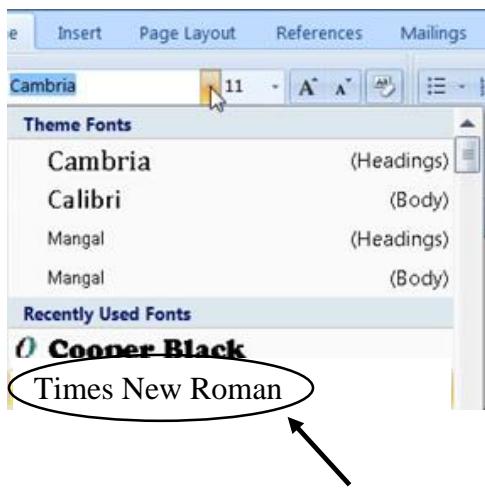


How to Create an APA Formatted Document

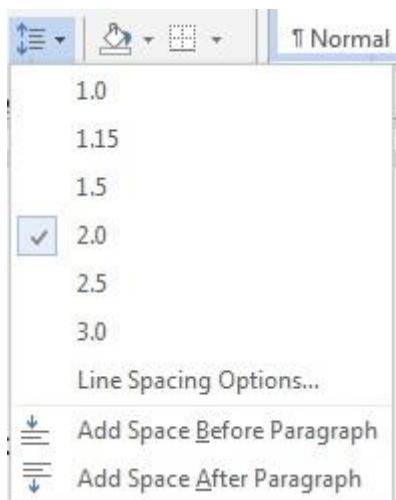
1. Open Microsoft Word. Create a new, blank document.



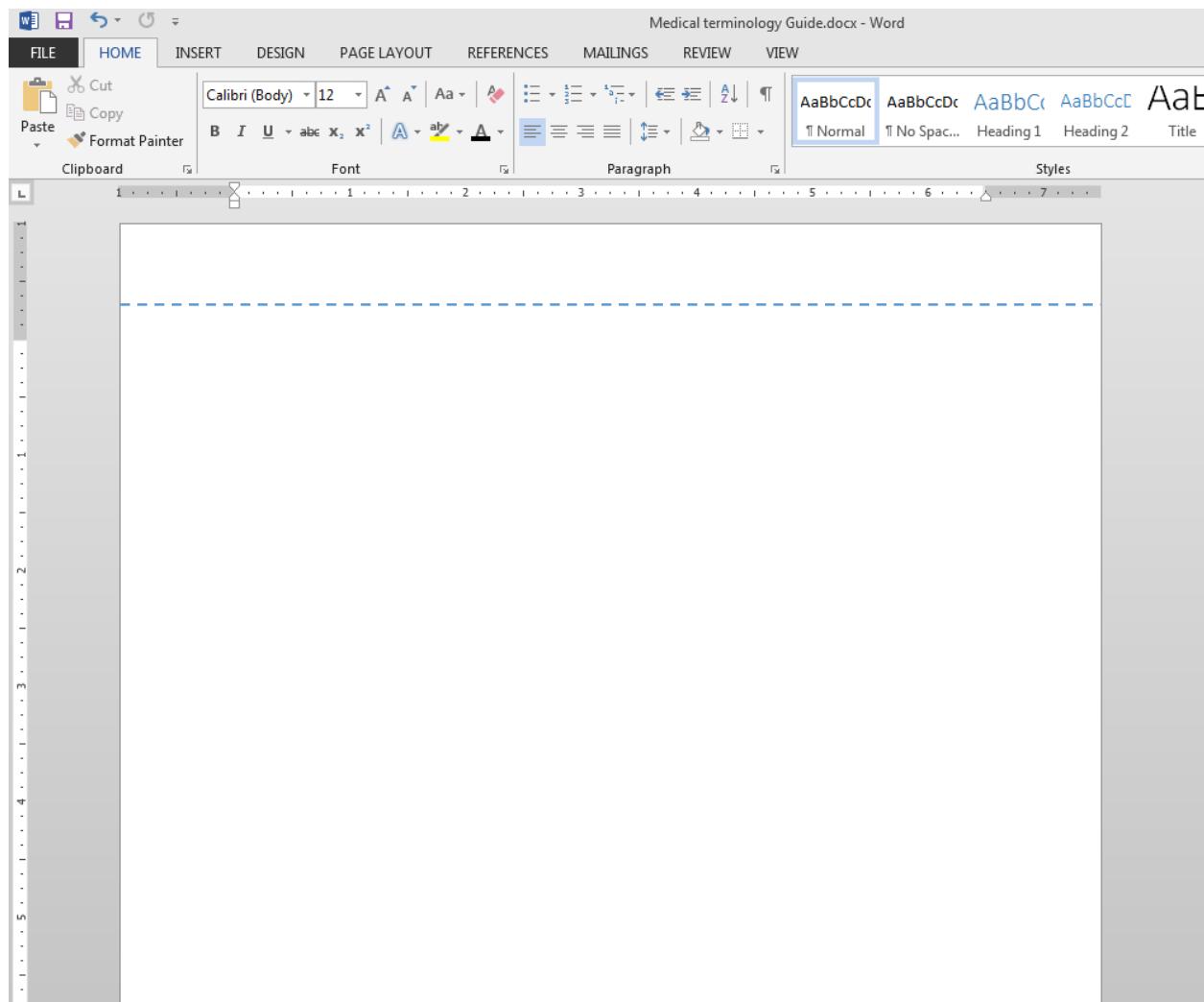
2. **Select the font type.** From the font menu, select Times New Roman size 12.



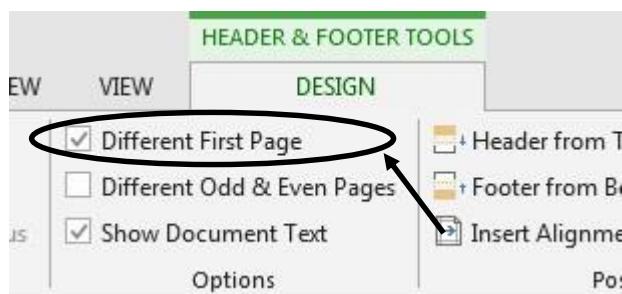
3. **Select the font size.** From the line and paragraph spacing menu, select “2.0”



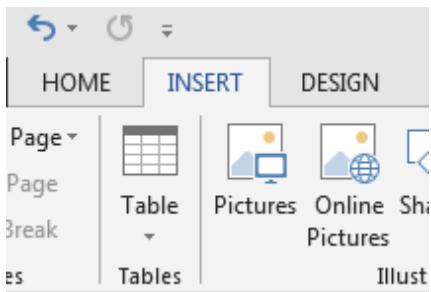
4. Add a header. To do this, double-click anywhere in the top one inch margin of the page. The appearance of a dotted line (shown here) indicates that the header region is active.



On the header and footer design menu at the top of the page, check the “different first page” box (shown here).



5. Insert a page number. Click on the insert ribbon (top left of the screen).



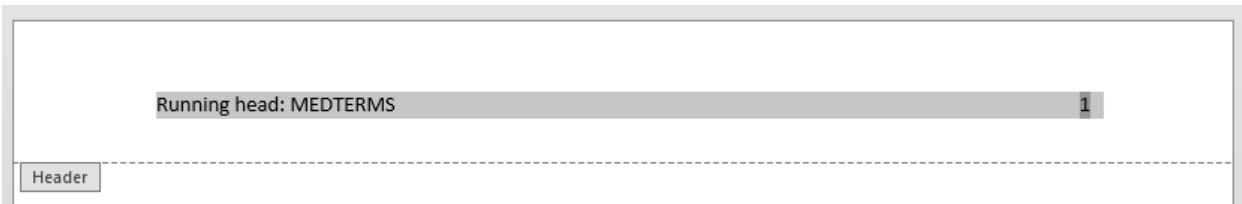
Then click on "Page Number" / "Top of Page" / "Plain Number Three" as shown here.

A screenshot of the Microsoft Word ribbon showing the 'REFERENCES' tab selected. On the right side, the 'Page Number' button is highlighted with a red oval. A dropdown menu is open, showing options: 'Simple', 'Plain Number 1', 'Plain Number 2', 'Plain Number 3' (which is also circled in red), 'Page X', and 'Accent Bar 1'. The 'Top of Page' option is also circled in red. The 'Page Number' button itself is also circled in red.

6. Page number “1” will appear. Without moving the mouse pointer, type Running head: followed by a shortened form of your title in all capital letters. Here, the example title used is “Medical Terminology Assignment”. A shortened version of this title could be “MEDTERMS”, “TERMS” or “MEDICAL WORDS”. Next, press the TAB key on your keyboard until the running head is pushed to the left margin. Your header region on page one should now look like this:



7. Select the header and page number.



8. Change the font type and size to Times New Roman size 12 as you did in steps 2 and 3.

Your finished header should look like this:



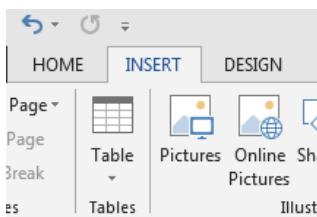
9. Double-click anywhere below the dashed line to close the header region.

10. **Add a second page to your document.** Hold down the Enter key on your keyboard until a second page is added.

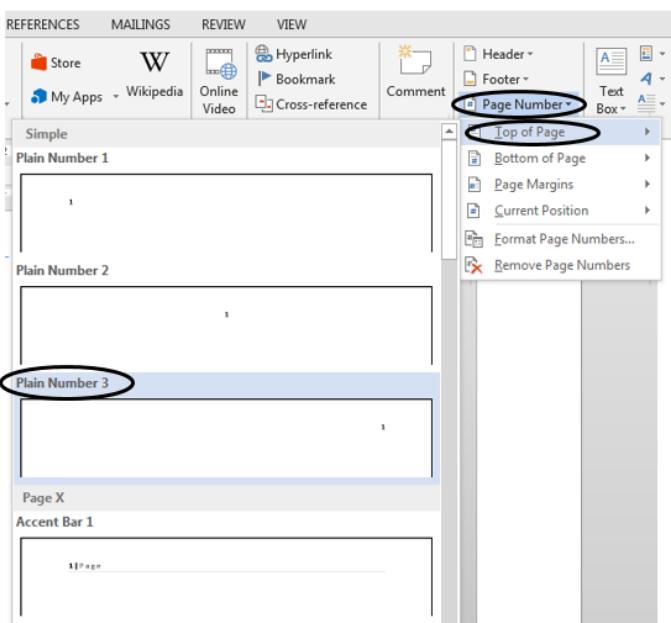
11. Create a header on the second page. Double-click in the top one-inch margin of the second page.

The header region becomes active when the dotted line appears.

12. Insert a page number. Click on the insert ribbon (top left of the screen).



Then click on “Page Number” / “Top of Page” / “Plain Number Three” as shown here.



13. Page number “2” will appear. Without moving the mouse pointer, type MEDTERMS and press the TAB key on your keyboard twice. This will push the header to the left margin. Your header region on page two should now look like this:

Header

14. Select the header text and page number as shown here:

Header

15. Change the font of the header and page number to Times New Roman as you did in steps two and three. Your finished header should look like this:

Your headers and page numbers are now complete.

16. **Create a Cover Page.** Place the mouse pointer at the beginning of the first page, on the first line. Press the enter key on your keyboard **four times.**

17. Type the title of your paper using initial caps and press the enter key.

18. Type your name and press the enter key.

19. Type “Mildred Elley College. You should have three lines that look like this:

Title of Your Paper

Your Name

Mildred Elley College

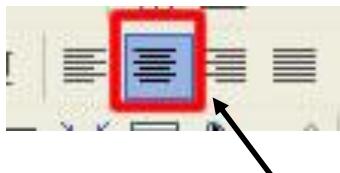
20. Select all three lines

Title of Your Paper

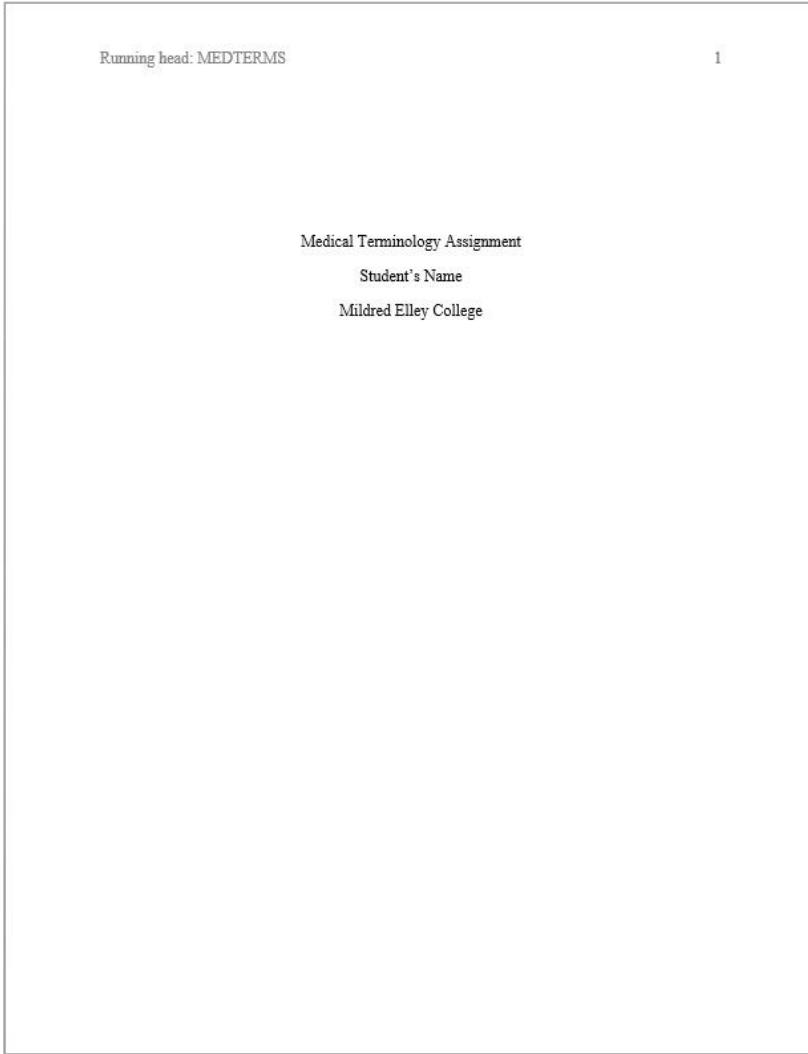
Your Name

Mildred Elley College

and click the center align button (shown here).



21. Your finished cover page should now look like this:



22. Start typing your paper on the second page, on the first line. You should be using Times New Roman font, size 12, double spaced, with 1" margins around the page.

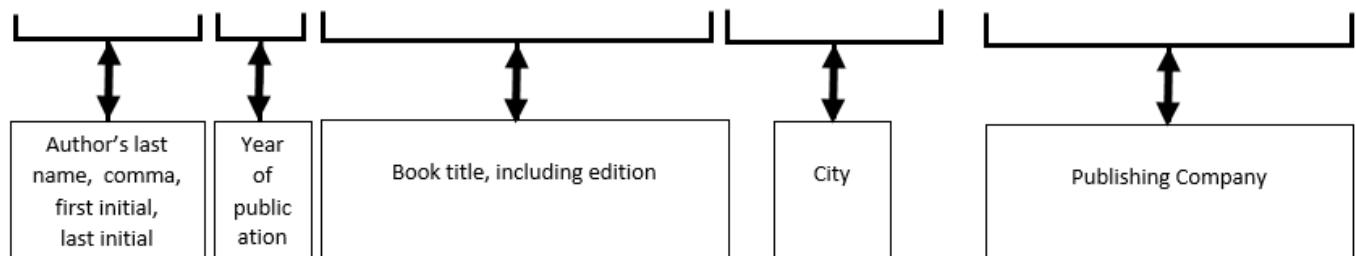
New paragraphs should be indented. Make sure you use in-text citations every time you use information from your source(s) (Author's last name, year of publication).

Your References page should be a separate page, at the end of the paper; so, if you have to write a four page paper, your cover page is number 1, the writing itself is pages two, three, four, and five, and the references page would be page six. See page 10 for a finished examples of a references page.

FORMAT FOR RESOURCES IN REFERENCE LIST:

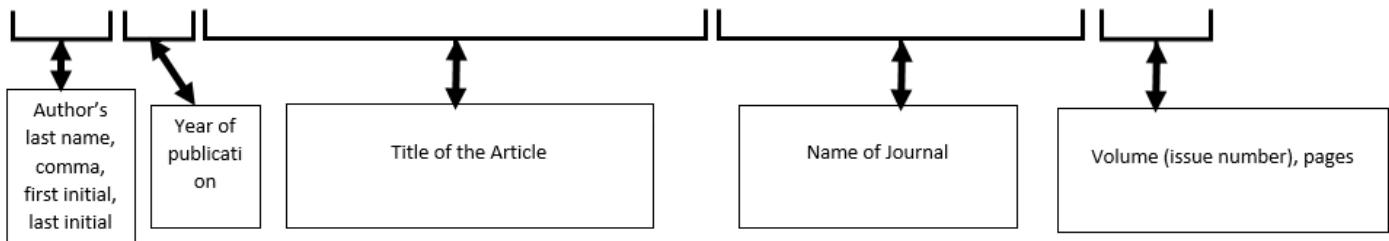
Books:

Feldstein, P.J. (2005). *Healthcare economics* (6th ed.). New York, NY: Thomson Delmar Learning.



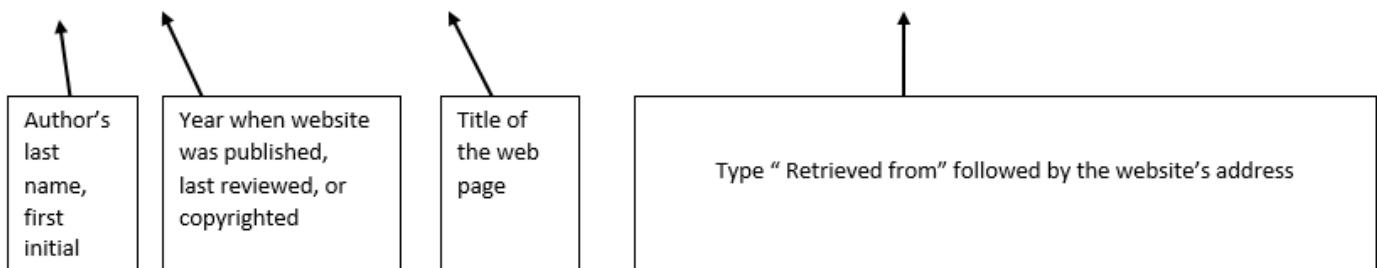
Journal Articles:

Larmer, P.T. (2014). Patient reported benefits of hydrotherapy for arthritis. *New Zealand Journal Of Physiotherapy*, 42(2), 89-93.



Web Sites:

Fields, F. (2011). *How to treat cold and flu symptoms*. Retrieved June 9, 2015 from <http://webmd.com/cold-and-flu.html>



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