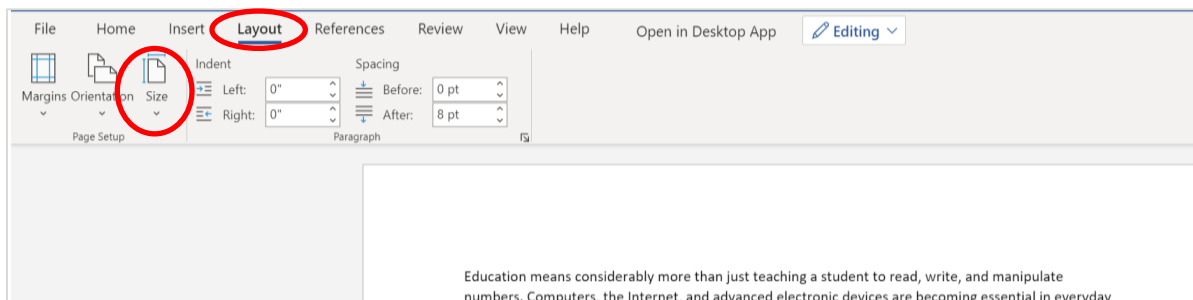


APA Formatting Guide

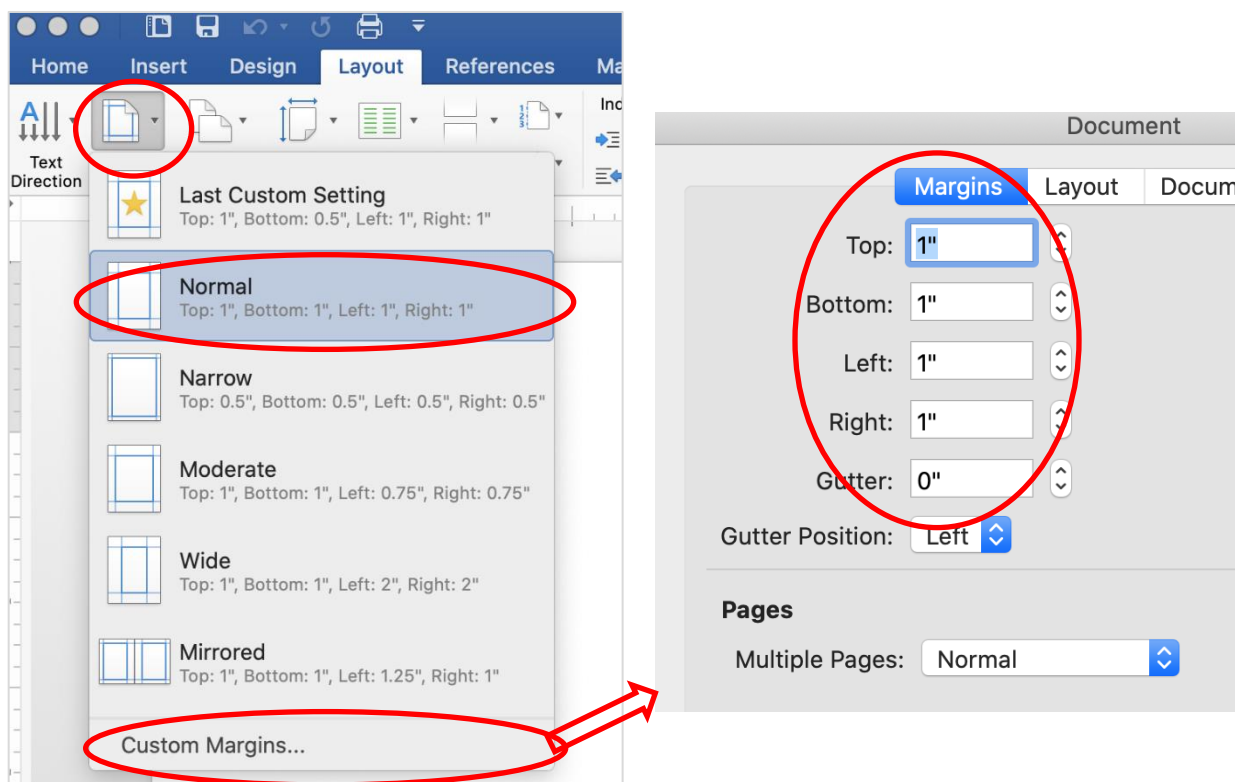
This is a basic formatting guideline based on APA (7th edition) for courses papers. Please also refer to your instructor and syllabus for the assignment requirements.

1. Page Format

Go to **Layout**, and then go to **Size**. Select **Letter.**



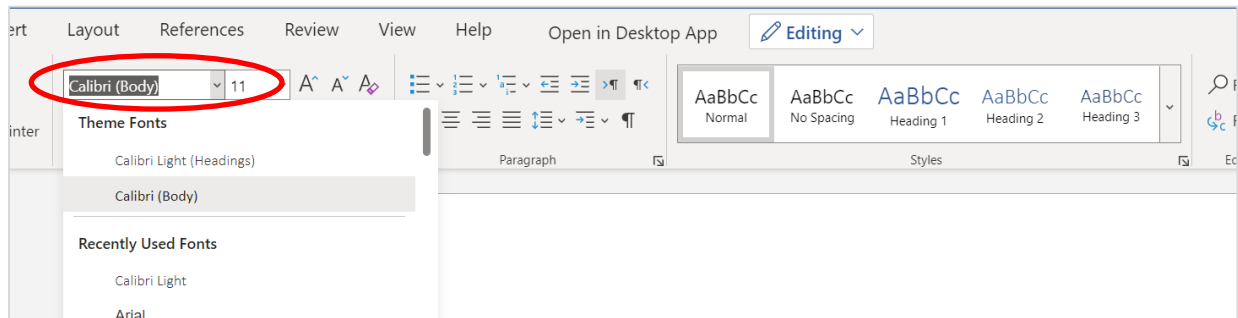
Go to **Margin** and select **Normal**. All margins (Top, Bottom, Left, and Right) should be **1 inch (25.4 mm)**. If necessary, go to **Custom Margin** and change the margin setting.



2. Font and Font Size

Generally, in academic writing, you use **Times New Roman**, size **12**.

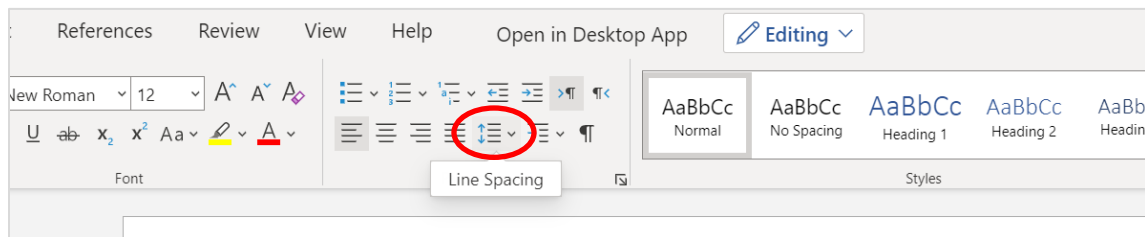
Select All (Ctrl + A) and change the font and font size.



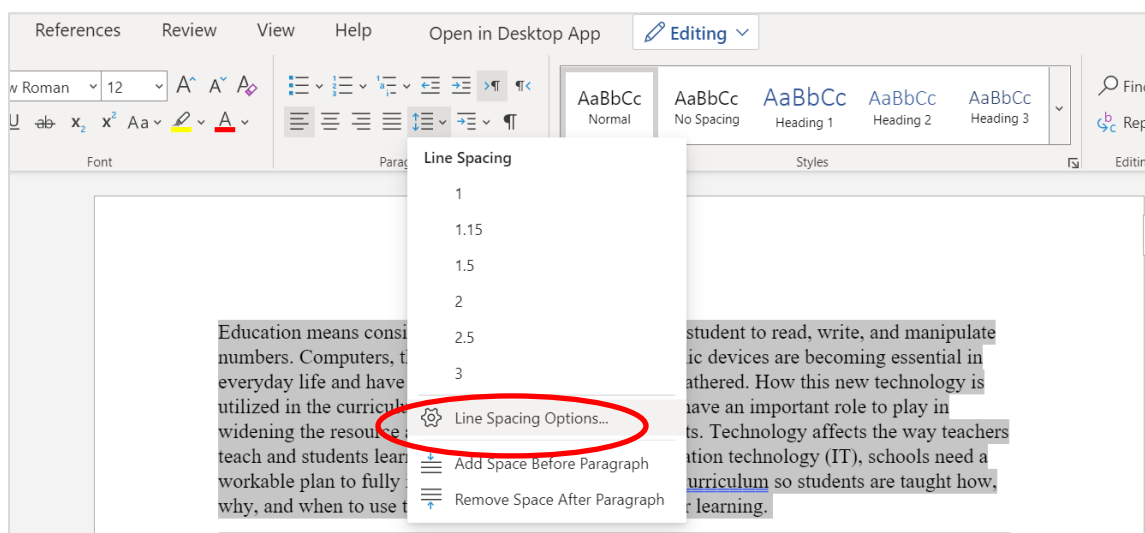
3. Double Space

In academic writing, you often write double-spaced essays.

Select All (Ctrl + A) and go to **Line Spacing**.



Select **Line Spacing Options**.



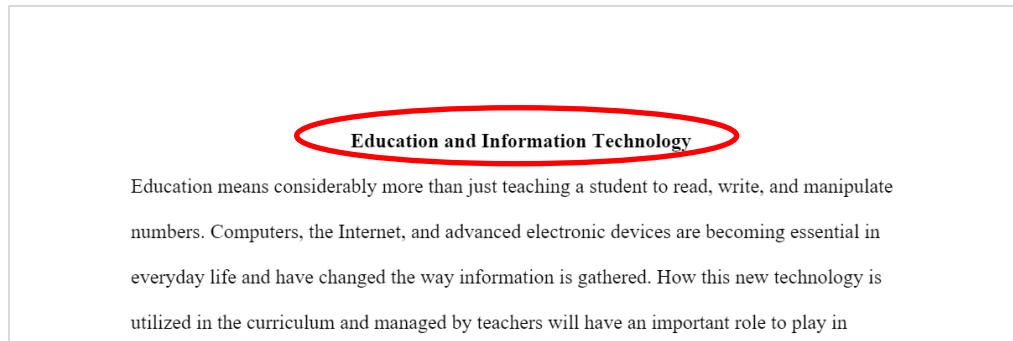
- **Alignment** is **Left**.
- **The space before/after a paragraph** is **0**.
- Choose **Double** for **Line Spacing**.
- Uncheck **“Snap to grid when document grid is defined.”**

APA Formatting Guide – VCE Program

4. Title

Write the title. Capitalize the first letter of each word if a word is longer than 3 letters.

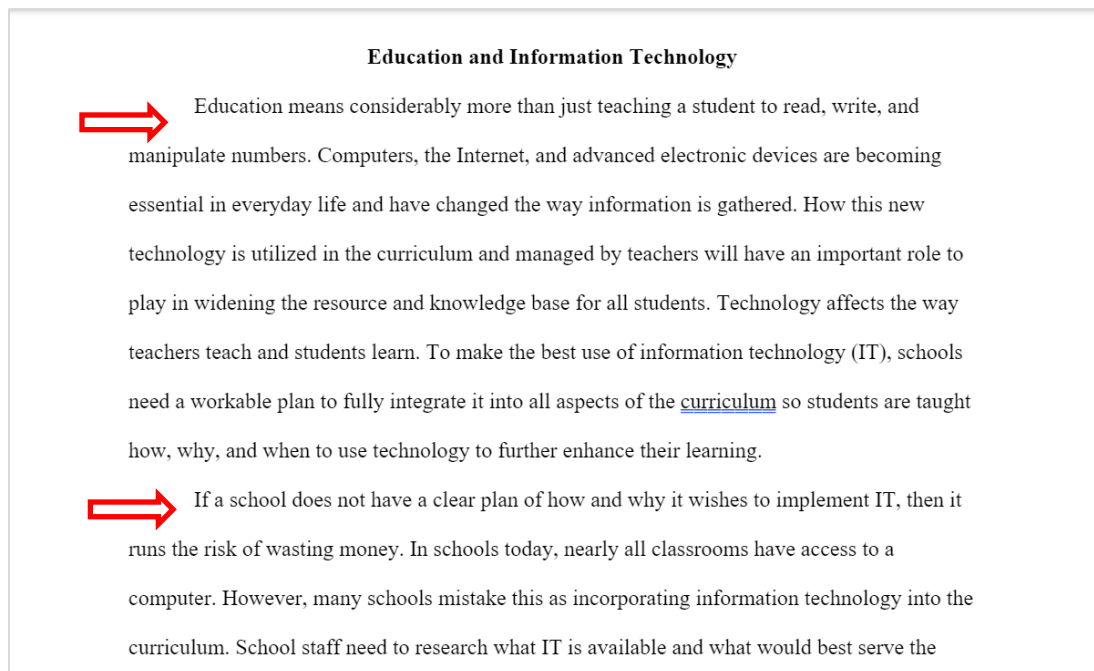
Centralize and **bold** the title (Ctrl + E, Ctrl + B).



Sample Essay (<https://owl.massey.ac.nz/sample-assignments/sample-essay-1.php>)

5. Indentation

Use the **Tab Key** on your keyboard to indent each paragraph.



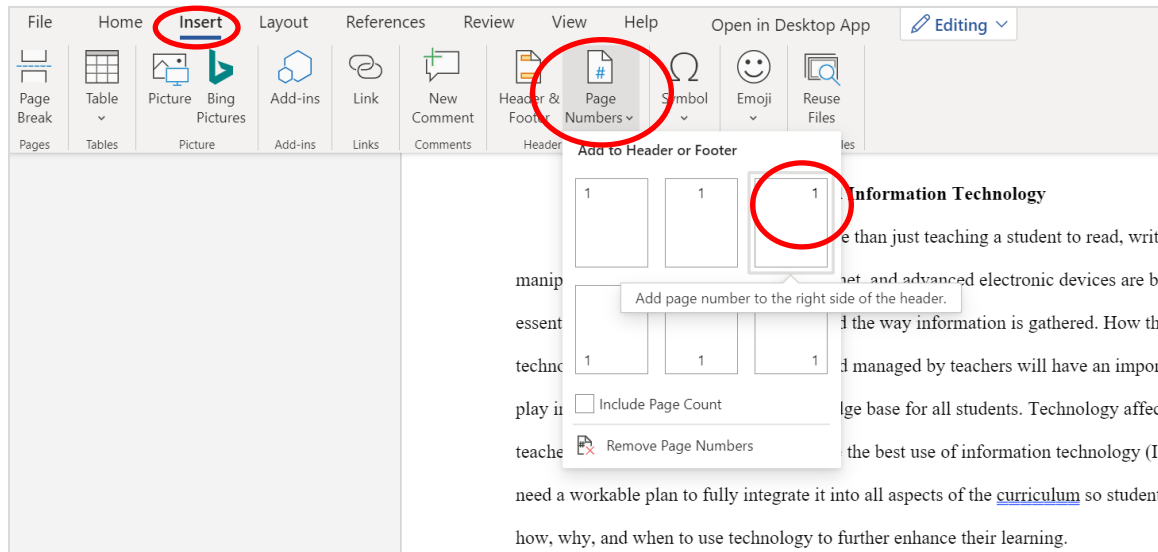
Sample Essay (<https://owl.massey.ac.nz/sample-assignments/sample-essay-1.php>)

6. Page Number

Go to **Insert**.

Select **Page Numbers** and choose **Top Right**.

Select the number and change the font (same font as the text) and font size (12).



7. Your information*

Type your information on the right top corner.

Your Name

Instructor's name

Course Number (VCE XXX)

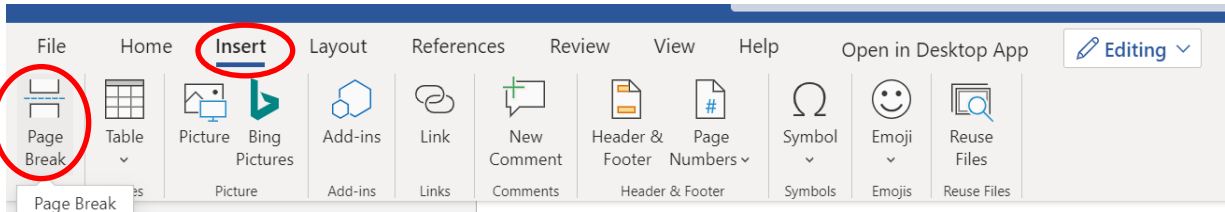
Date of submission

Student Name Instructor Name VCE XXX Submission Date (Month Date, Year) Education and Information Technology Education means considerably more than just teaching a student to read, write, and

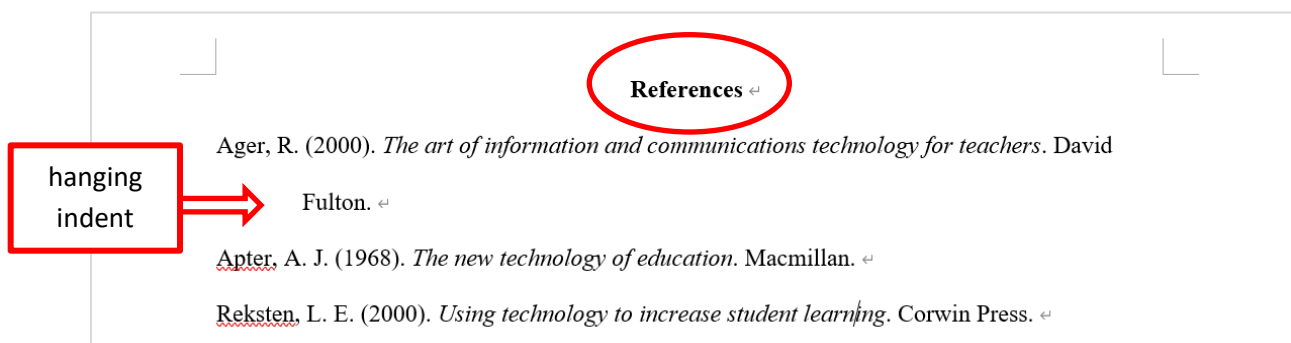
*This is not part of the APA convention (APA requires a title page). Unless there is a specific instruction, you may use this as the standard format for course assignments.

8. References

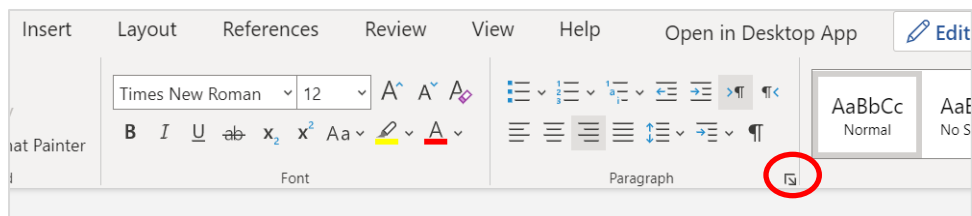
- Go to **Insert** and add a **Page Break** when creating a list of references.



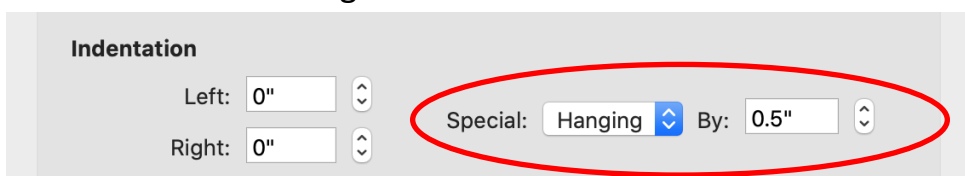
- Place the section label “References” in bold at the top of the page, centered.
- Order the reference list entries alphabetically by author.



- **Select All (Ctrl + A)** and go to **Paragraph Setting**.



- Double-space the entire reference list. (See pages 2-3)
- Apply a hanging indent of 0.5 inch to each reference list entry, meaning that the first line of the reference is flush left and subsequent lines are indented 0.5 inch from the left margin.



- For more detailed guidelines for in-text citation and references, please refer to the APA manual (7th edition).

9. Headings

When using headings, refer to the chart below for the leveling of headings.

Example

- Level 1: paper title, major section headings, conclusion, references
- Level 2: headings after introduction, subsections of major sections

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	<i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
4	Indented, bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i> Text begins on the same line and continues as a regular paragraph.

(*Publication Manual of the American Psychological Association*, 2020, p. 48)