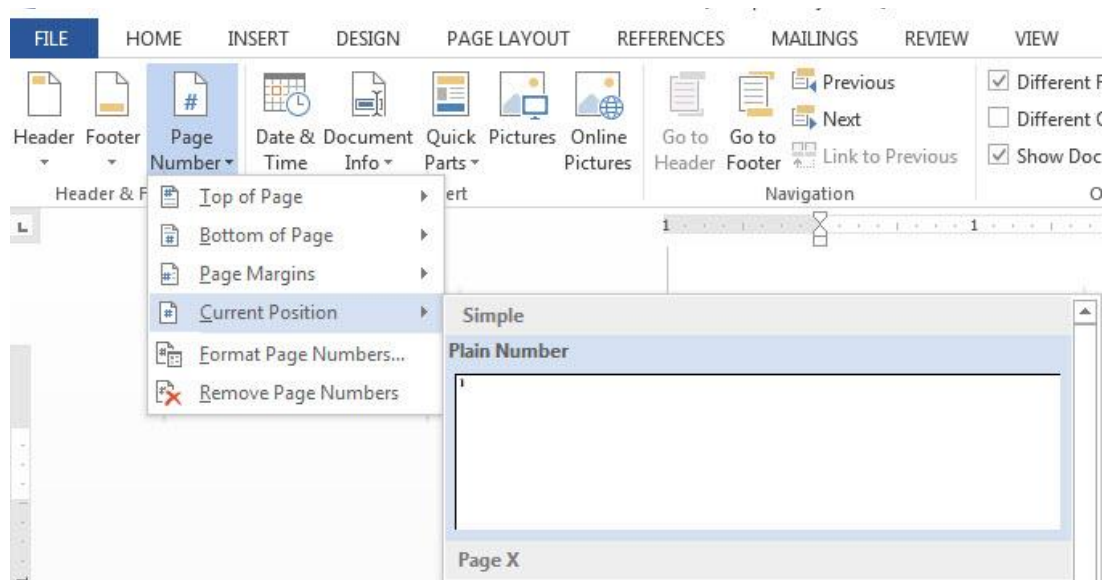
Running head: ABBREVIATED TITLE OF PAPER

Capitalize *Running* but not *head* and follow it with a colon and one space. The abbreviated title of your paper should be no longer than 50 characters and be all capitalized. The full title of your paper should not be longer than 12 words, be in uppercase and lowercase letters, centered, and positioned in the upper half of the page. This should be followed by your name and the name of your institution with each line double-spaced. Both your paper and your headers should be in Times New Roman 12-point font. Here is an example:



Page Numbers

To add page numbers, tab over to the right, and at your one-inch margin, click on *Page Number*, *Current Position*, and select *Plain Number*.



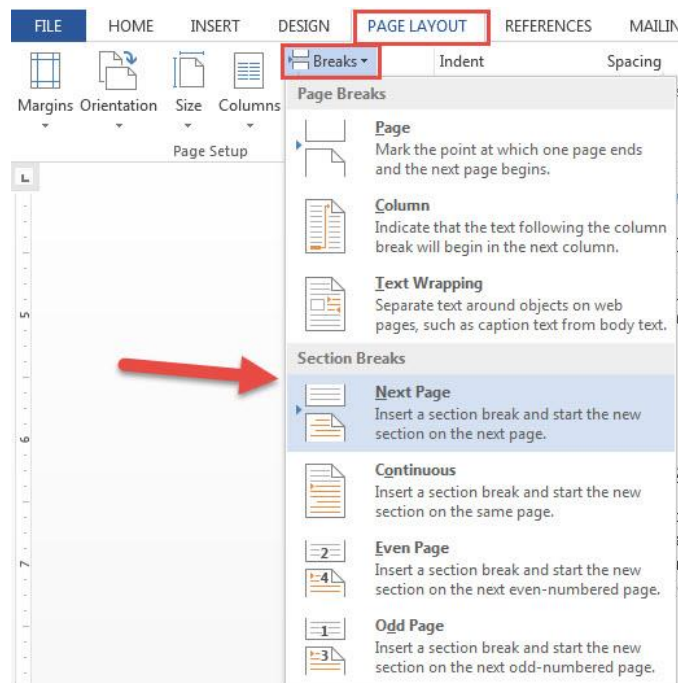
To make the header for the rest of your paper, double click on the header space at the top of the second page of your paper, and just type the abbreviated title of your paper again all in caps. Add

a page number just like you did for the title page, and it will automatically continue the numbering. Here is an example:

Header

Section Breaks

If you need to have different page numbers, switch orientations of your page from portrait to landscape, or other advanced features like what a master's project requires, you can do this by inserting section breaks. To insert section breaks, click on the *Page Layout* tab at the top of the screen.



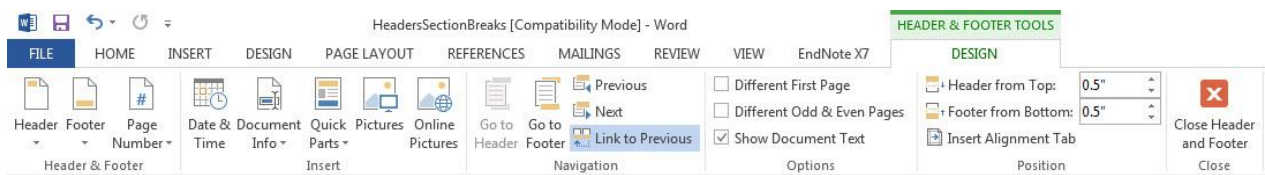
Click on *Breaks* and then *Next Page* to have a section break between the sections of your paper.

In order to have the numbering be different, you also need to make sure that the sections are not connected. You can check by looking at the header for *Same as Previous*.

Same as Previous

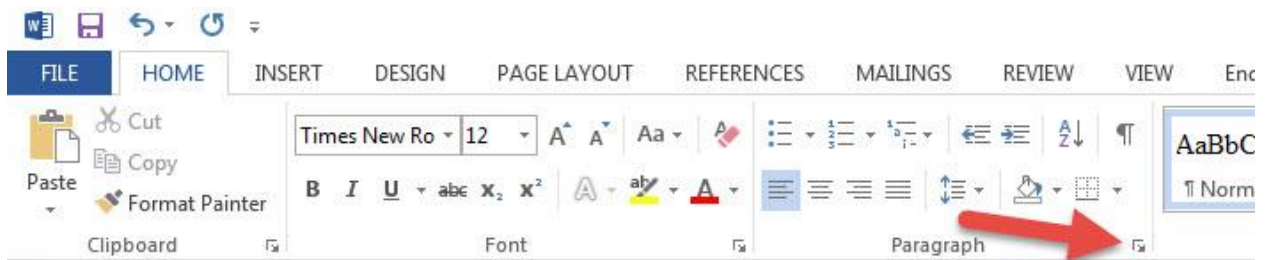
If it says that, you will not be able to have the page numbers be different for the different sections until you click on *Link to Previous* on the top tool bar so that it is no longer connected.

When you click on it, it won't be highlighted and the *Same as Previous* tab in your header will go away.

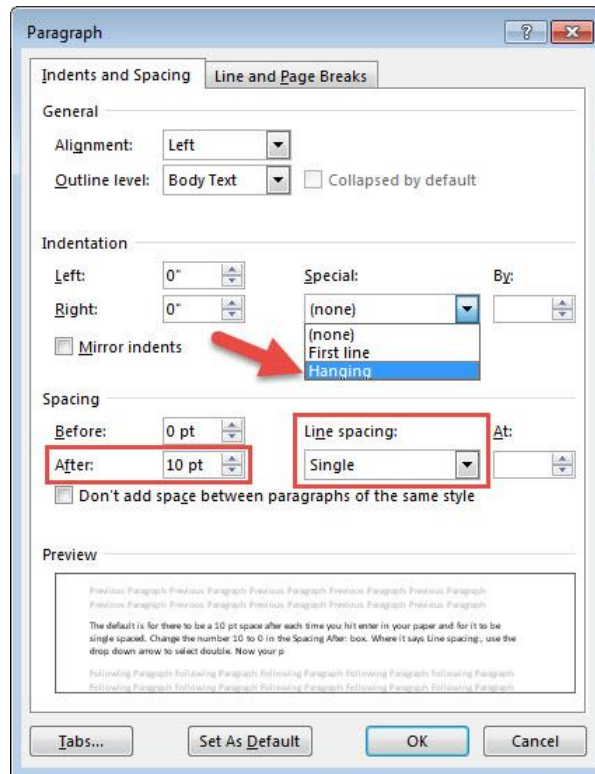


Paragraph Spacing

Word wants to automatically add an extra space between paragraphs and have your paper single spaced. APA just wants your whole paper to be double spaced. You can fix this by clicking on the little arrow in the lower-right corner of the *Paragraph* section on the top tool bar in Word to access the options.



The default is for there to be a 10 pt space after each time you hit enter in your paper and for it to be single spaced. Change the number 10 to 0 in the *Spacing After:* box. Where it says *Line spacing:*, use the drop down arrow to select *double*. Now your paragraph spacing will be set up correctly.



Hanging Indents

Using hanging indents to format your reference list is a better way than entering a return after the first line and then tabbing over the half inch that APA requires for subsequent lines in references. It is better because if the formatting ever changes, Word is able to adjust the spacing if hanging indents have been used instead of returns.

You use the same *Paragraph* pop up window to insert hanging indents by selecting *Hanging* from the drop down arrow under *Special*: when you are at the second line of your first reference. After that, Word is smart enough to automatically move over the third line and so on. When you hit enter after your first reference, Word will also automatically start your second reference all the way over to the left and will move in your second line when you get there.

Here is a sample reference:

Freeman, E. H., Johnson, R., Anderson, P. Q., Smith, E., Quele, I. G., Reece, B., ... Yellow, O.

(2008). The legend and legacy of Kevin Mitnick. *Information Systems Security*, 10(2), 5-

9. doi:98129872621//droks21981