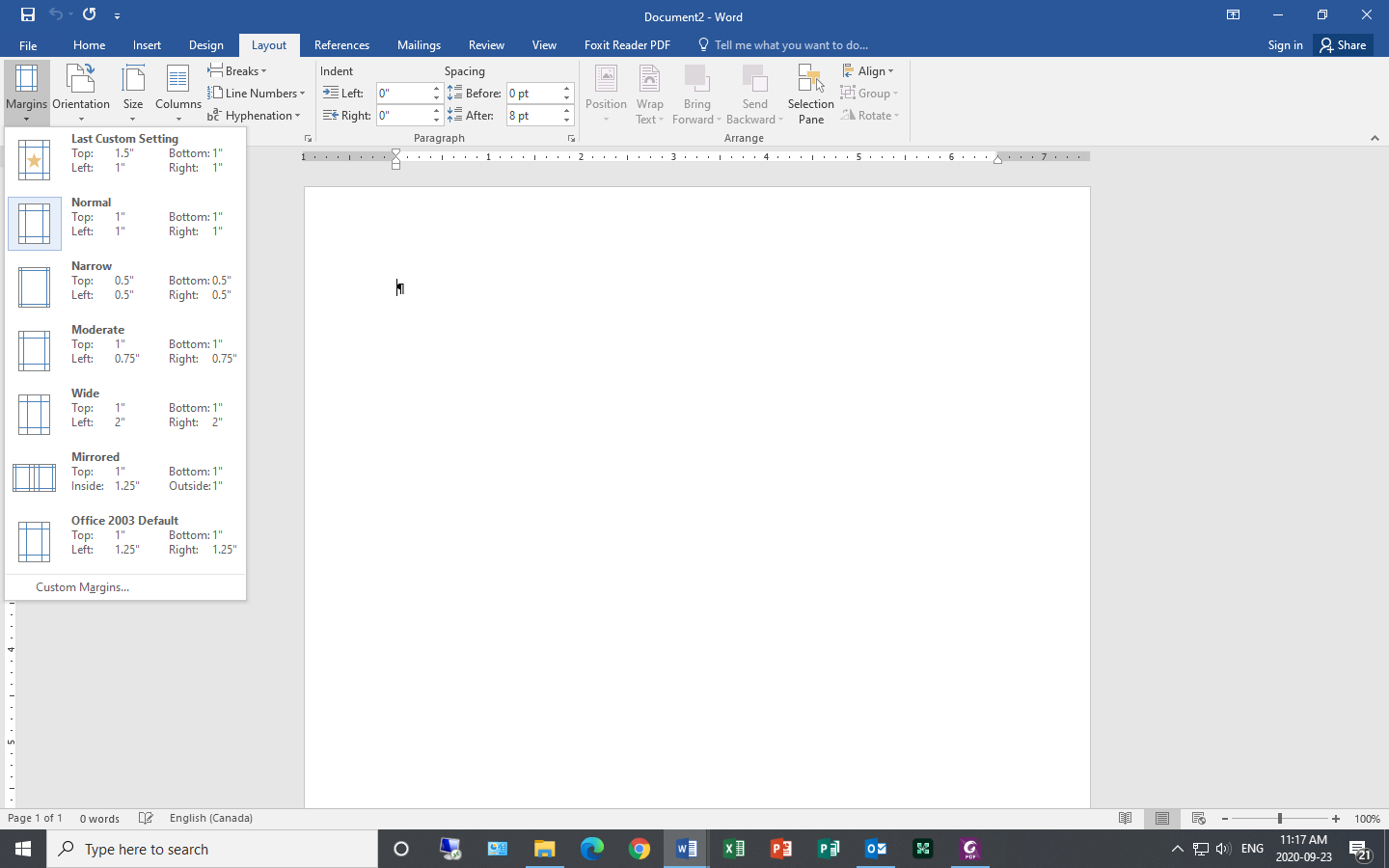
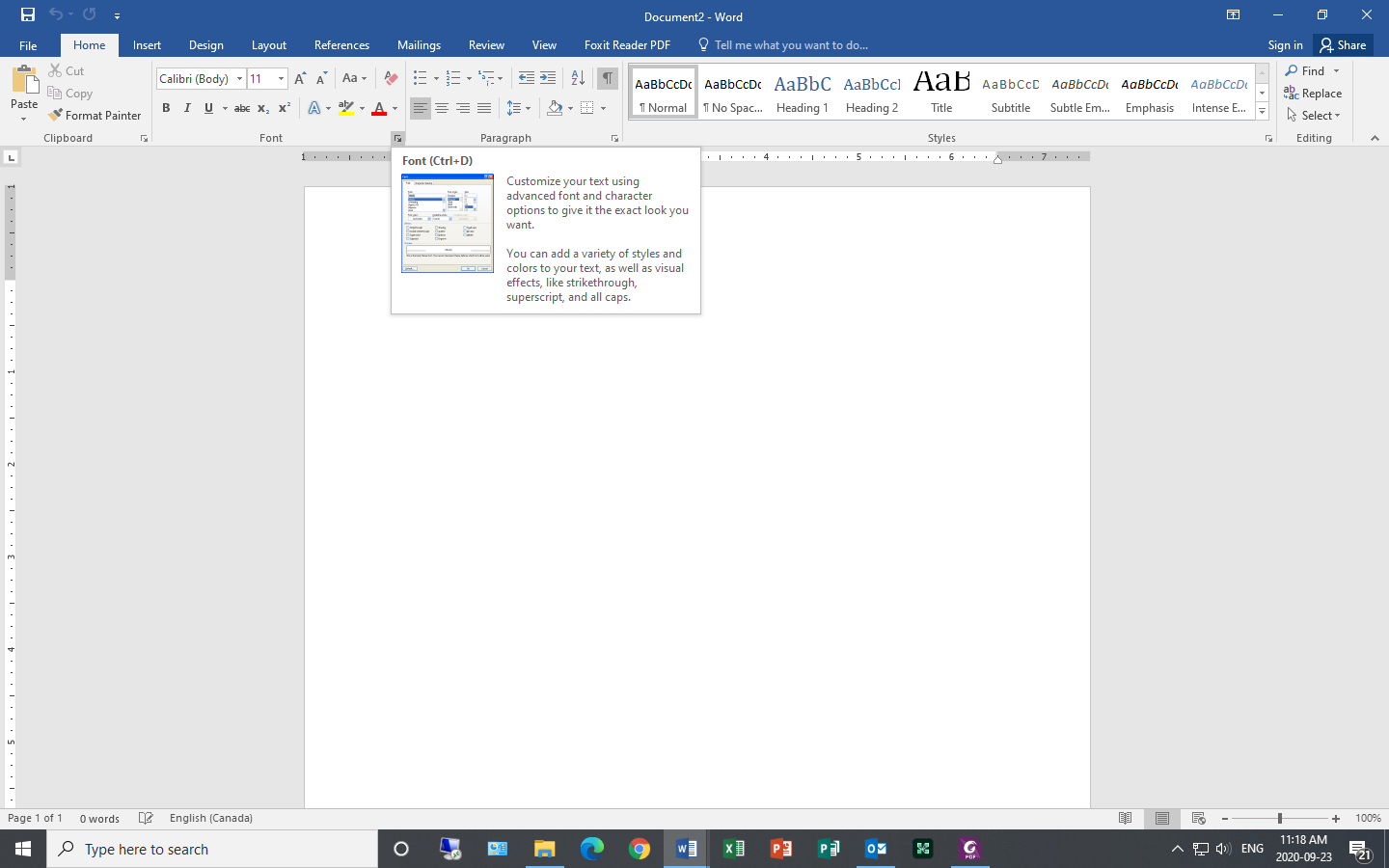
**Check List for APA 7 Format in Microsoft Word**

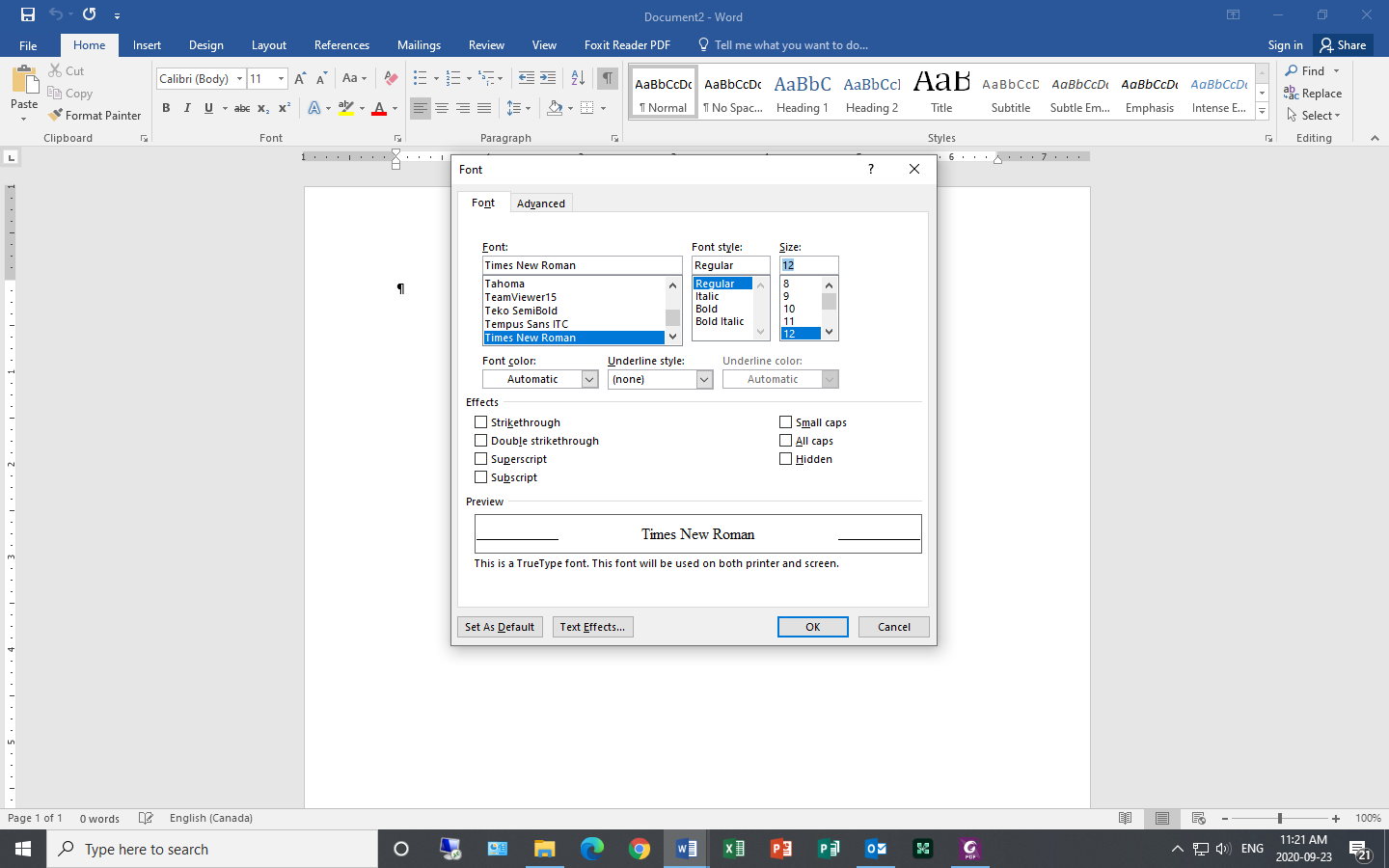
1. Margins at 1” top, bottom, left & right (**Layout**, **Margins**)



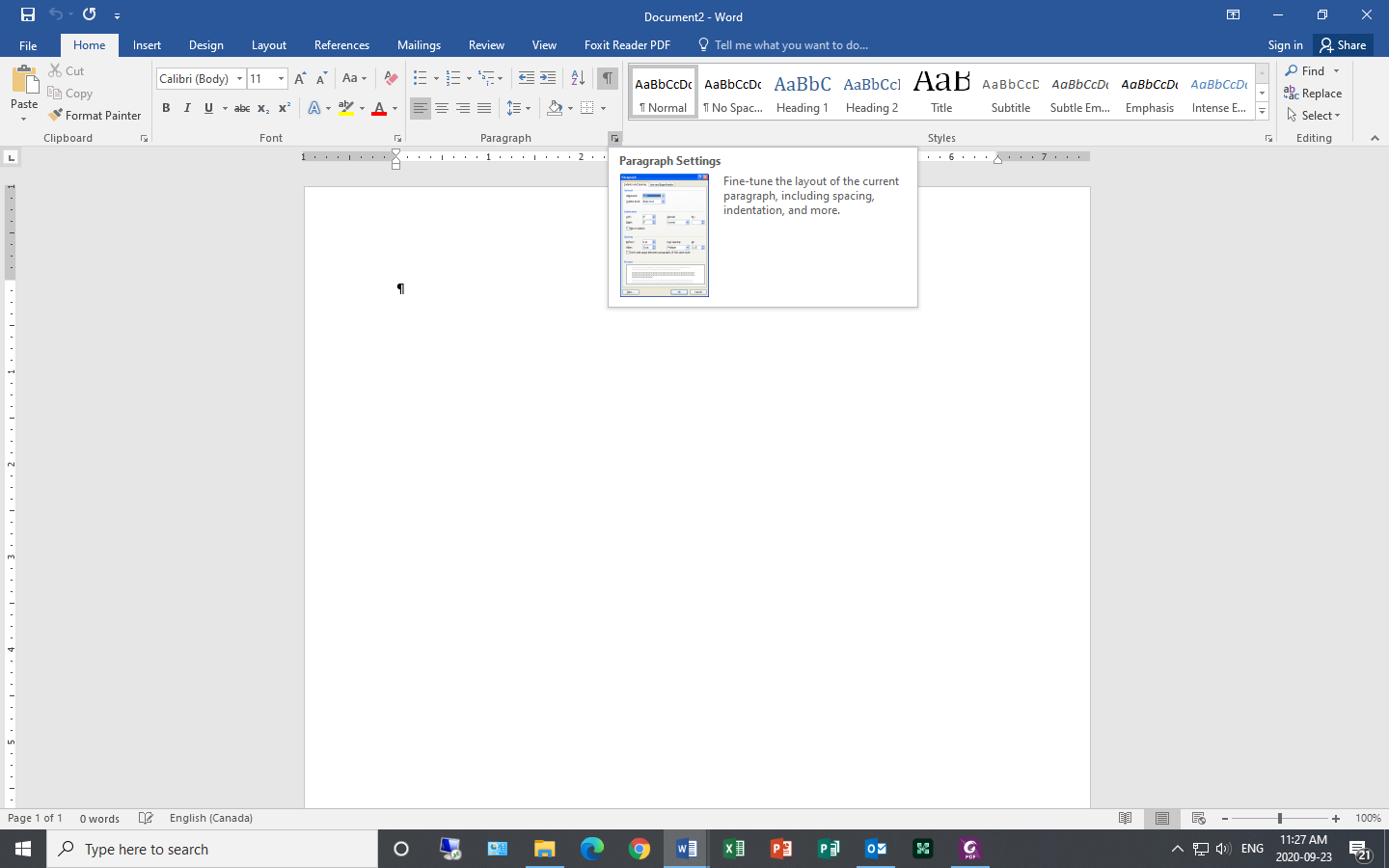
1. Make default font Times New Roman and default font size 12 (**Home**, **Font Dialog Box Launcher**)



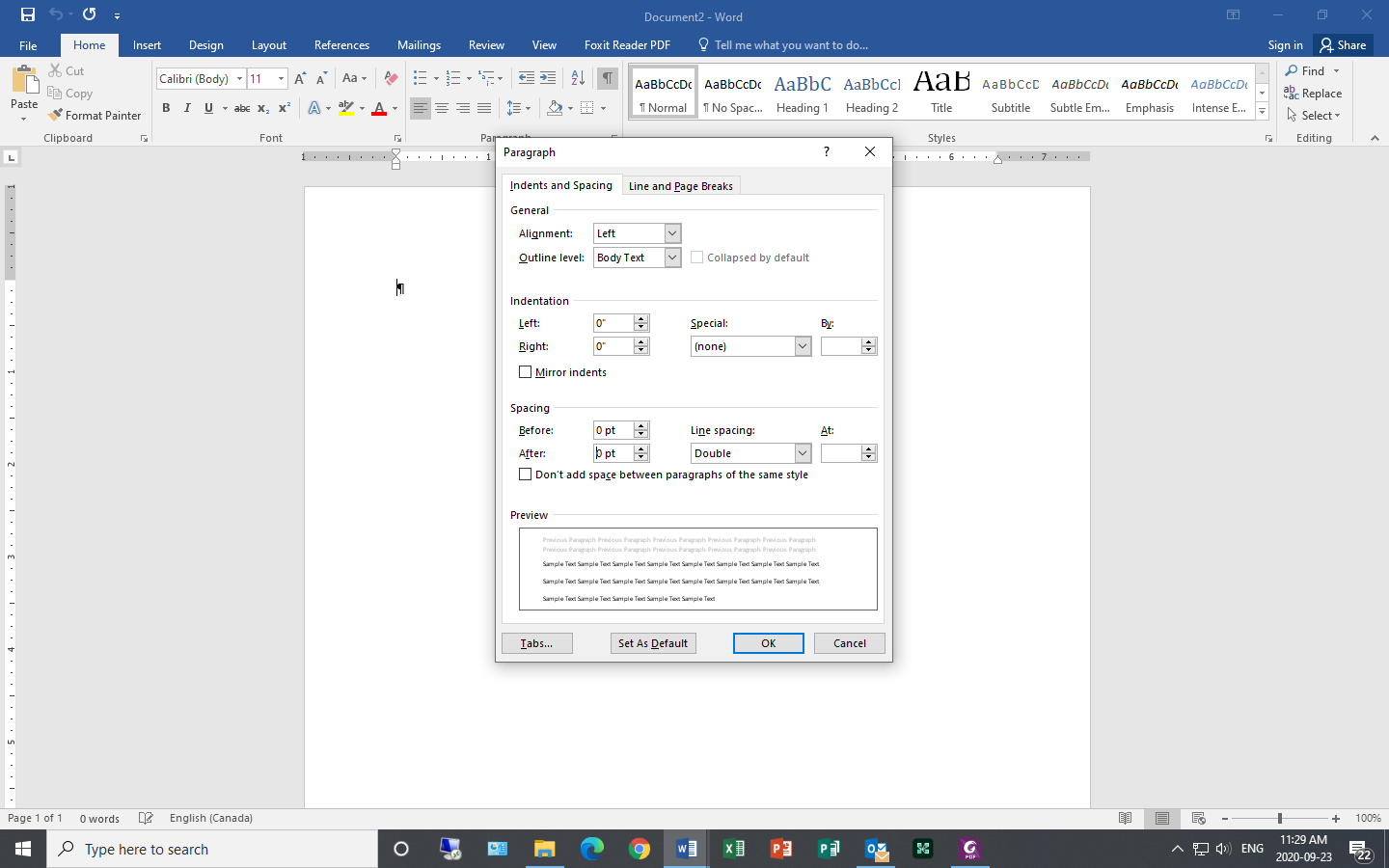
Change font to Times New Roman and font size to 12, click on **Set As Default Button**)



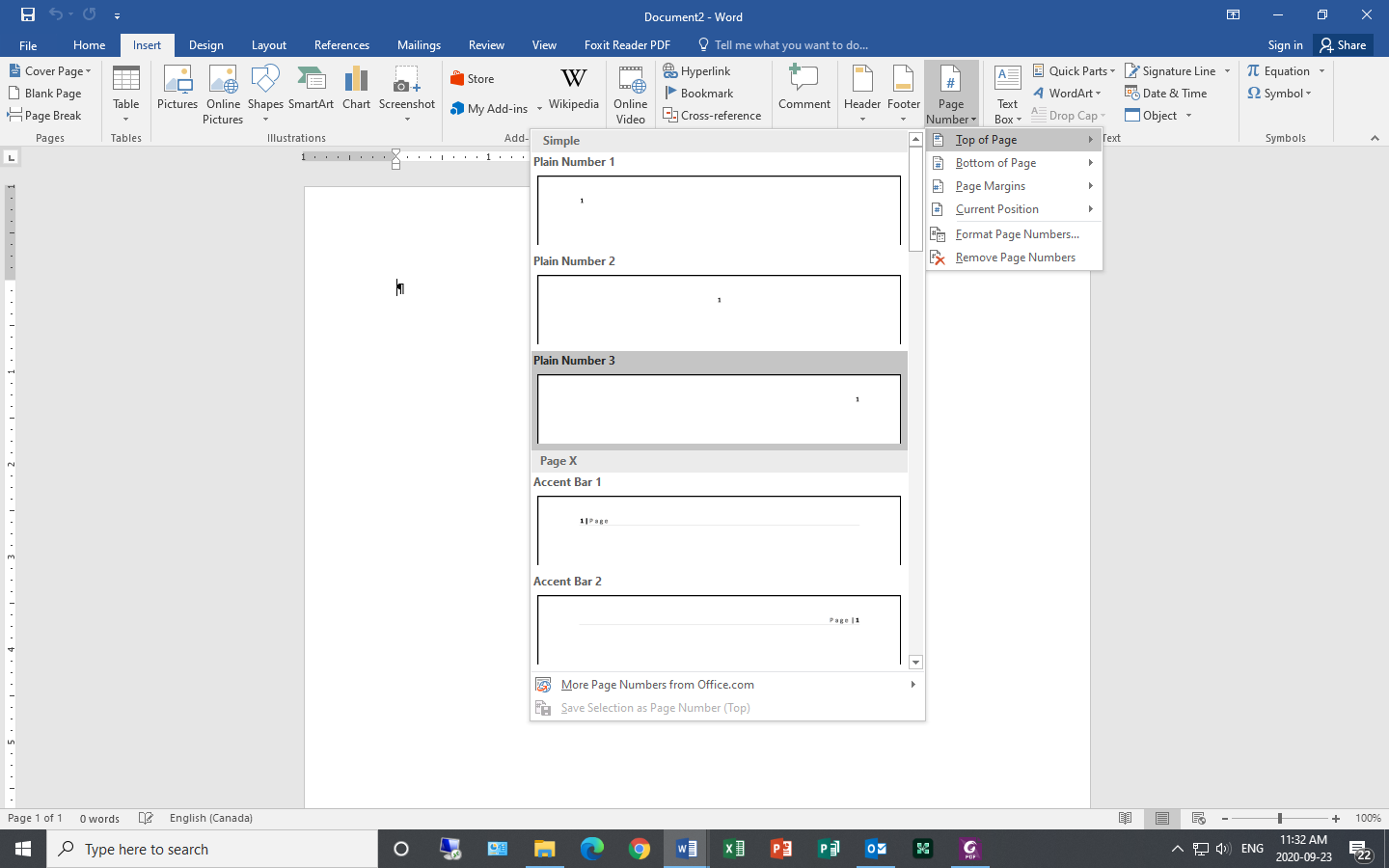
1. Make default line spacing double and default paragraph spacing 0 for both spacing before and after (**Home**, **Paragraph Dialog Box Launcher**)



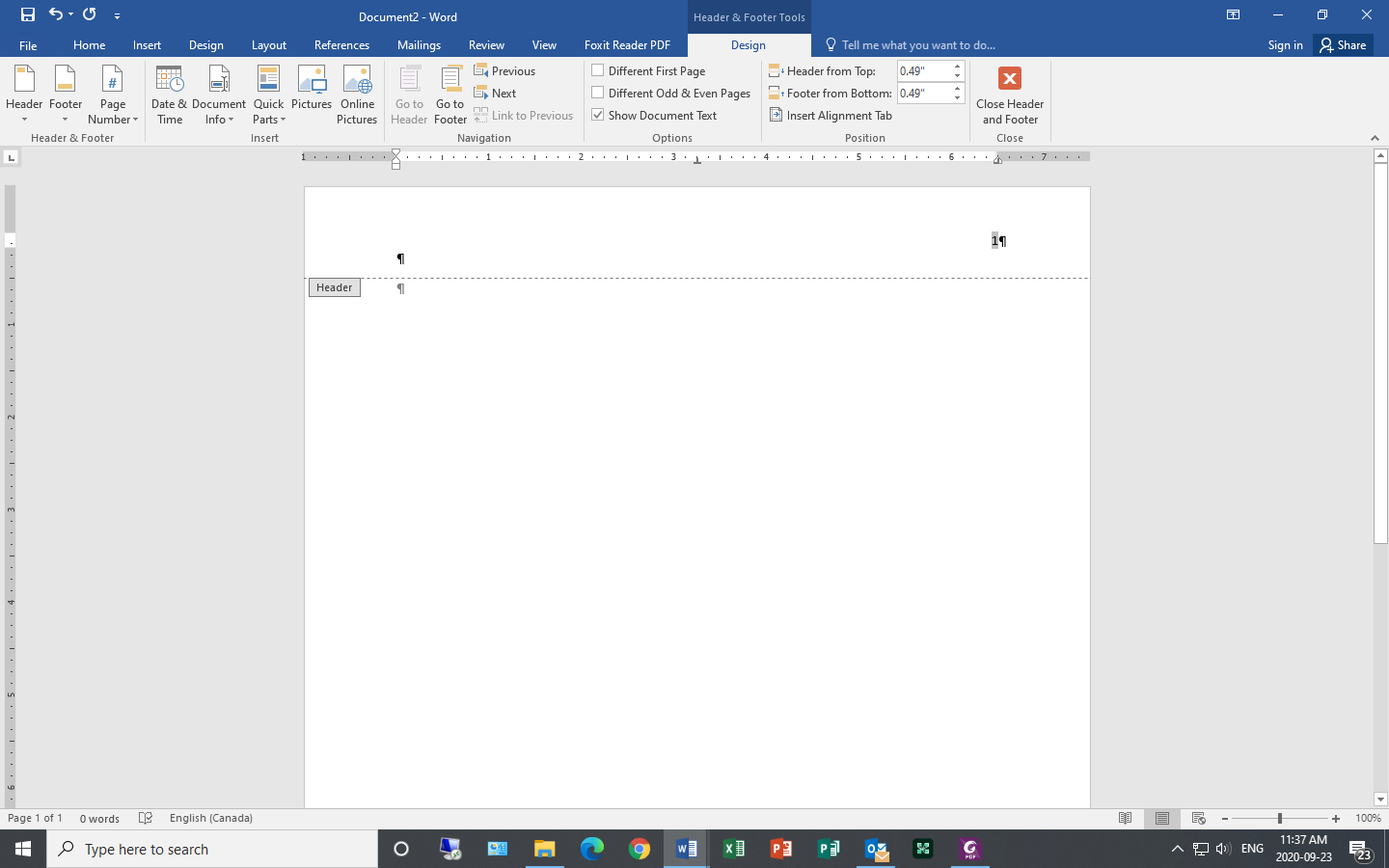
Change line spacing to Double and paragraph spacing after to 0, click on **Set As Default Button**)



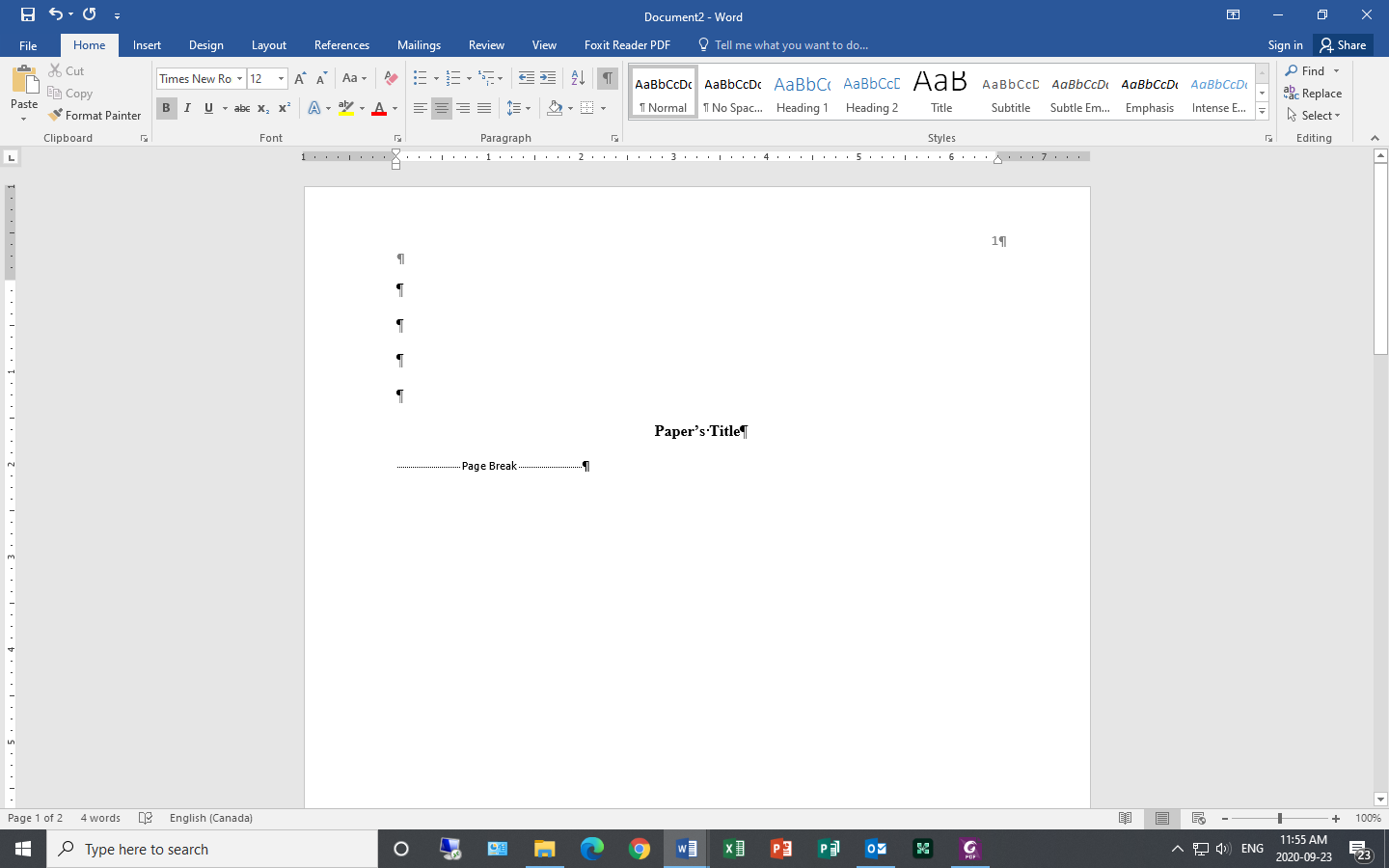
1. Header – (**Insert**, **Page Number**, **Top of Page**, **Plain Number 3***)*



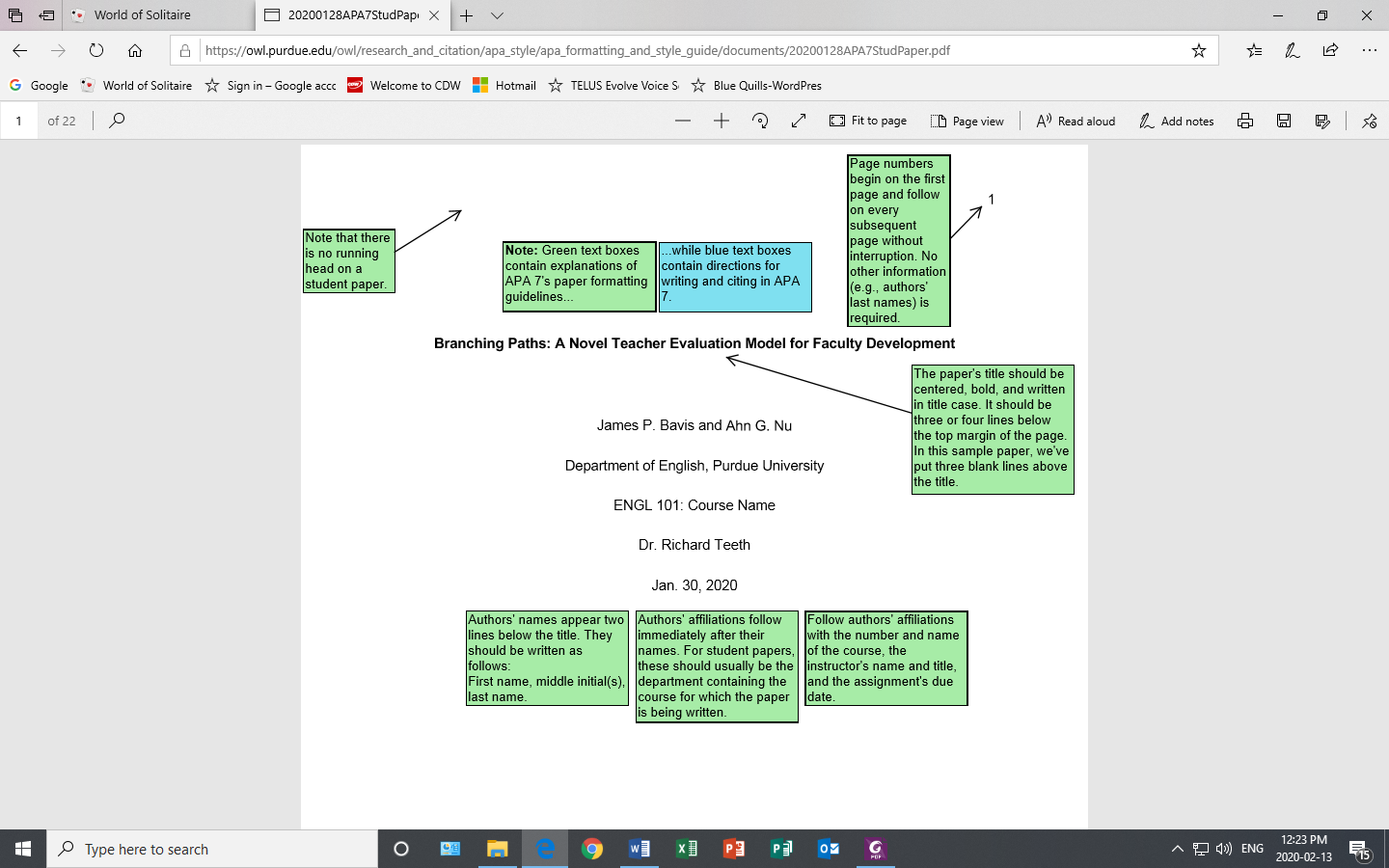
**Close Header and Footer**



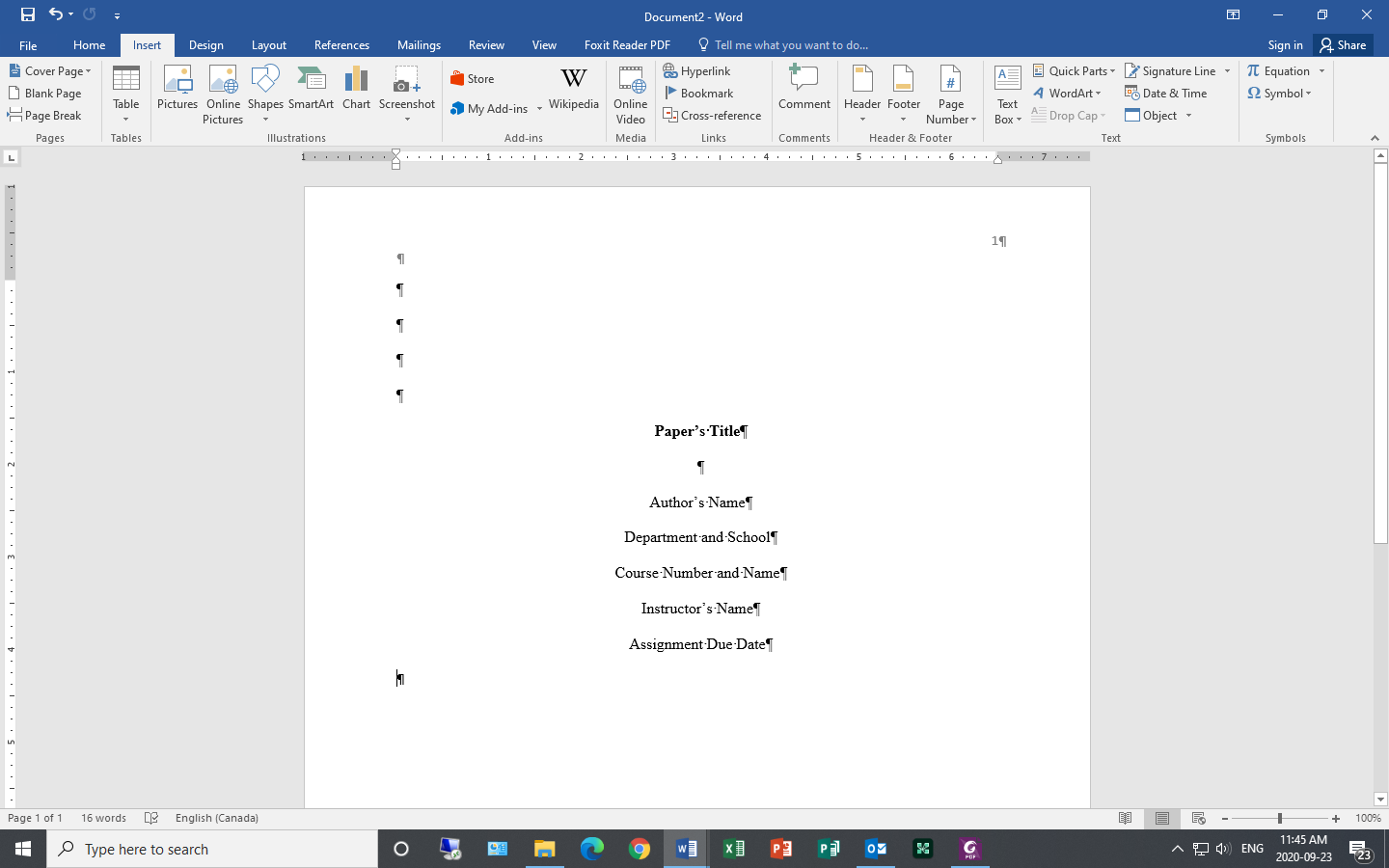
1. Type the Title Page for the paper. (Leave about four blank lines at the top of the page)  
   All text for the Title Page to be centered. (**Click on Center button in the Paragraph section of Home ribbon**)



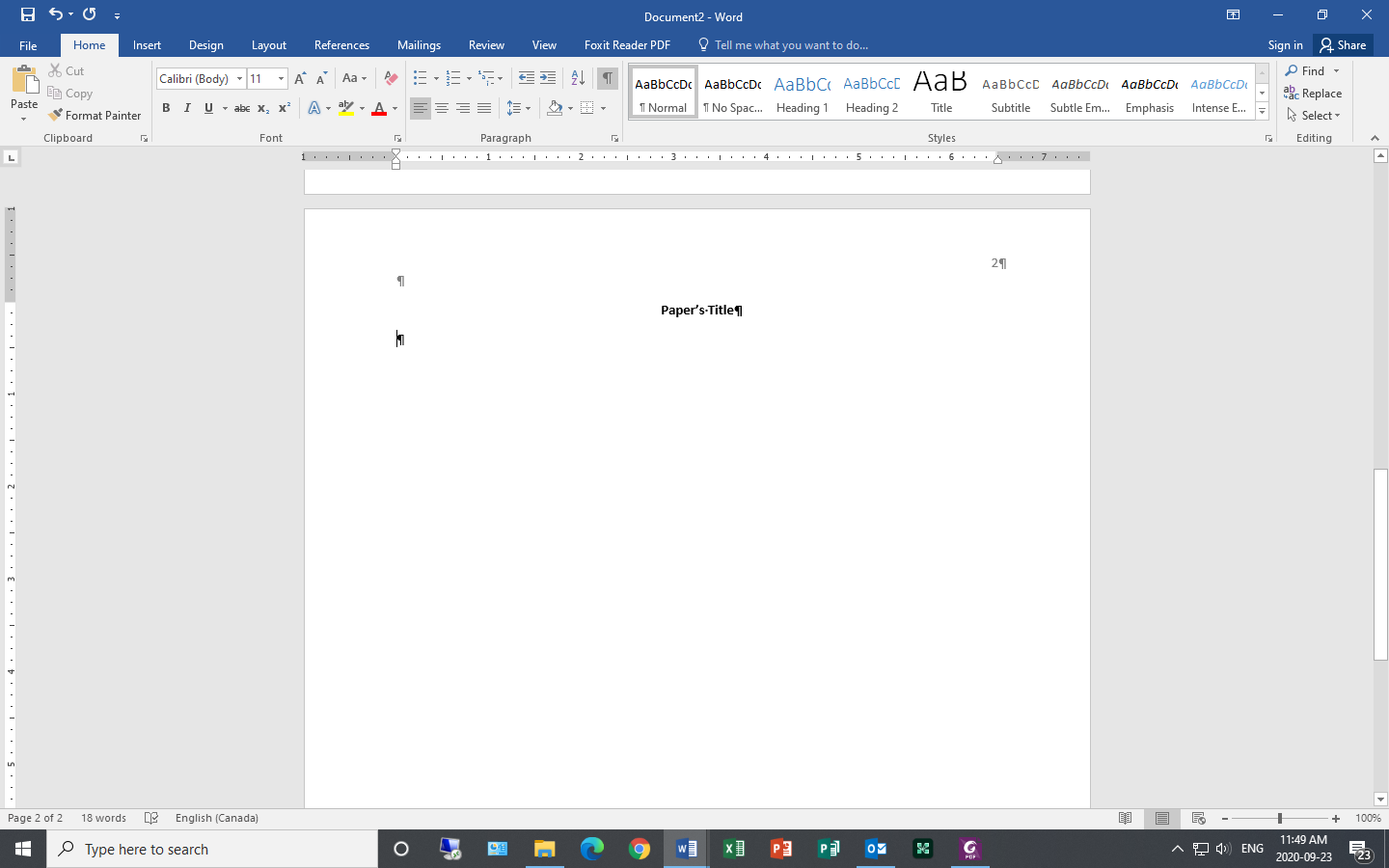
1. **The paper’s title should be bold.** Author’s name appears 2 line after the title. Author’s name followed by Department and School, then the course number and name, then the instructor’s name, and then the assignment’s due date. See example below:



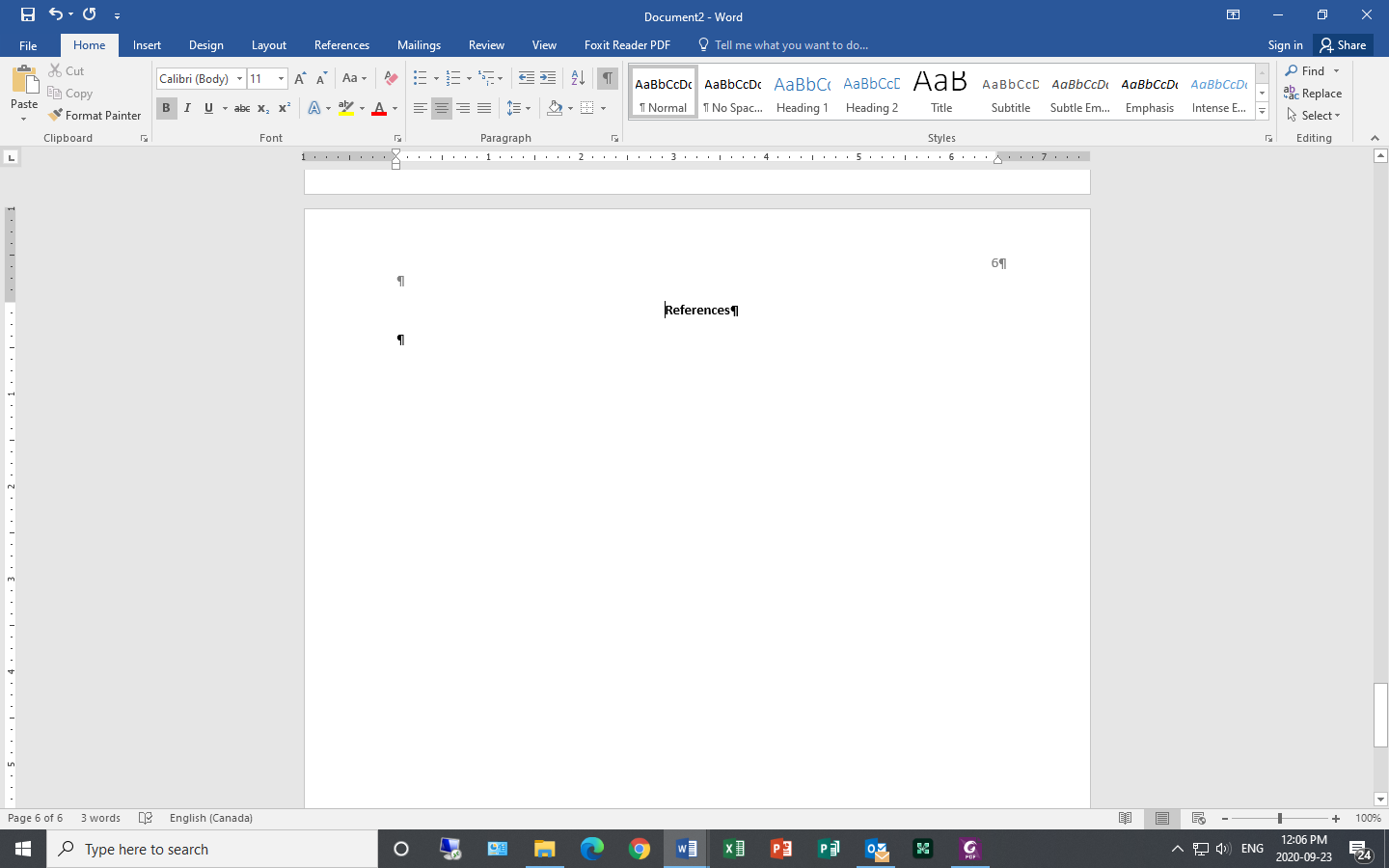
1. To begin a new page (**Insert**, **Page Break**) or (**Ctrl Enter**)



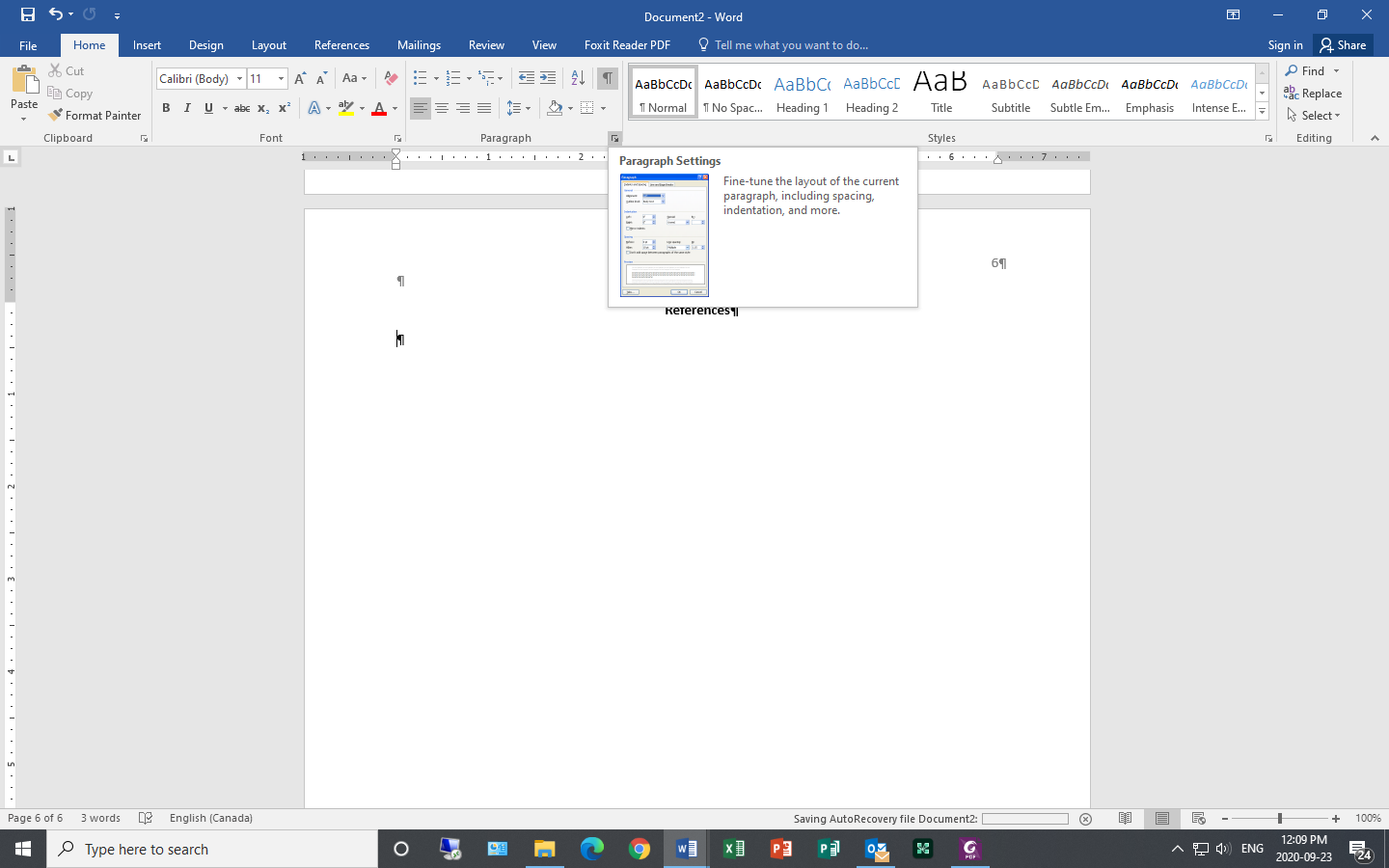
1. Type the paper’s title at the top center of the page. Continue typing paper at the left margin. (**Click on Left button in the Paragraph section of Home ribbon**)



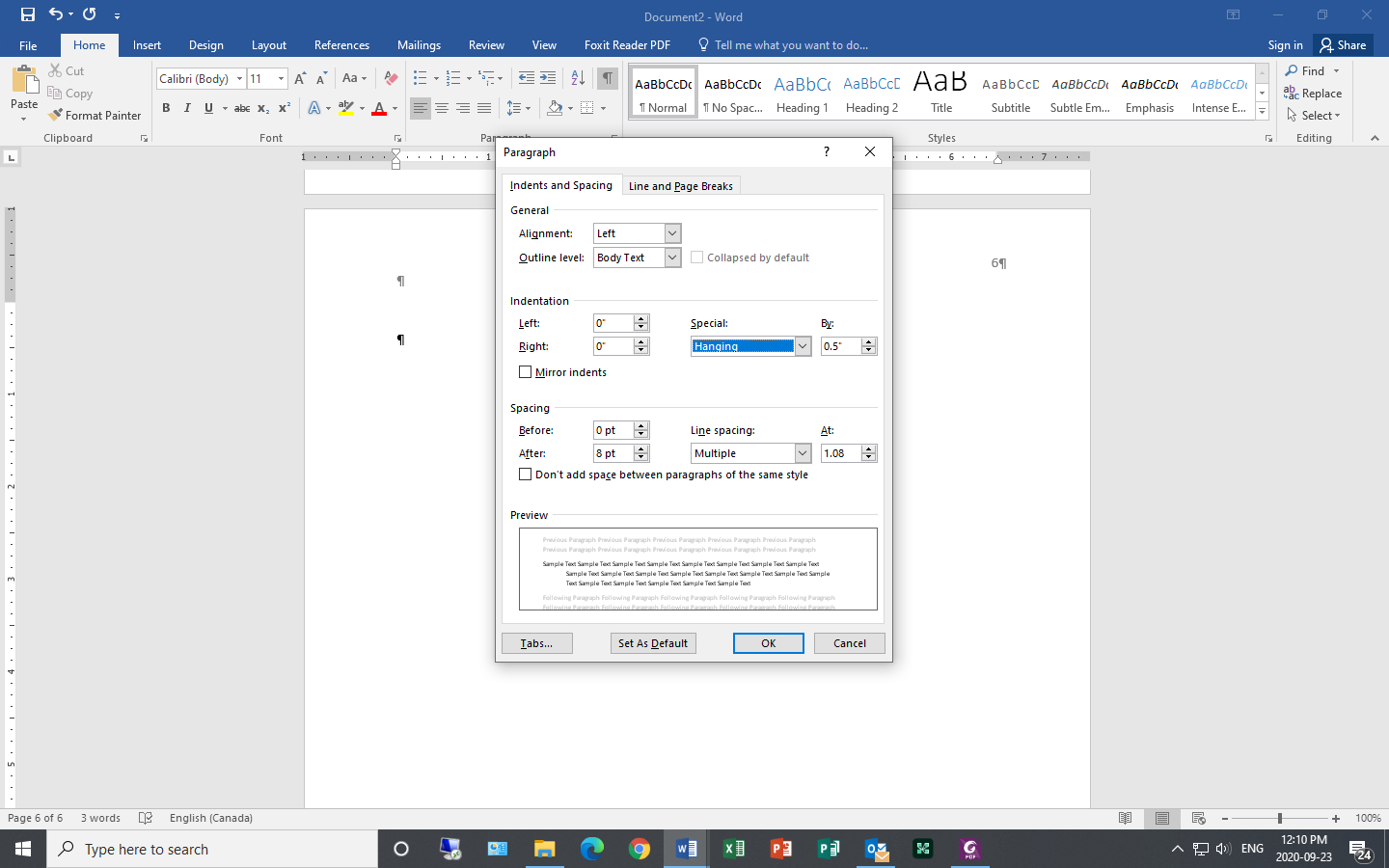
1. The Reference Page is at the end of your paper. The title References appears in the center at the top of the reference page. (**Click on Center button in the Paragraph section of Home ribbon**)



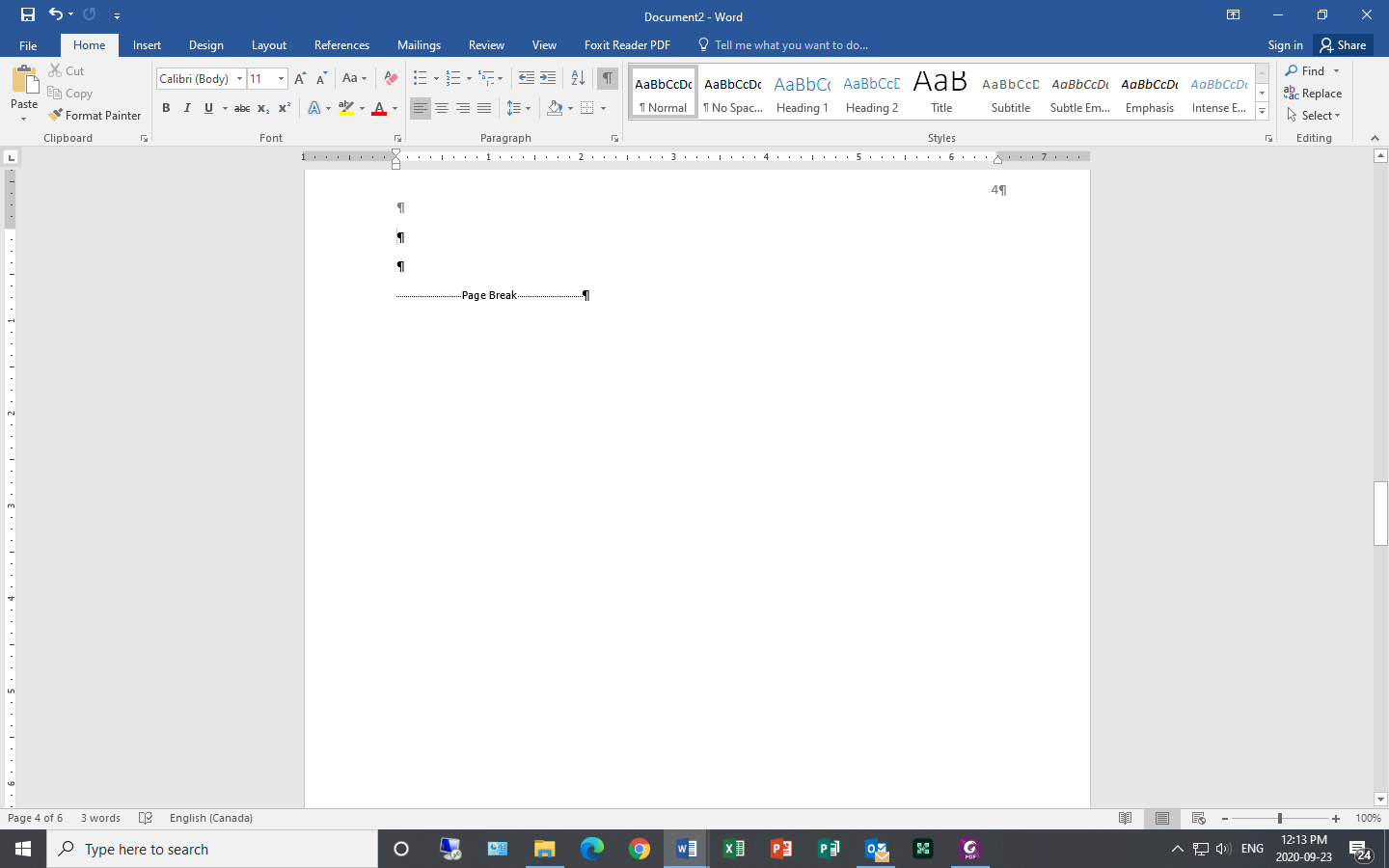
1. Use a Hanging Indent for your references on the Reference page. (**Home**, **Paragraph** **Launcher**



(**Special**) or (**Ctrl T**)



**NOTE:** Use a Left Indent for long quotes. (**Home**, **Paragraph Dialog Box Launcher, Indentation, Left at .5**) You can also use the ***Increase Indent*** button on the **Home** ribbon. Remember to decrease the left indent after you finish the quote and have pressed ***Enter***.



Additional information can be found at the Purdue Online Writing Lab:

<https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html>