

APA Page Format



The Writing Center
Email: okc.tutoring@okstate.edu
Phone: 405-945-3278

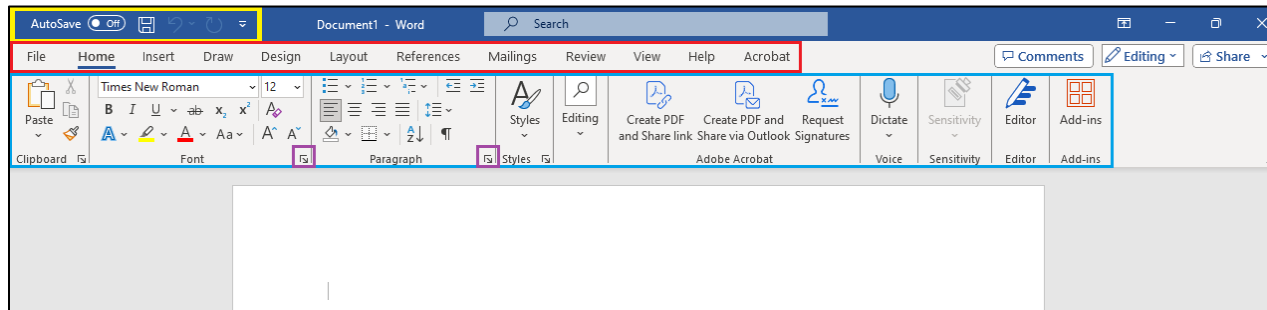
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Computer Requirements

The entire Microsoft Office365 suite (Word, Excel, PowerPoint, Outlook, etc.) is free with your tuition. For writing essays, you will use either Word Online or Microsoft Word downloaded to your computer or tablet. Mac, Windows, and Android-based devices can download the application while Chromebooks must use Word Online.

The link to download Office365 from the college is located here: <https://it.okstate.edu/services/software-distribution/>. An online link to Word Online is word.office.com.

Getting to Know Word – Key Terms and Ideas



Word has four basic parts in the Ribbon:

- Quick access toolbar (yellow)
- Tabs (red)
- Groups (blue bar).
- Dialogue box (purple boxes).

The quick access toolbar holds several critical functions for Word such as Autosave, Save, and Undo. Undo can be used to quickly correct a mistake by reversing your last action. To toggle Autosave on, you must:

- Log in to your OneDrive account.
 - If you are using a Windows computer, you will have two OneDrives to choose from: your personal and your college provided one. It is highly recommended that you save it to your okstate.edu OneDrive, so you never lose access to your document, even when using campus computers.
- Save your document.

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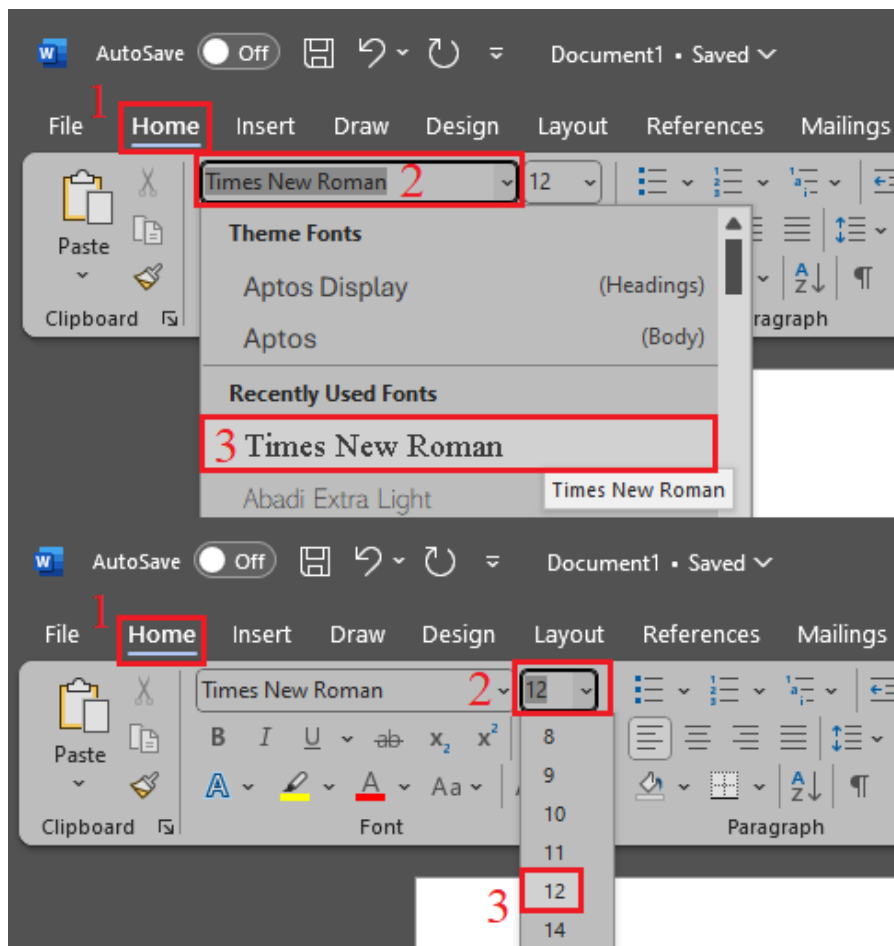
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Font and Sizing.

The standard essay font is Times New Roman in size 12 (12-point). According to the APA handbook, any **legible** font is acceptable. A legible font is between 11-point and 13-point with a clear distinction between *italic* and standard text. Your professor may have specifications beyond this and should be followed above the APA guide.

To set your font:

- Go to the Home tab.
- In the Font group, use the left drop-down menu to change the name of the font.
 - e.g., Times New Roman
- Use the right drop down menu to change the size of the front.
 - (e.g., 12)



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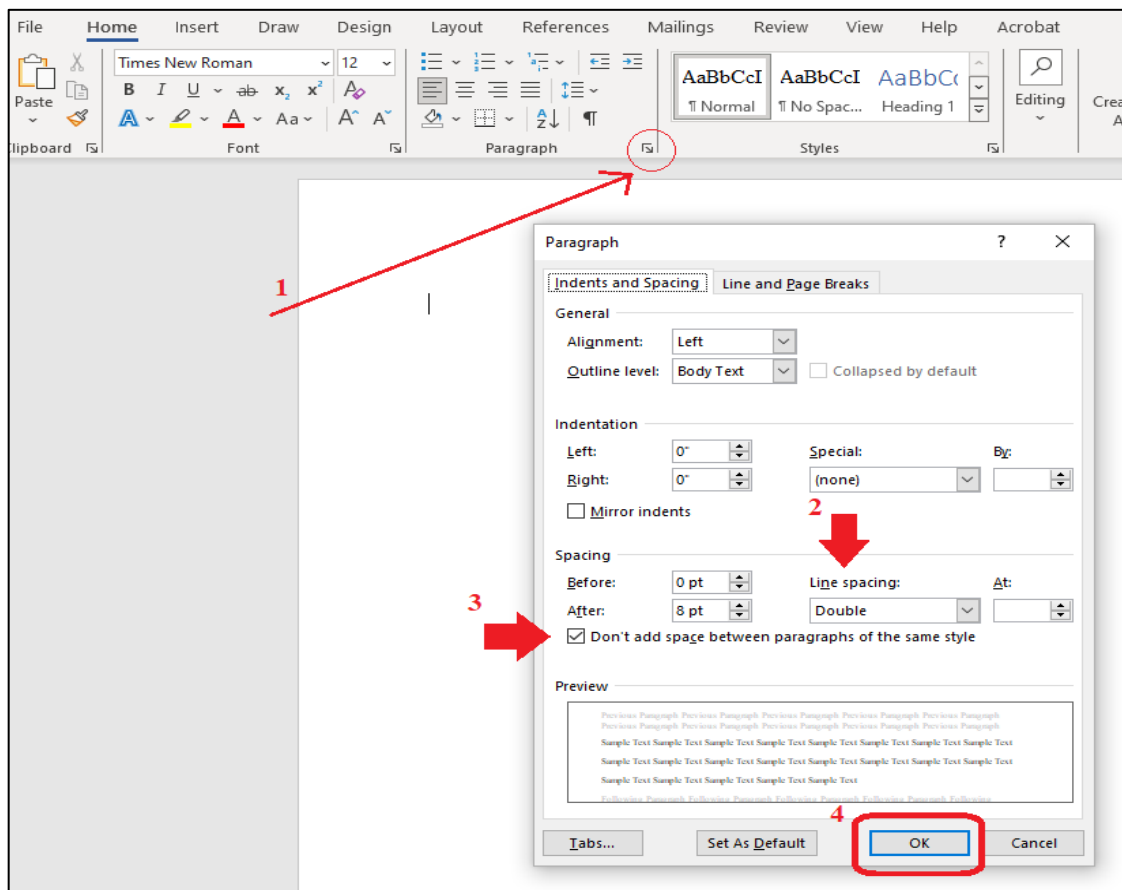
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Spacing

APA requires text to be double-spaced without extra space between paragraphs.

- Go to the Home tab.
- In the Paragraph group, click on the dialogue box (step 1).
- Select “Double” from the Line Spacing drop-down menu in the Spacing section (step 2).
- Check the “Don’t add space...” box (step 3).
- Click “OK” (step 4).



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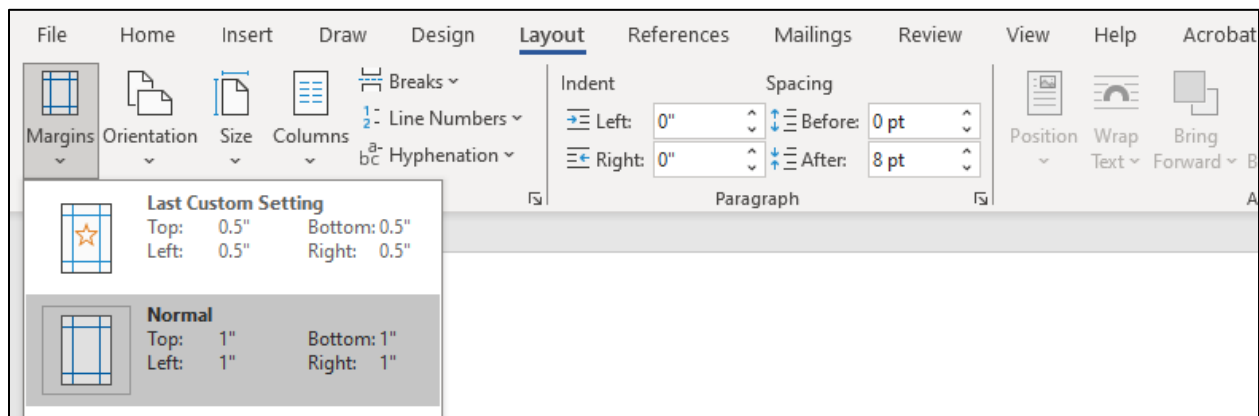
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Margins

APA requires 1-inch margins around the page. This is known as “Normal” margins in Word.

- Go to Layout tab.
- In the Page Setup group, click on the Margins drop-down menu.
- Select “Normal.”
 - Note: Normal is the default option, but double check that it’s selected.



Page numbers

APA requires page numbers in the top right of the page.

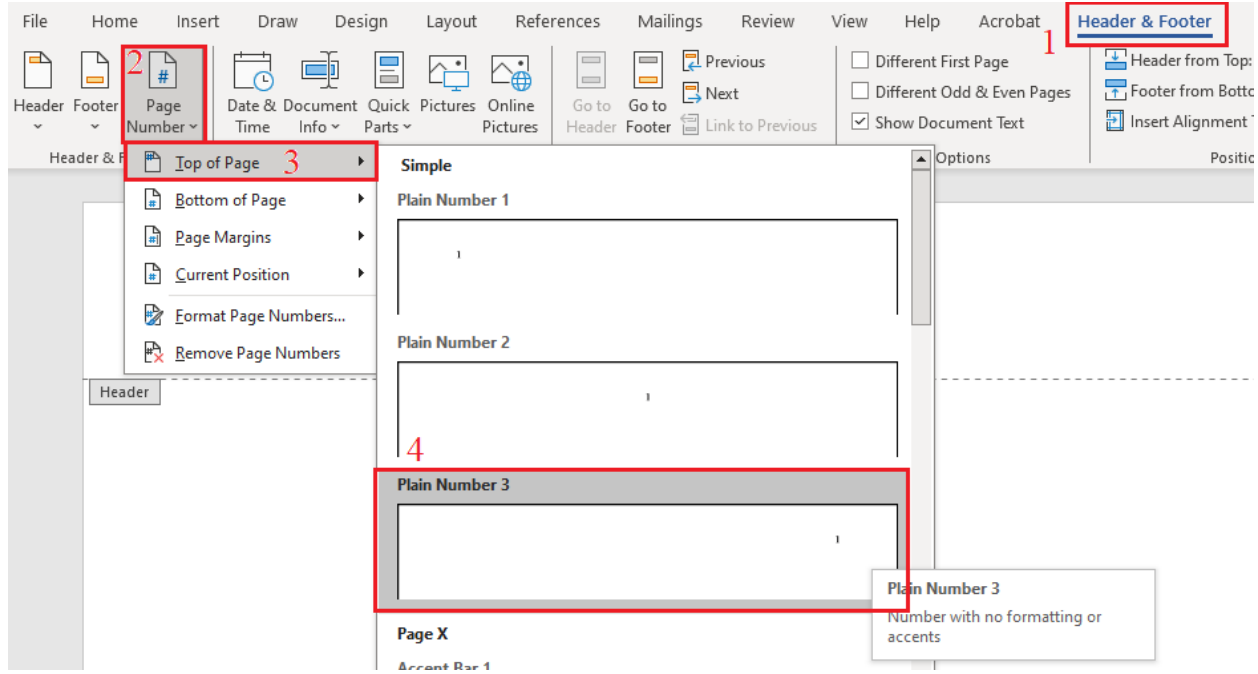
- Double click the top of the page to open the Header & Footer group (step 1).
 - This group will only appear when you double click the top of the page.
- In the Header & Footer group, click on the Page Number drop-down menu (step 2).
- Hover your cursor over the “Top of Page” option (step 3).
- Move your cursor to “Page Number 3” and click on it (step 4).

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Title Page

APA format requires a title page, which is the first page of your essay. Information included on page includes, in this order:

- Title.
- Student first and last name.
- Class number and name.
- Professor name.
- Due date of the paper.

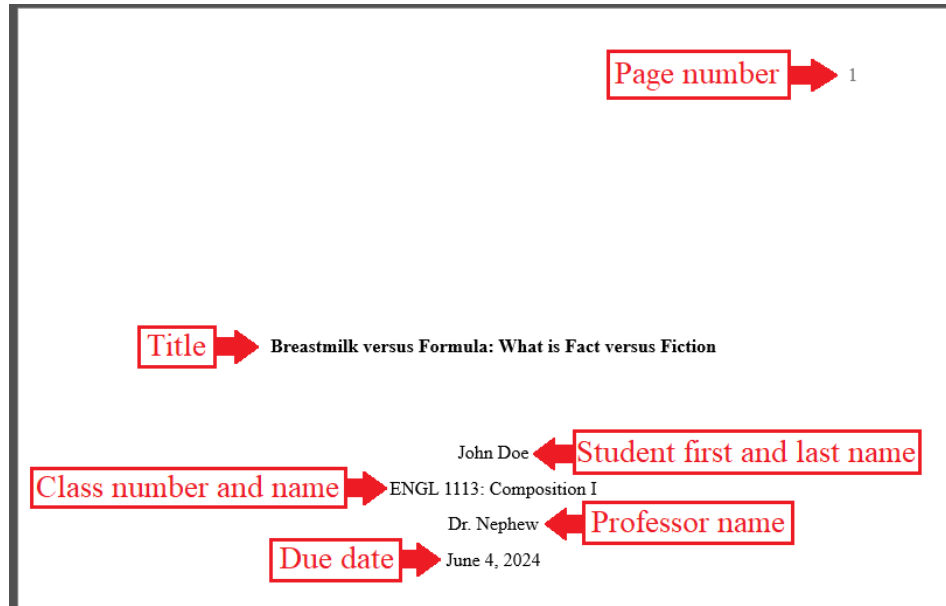
Your title should be about a 1/4 of the way down the page. Press **[Enter]** twice after the title, leaving one line of space between your title and your name. Then fill out the rest of the information listed above.

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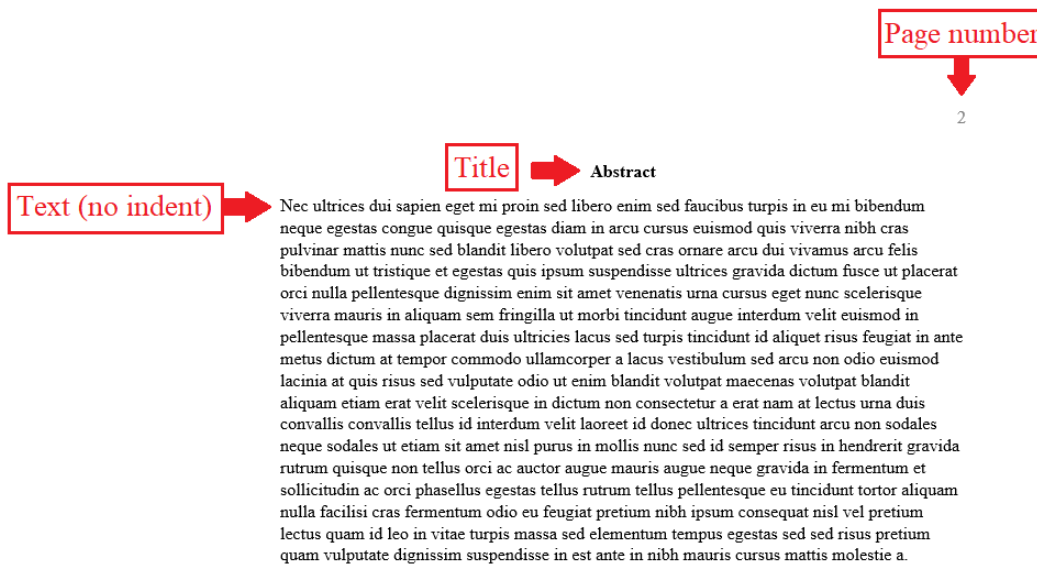
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Abstract (optional)

The abstract is a summary of your paper after the title page. Title the page Abstract in bold. Do not indent the first line. The abstract is typically 250 words or less.



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Title

Your title should either be specific to the topic of the paper or something catchy and enticing to give you a general idea of the topic. An example title (with subtitle) for a Composition II, Argument of Fact essay would be “Breastmilk versus Formula: What is Fact versus Fiction”.



The subtitle follows the title and a **colon** and includes extra information. Capitalize all nouns in the title and subtitle. Do not capitalize prepositions (in, at, of, on, to...), coordinating conjunctions (for, and, but, or...), or articles (the, a, an) unless an article is the **first word** in the title or subtitle (e.g. “Pokémon Go: A Helpful Health App or Ill-Intentioned Game?”)

Body Paragraph Indentations

Indent the start of each paragraph using the [Tab] key. Do **NOT** use the spacebar to create an indentation.

Reference(s) Page

The Reference(s) is the final page(s) of your paper. Citations follow in alphabetical order of author’s last name, complete with *hanging indentions*. The title of the section is center aligned on the page. You will use the phrasing Reference for a single citation and References for multiple citations.

To create a hanging indent:

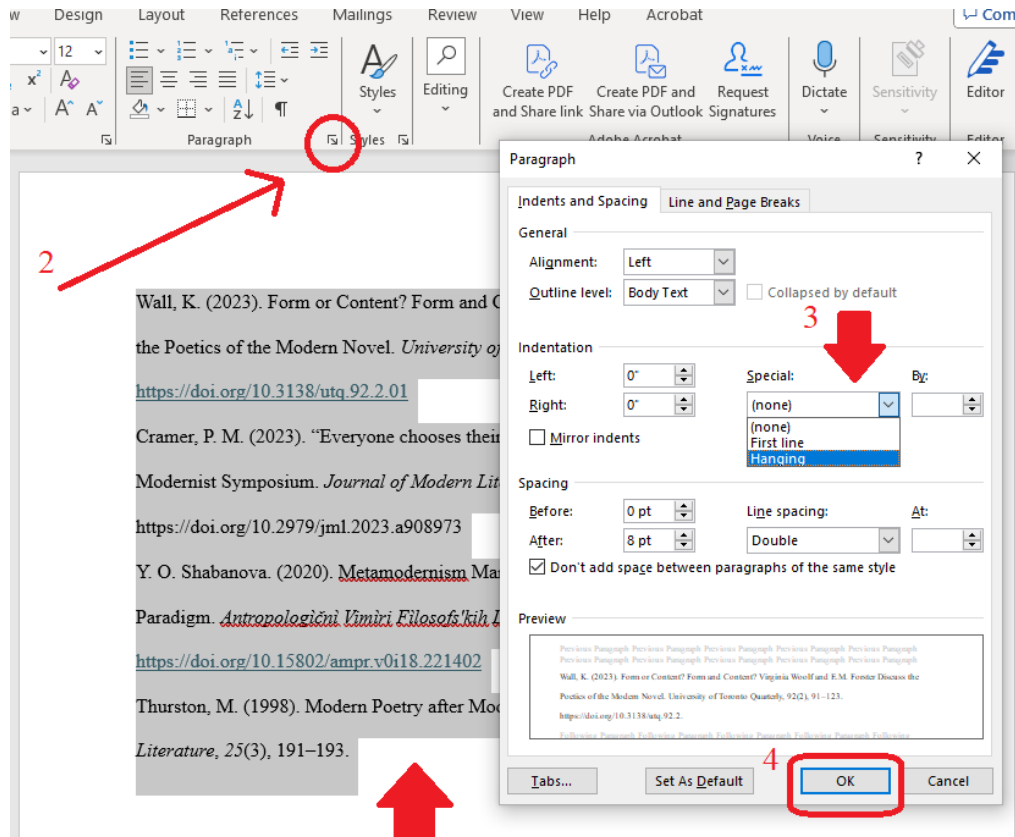
- Highlight your citations (step 1).
 - Use your mouse or trackpad to click and hold, then drag your cursor over the text.
- In the Paragraph group, click on the dialogue box (step 2).
- Select “Hanging” from the Special drop-down menu in the Indentation section (step 3)
- Click “OK” (step 4).

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Step 1: Click and drag over text to select it

