Visual APA Formatting Guide for Students

Student Name

College of Southern Nevada

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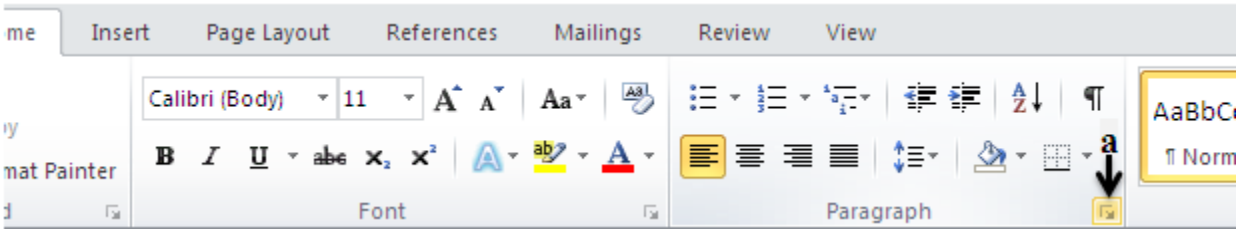
Introduction

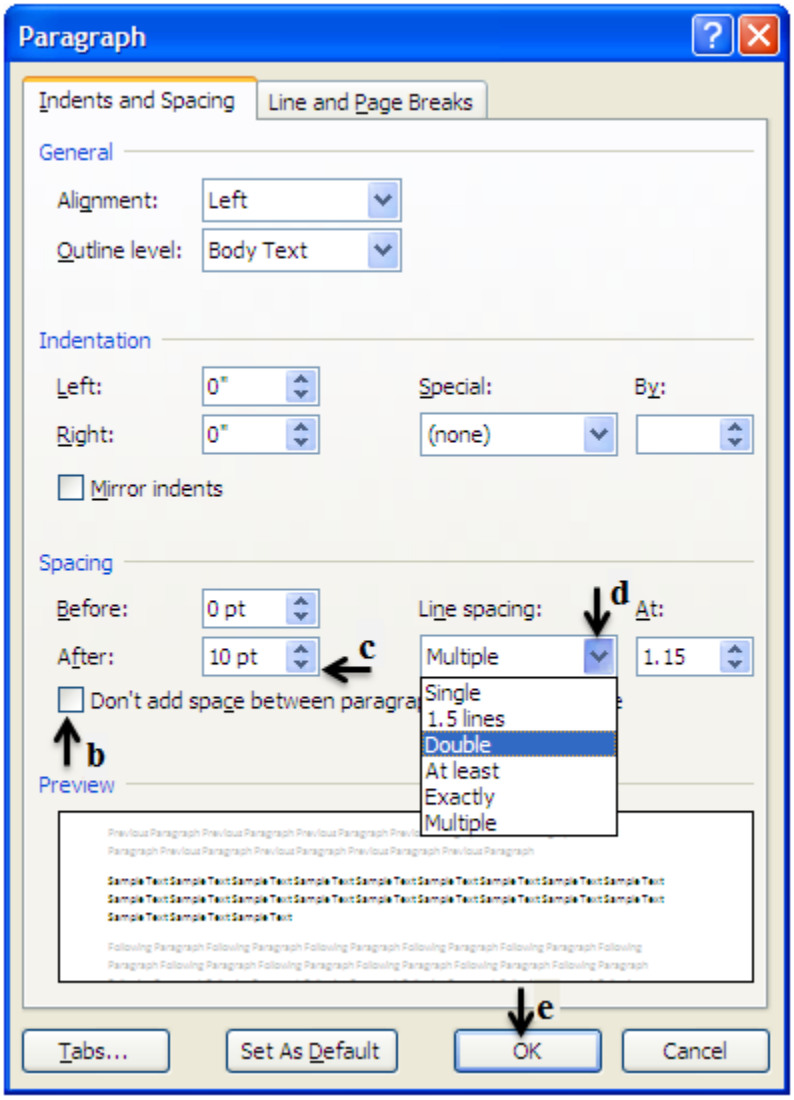
This guide covers academic papers submitted to the College of Southern Nevada using the Publication Manual of the American Psychological Association's (APA) Sixth Edition format, commonly known as "APA Style."

Text Formatting

For standard academic spacing the following procedure should be completed *before* typing an essay; however, if the paper already has text, first press CTRL + A, then follow the steps below.

a. On the Home tab, Left-click the launcher down-arrow in the Paragraph group, as shown.

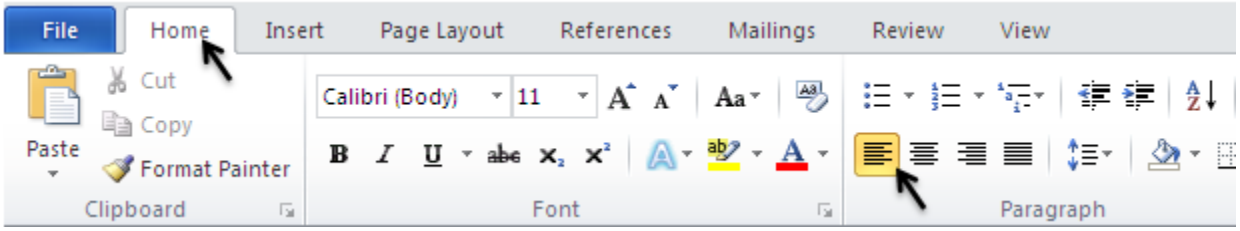




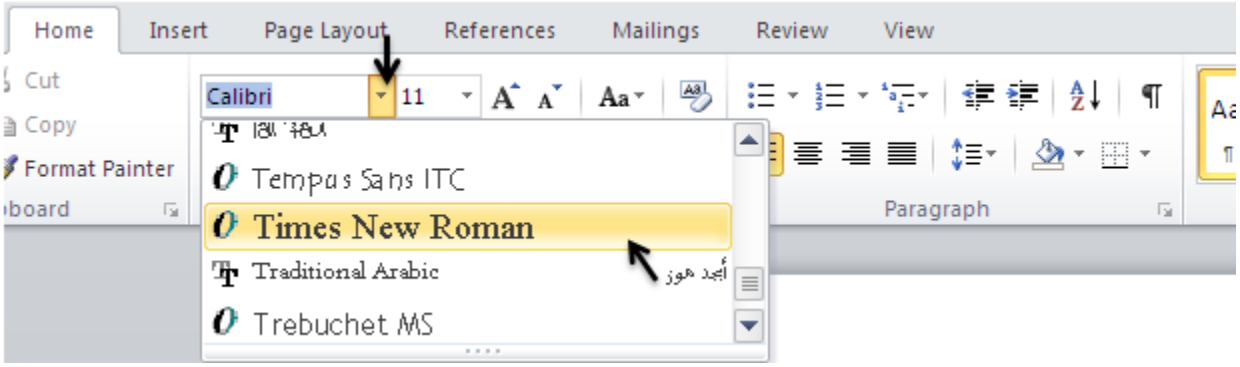
b. In the Paragraph dialog box, select "Don't add space between paragraphs."
c. Set spacing "Before:" and "After:" at 0 pt.
d. Underneath "Line spacing:," Left-click the list arrow, and select the "Double" option by a Left-click in the drop-down menu.
e. Finally, select "OK" to save the changes made.

Generally, the font for APA papers is Times New Roman sized at 12 points. To achieve this do the following:

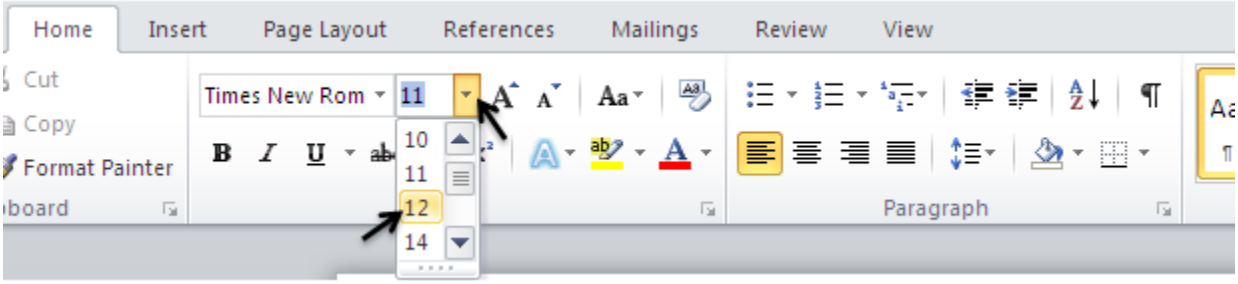
a. Left-click on Home tab, and Left-click, if not highlighted, on the Align Text Left box in the Paragraph group.



b. In the Font group, Left-click the Font list down-arrow, as indicated in the image below, then locate and Left-click "Times New Roman" in the list.



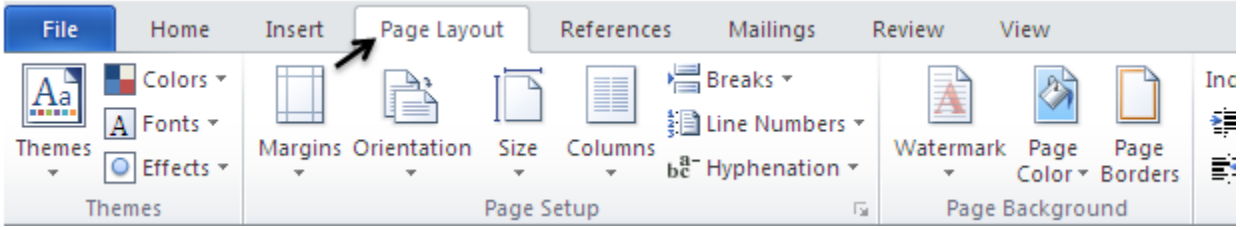
c. In the Font Size box, Left-click the Font Size down-arrow, and then Left-click "12."



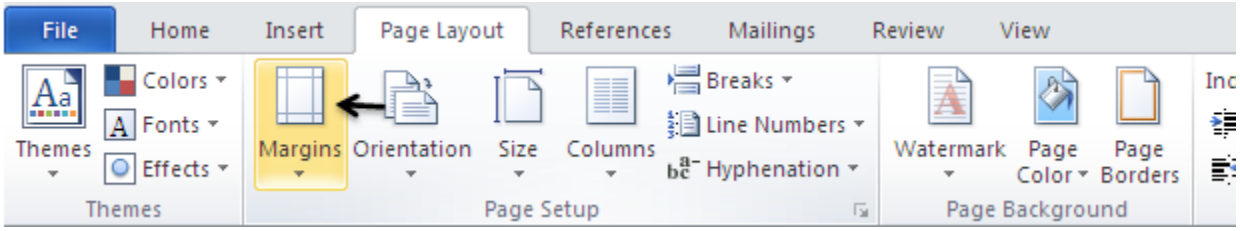
Setting the Margins

In *Microsoft Office Word 2010*, default margins are set at 1" top and bottom and on both sides. If needed, the following will adjust the margins to the APA 1" academic standard:

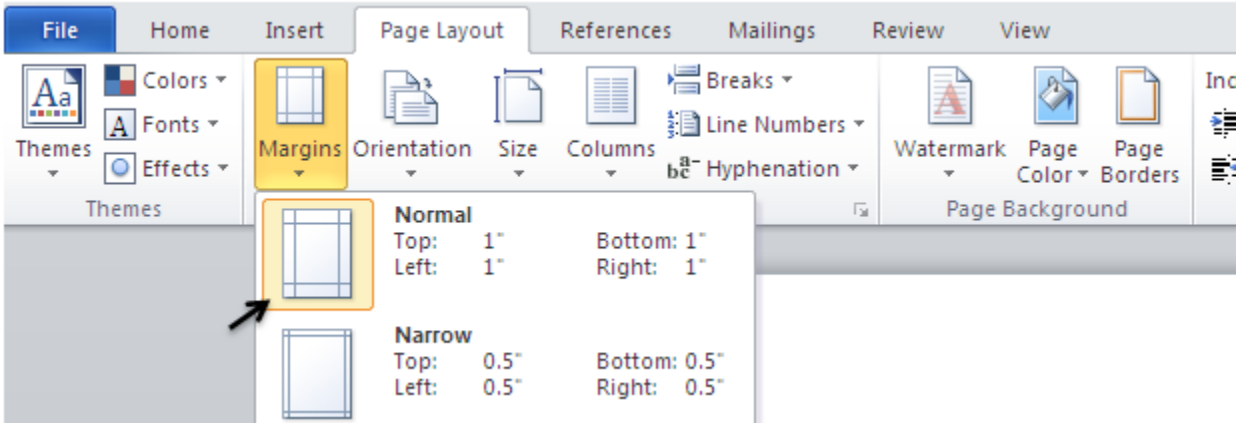
a. Left-click on Page Layout tab.



b. Left-click on Margins button.



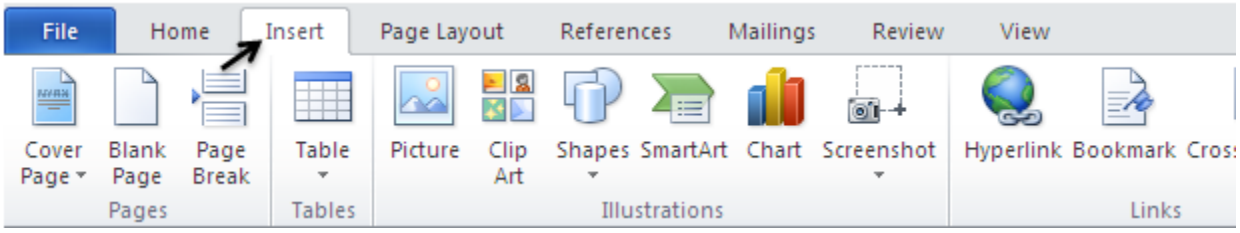
c. Left-click on "Normal."



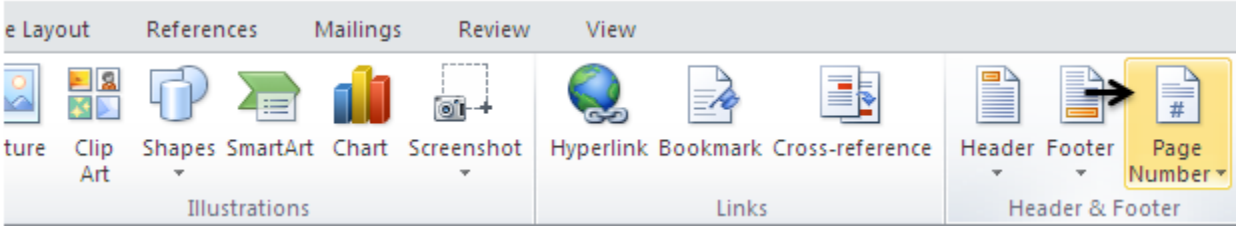
Page Number for Cover Page

Create a Header that numbers all pages consecutively in the upper right-hand corner. Unless the instructor requests otherwise, commence numbering on page 1. To create this, use the following steps:

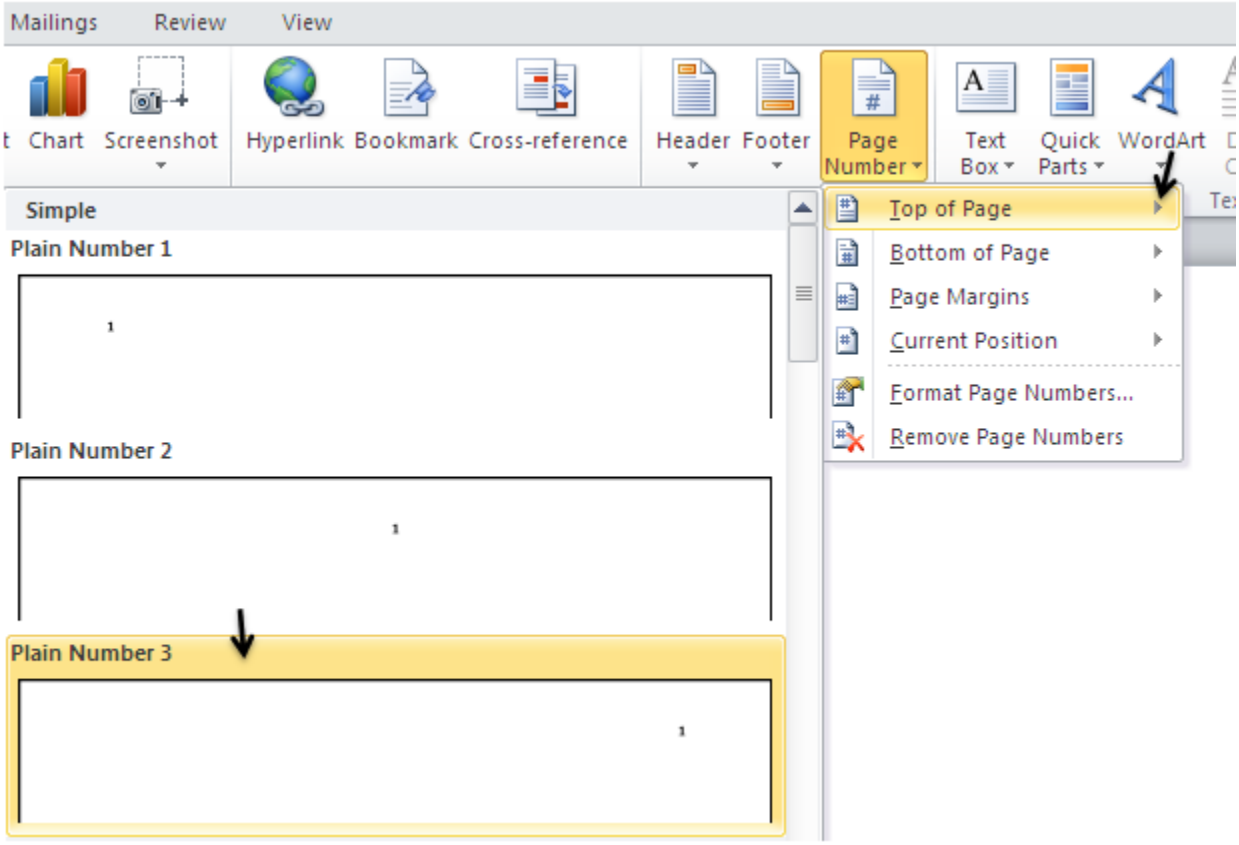
a. Left-click on Insert tab.



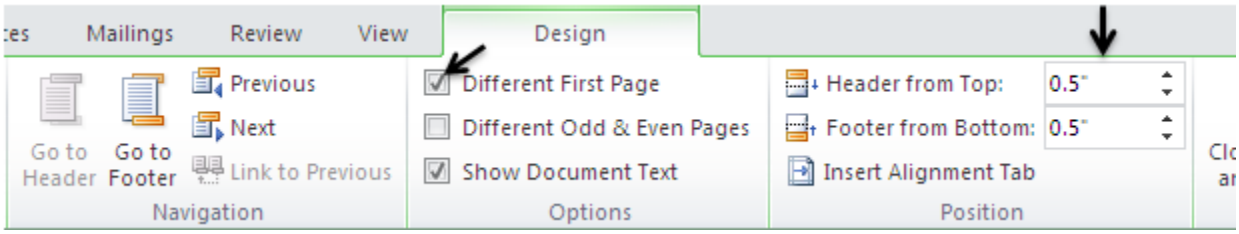
b. Left-click on Page Number button.



c. Left-click on “Top of Page” and select “Plain Number 3.”

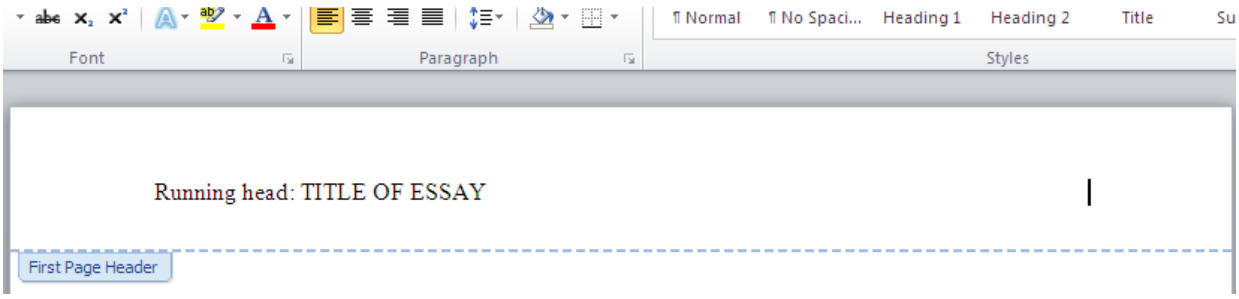


d. In Design tab, Left-click the box so that “Different First Page” is checked. Make sure “Header from Top” and “Footer from Bottom” is set at 0.5.”

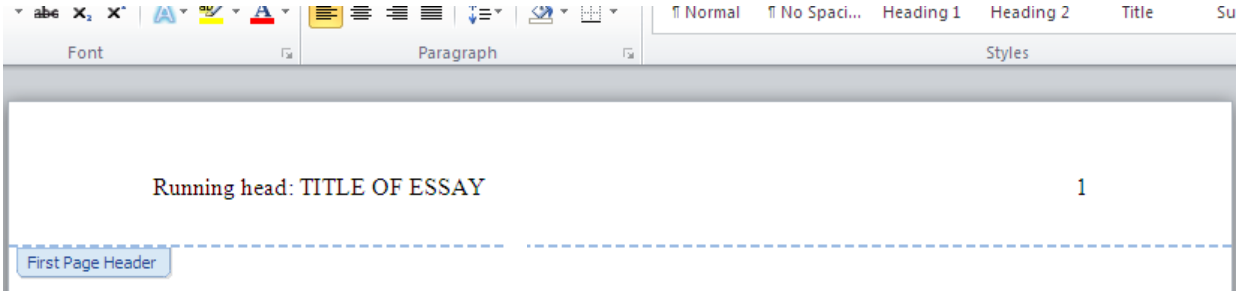


e. Type “Running head:” followed by an abbreviated essay title. Next, press

key on the keyboard once or twice, depending on the length of the title, to move the cursor to the right margin.



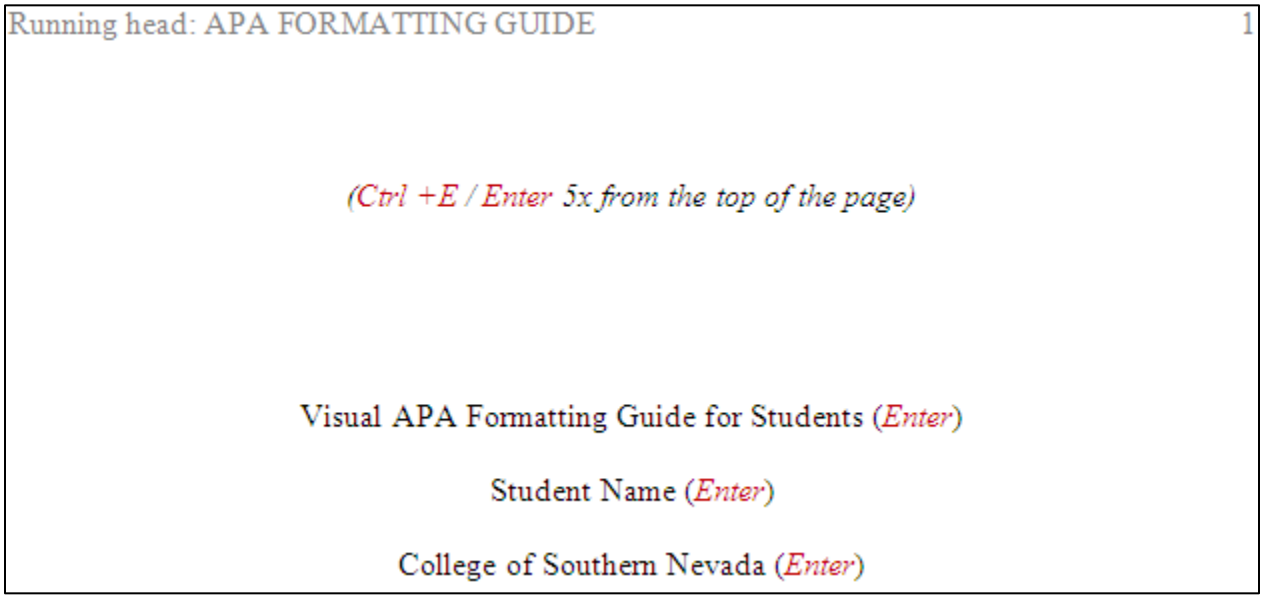
f. Next type “1.”



g. Double Left-click in the “body” of the document to begin typing the heading.

Cover Page

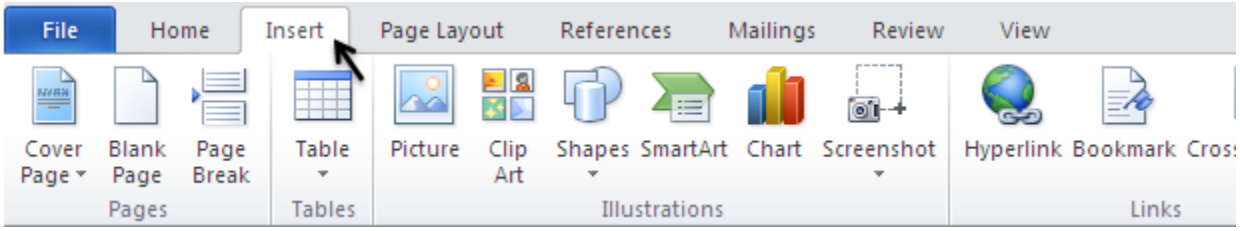
After creating a Header with consecutive numbering, type a full title, name, and institution in the document, as indicated by the following image.



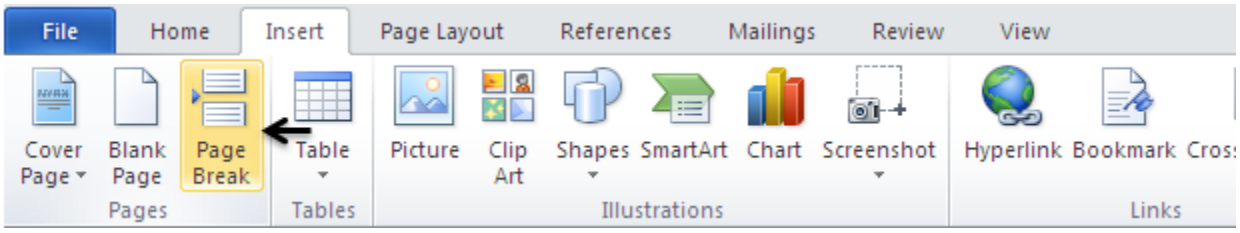
Page Break

A Page Break can be inserted at any point in a document to start a new page. In particular, it can be used after the institution name on the cover page, at the end of an abstract to begin the essay, and at the end of the essay to introduce a “Reference” page. The following steps are used to create a new page:

a. Left-click on Insert tab.



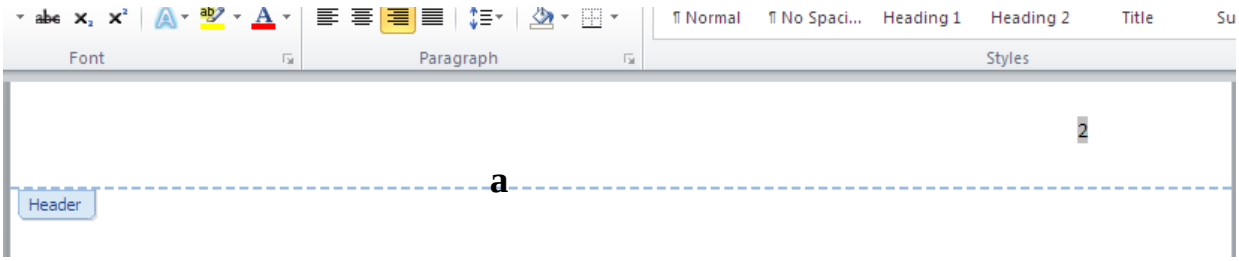
b. Left-click on Page Break button.



Essay Page Numbers

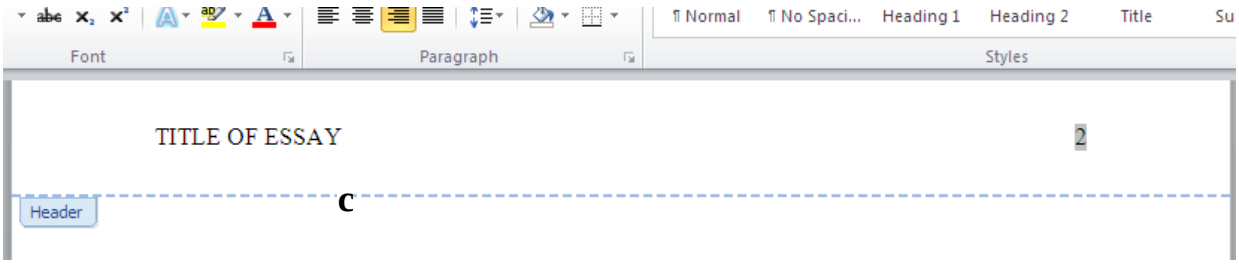
After the cover page, the format for headers is slightly different. Take the following steps to adhere to academic standards.

a. Double Left-click at the very top of page 2. Type *abbreviated essay title only*, do not include the words "Running head:."



b. Press

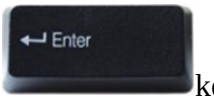
key two times to move the abbreviated essay title to the left margin.



c. Double Left-click in the "body" of the document to begin typing the essay.

Block Quotes

Block Quotes are required when a direct quotation **exceeds** 40 words.

a. Use the 

key to separate the quotation from the paragraph.

The difference, Lane (1998) argues, between these old methods of data gathering and electronic surveillance involves quantity: **b**

Technology makes it possible for employers to gather enormous amounts of data about employees, often far beyond what is necessary to satisfy safety or productivity concerns. And the trends that drive technology—faster, smaller, cheaper—make it possible for larger and larger numbers of employers to gather ever-greater amounts of personal data. (p. 3-4)

Lane points out that employers can collect data whenever employees use their computers—for example, when they send e-mail, surf the Web, or even arrive at or depart from their workstations.

b. Highlight the block quotation by Left-clicking in front of the first letter of the quote. Then hold the shift key down and use the keyboard arrows to move the highlight to the end of the quotation.

The difference, Lane (1998) argues, between these old methods of data gathering and electronic surveillance involves quantity:

c

Technology makes it possible for employers to gather enormous amounts of data about employees, often far beyond what is necessary to satisfy safety or productivity concerns. And the trends that drive technology—faster, smaller, cheaper—make it possible for larger and larger numbers of employers to gather ever-greater amounts of personal data. (p. 3-4)

Lane points out that employers can collect data whenever employees use their computers—for example, when they send e-mail, surf the Web, or even arrive at or depart from their workstations.

c. Press the "Tab" key twice.

d. Very special rules apply to verse, drama and two or more quoted paragraphs, but the Writing Center will be happy to work with students in these areas.

The Reference Page and Using Hanging Indents

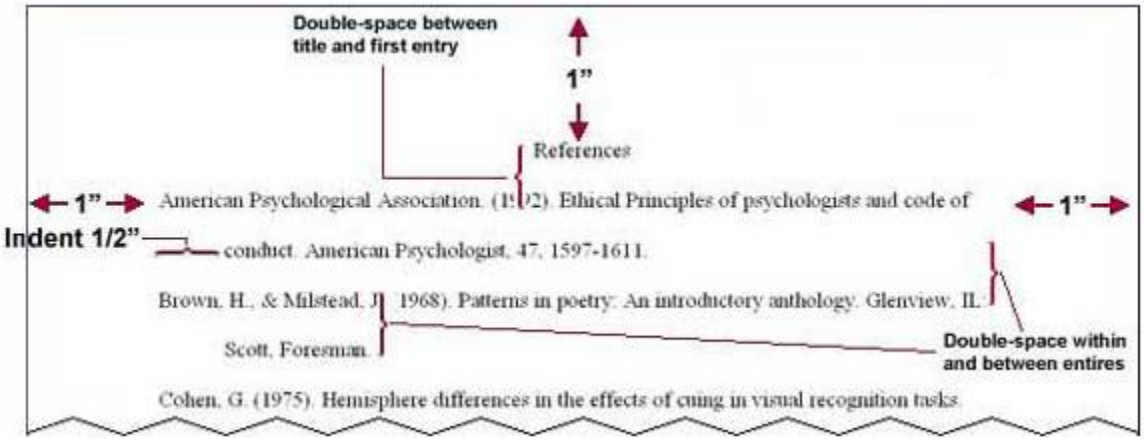
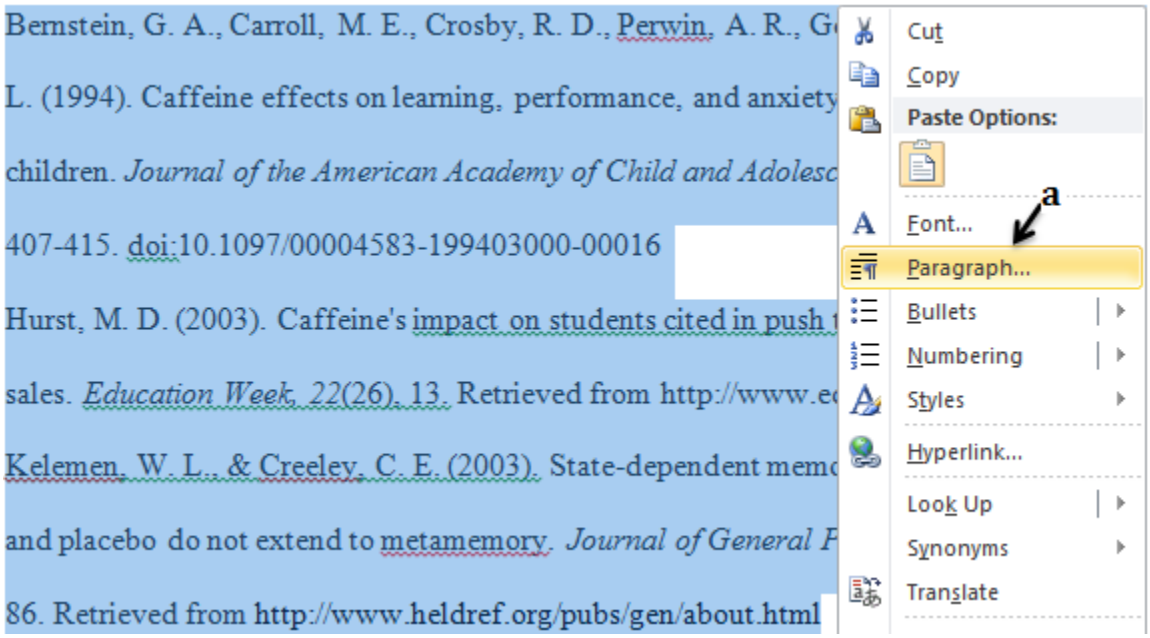
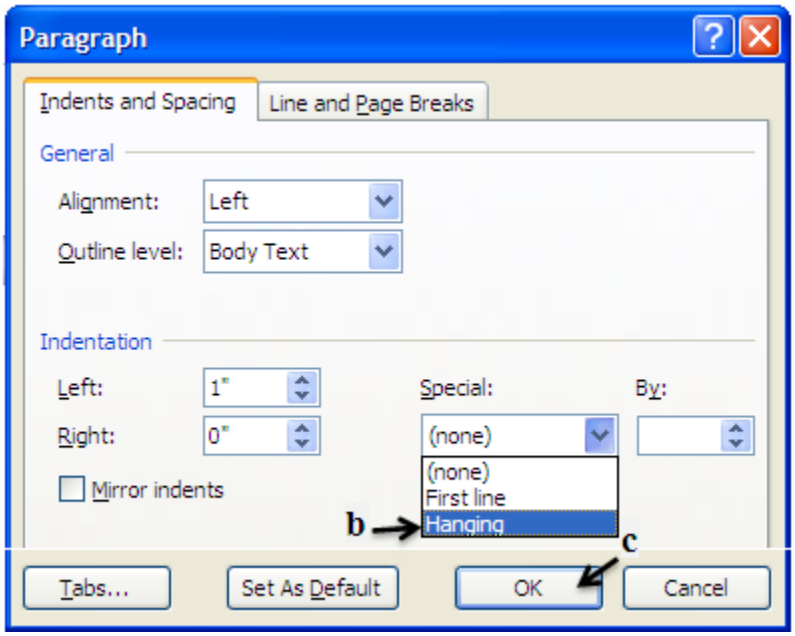


Fig. 1. The top of the first page of reference list

Begin the Reference page on a blank sheet by using a Page Break (refer to page 7).

a. Type sources in alphabetical order, then highlight the entire list. Next, Right-click on the highlight and select "Paragraph…"





b. In the Paragraph dialog box, Left-click the down arrow under "Special:" and select "Hanging." If not automatically displayed, Left-click the down arrow under "By:" and select 0.5" from the list presented.

c. Finally, select "OK" to save the changes made.

The following image is the result of a citation formatted with a hanging indent of ½ inch and alphabetized as required by APA:

Bernstein, G. A., Carroll, M. E., Crosby, R. D., Perwin, A. R., Go, F. S., & Benowitz, N. L. (1994). Caffeine effects on learning, performance, and anxiety in normal school-age children. *Journal of the American Academy of Child and Adolescent Psychiatry, 33*(3), 407-415. doi:10.1097/00004583-199403000-00016

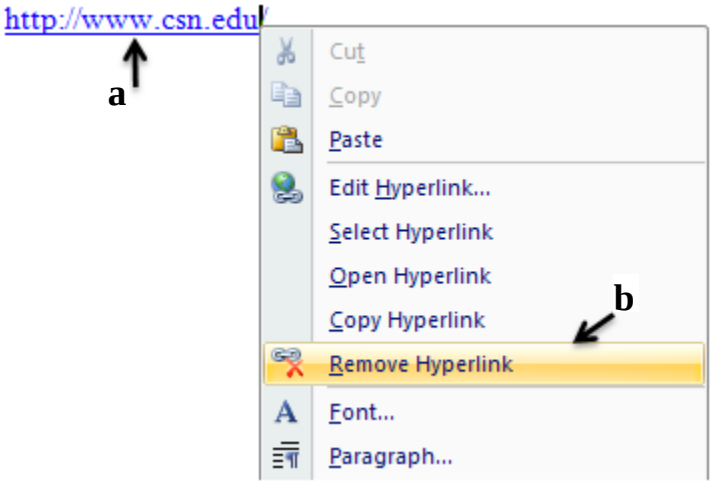
Hurst, M. D. (2003). Caffeine's impact on students cited in push to curb school drink sales. *Education Week, 22*(26), 13. Retrieved from http://www.edweek.org

Kelemen, W. L., & Creeley, C. E. (2003). State-dependent memory effects using caffeine and placebo do not extend to metamemory. *Journal of General Psychology, 130*(1), 70-86. Retrieved from http://www.heldref.org/pubs/gen/about.html

Removing Hyperlinks from URLs

When URLs are typed in Microsoft Word documents, they are automatically underlined, and the text becomes blue. This means that the text is hyperlinked. Hyperlinks allow access to the specific website from the Word document. To break this link, use the following steps:

a. Right-click on hyperlinked text.
b. Scroll down to "Remove Hyperlink'" then Left-click



This guide itself is not necessarily formatted according to APA rules, and it should be pointed out that your instructor has total discretion over the final format of papers presented to him or her. As in life, "style" is constantly changing. Make sure you always access the latest advice from the most reputable sources.

References:

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2010). General format. Retrieved from http://owl.english.purdue.edu/owl/resource/560/01/

APA Style Guide. (2010). College of Southern Nevada. Retrieved from http://www.csn.edu/pages/3425.asp

Washington State University. (2012). *Picture*. [APA Reference]. Fig. 1. Retrieved from http://www.wsulibs.wsu.edu/electric/quickguides/docs/apa2.html