

Learning Skills, Room 120

APA Notes

Running Heads and Page Numbers

1. On the INSERT tab, click Header
2. Select BLANK from the gallery-usually the first choice
3. Press TAB twice to move the cursor to the right
4. Type the SHORT TITLE of your paper (some instructors prefer your name) and add one space
5. On the TAB bar (top left), click PAGE NUMBER and select CURRENT POSITION
6. Select PLAIN (usually the third choice)
7. Click CLOSE HEADER (far right on tab)

Indentation

1. For paragraphs, slide the TOP triangle on the RULER to five spaces
2. For long quotations (40 words or more), indent the ENTIRE QUOTATION five spaces from the left margin. Go to PAGE LAYOUT tab and then to INDENT and make the left side 0.5"
3. For reference list, use HANGING INDENTS. Set tab by sliding the BOTTOM triangle five spaces

Citations and Reference Guides: A Canadian Writer's Reference, 5th ed.

1. In-text citation *directory*: p. 443
2. In-text citation *signal phrases*: p:453
3. Reference page (bibliographic entries) *directory*: p 443
4. Reference page *article* citation at a glance: p 467
5. Reference page *book* citation at a glance: p 470
6. Reference page *article from a database* citation at a glance: p 474
7. Reference page *web document* at a glance: p 478

Sample Paper

1. Sample research paper: p: 488. Note that this paper includes an abstract and a table of contents, which you may not require. If you do not require them, start numbering from the title page with regular Arabic numbering.
2. Online samples:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html