Formatting Academic Papers in Word 2010

Font
- MLA and APA prefer Times New Roman 12-point font.
- Select the Home tab in the toolbar at the top of the page.
- Select the font by clicking on the triangle on the right side of the first small box in the section labeled Font.
- Select the font size by clicking on the triangle in the smaller box to the right.

Margins
- Most academic paper formats ask for 1-inch margins on the paper’s top, bottom, and sides.
- Click the Page Layout tab at the top of the screen.
- Click the Margins icon and select the Normal option.

Line spacing
- Most academic papers are double spaced.
- To set spacing, click the Home tab in the toolbar.
- Click on the small arrow in the lower-right corner of the Paragraph section of the bar.
- Look for the Spacing section in the middle of the dialog box.
- Click on the arrow under Line Spacing and select “Double.”
- Click OK at the bottom of the dialog box.

Headers in APA
- APA format requires a Header with the paper’s title and page number on all pages.
- The first page also includes the words “Running head:” before the title, but subsequent pages have only the title and page number.
- Click the Insert tab at the top of the screen.
- Click the Header icon to the right of center of the tool bar.
- Select the first option: Blank.
- A green tab marked Header & Footer Tools will appear.
- Check the “Different First Page” box.
- Then click the Page Number icon on the left side of the toolbar.
- Click Top of Page, then Plain Number 3.
- Double-click on the left margin and type: Running head: Your title. (See example on APA handout.)
- Go to your second page and double-click in the Header.
- Click Page Number, Top of Page, Plain Number 3.
- Double-click on the left margin and type your title.
- Click the red Close icon in the toolbar.

Page numbers in MLA
- MLA asks for the author’s last name before the page number: Smith 1
- Click on the Insert tab at the top of the screen.
- Click on the Page Number icon in the toolbar.
- Click on Top of Page.
- Select Plane Number 3 as your option.
- Type your last name and a space next to the page number.
- Click the red Close icon in the toolbar.