



APA STYLE 6th Edition



Beulah Heights University Writing Lab

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Tips

- ▶ Instructions are for Word 2010 & 2013
- ▶ Consult the instructor
- ▶ Consult the APA 6th Ed. Publication Manual
- ▶ Paragraphs are 5-7 sentences in length



Tips Cont'd

- ▶ Visit www.bibme.org to organize your sources
- ▶ Its free
- ▶ Sign up using your bhu email



Format Paper

- ▶ Click “Page Layout”
- ▶ Click “Margins”
- ▶ Should be set at no less than 1” all around



Format Paper Cont'd

- ▶ On home page click the “Font tab”
- ▶ Set the Font to “Times New Roman, Body regular, and size 12”
- ▶ Click “Apply” and “OK”



Format Paper Cont'd.

- ▶ Click “Page Layout”
- ▶ Search for Spacing After and Before
- ▶ Set to “0”
- ▶ Click on “Paragraph”
- ▶ Under line spacing click “Double”, then “OK”



Header

- ▶ Click on “Insert”
- ▶ Click on “Header Blank 1”
- ▶ Click on “Different First Page”
 - ▶ Section labeled under Design



Header Cont'd

- ▶ Type Running head:
 - ▶ TITLE ALL CAPS
 - ▶ 50 characters or less
- ▶ Tab either 1 or 2 times
 - ▶ To position number on far right side



Header and Number

- ▶ Click on “Insert”
 - ▶ Click “Page Number”
 - ▶ Scroll to “Current Position”
 - ▶ Choose “Plain Number 1”
- ▶ Close header



Title Page

- ▶ Drop down 5 spaces from the top
- ▶ Type your title in Upper and lowercase letters centered in the upper half of the page
- ▶ Beneath the title
 - ▶ Type your name: first name, middle initial, and last name



Title Page Cont'd

- ▶ Next, Course/Number
 - ▶ Then, Date
- ▶ Finally, Instructor Name
- ▶ Go to insert, click page break



Body of Paper

- ▶ Insert, “re-open Header”
- ▶ Re-type TITLE *only*
- ▶ Tab 1 or 2 times, click “Page Number”
- ▶ Click “Current Position”
- ▶ Close “Header”



Body of Paper Cont'd

- ▶ At top of page 2 re-type your title in normal upper lower case level, centered, then enter
- ▶ Start your introduction paragraph
- ▶ Next, proceed to writing the body of your paper



Block Quotations

- ▶ Text should be consistently Double-Spaced:
- ▶ Block quotations, table titles, and figure captions should be double-spaced.
- ▶ A prose quotation of 40 words or more should be blocked.



Block Quotations Cont'd

- ▶ A blocked quotation does not get enclosed in quotation marks.
- ▶ Blocked quotations should start on a new line.



Block Quotations Cont'd

- ▶ Same place you would begin a new paragraph.
- ▶ Citation should come after the closing punctuation mark” (2014).



Cite Sources

- ▶ Page should say “Reference”
- ▶ References should be double-spaced internally.
- ▶ List entries in letter-by-letter alphabetical order according to the first word in each entry.



Reference Page

- ▶ Click paragraph
- ▶ Look for Special
- ▶ Click in box choose “Hanging”
- ▶ Click “OK”
- ▶ APA source page is Reference



Closing Remarks

- ▶ Direct quote from author
 - ▶ Author's last name, Pub.Year, and Page Number
- ▶ When paraphrasing an author
 - ▶ Author's last name, Pub.Year



Reference

- ▶ Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2010, May 5). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/> February 5, 2014.
- ▶ Association, A. P. (2010). *Publication Manual of the American Psychological Association*. (6th ed.). Washington, DC: American Psychological Association (APA).

