APA Style Word for MAC

APA 6th EDITION GUIDELINES

- The guidelines for formatting a research paper in APA style are set forth in the Publication Manual of the American Psychological Association, 6th edition. For consistency, these requirements will be followed in all classes and your grade may depend on the requirements listed below. If you have questions about formatting, please ask your instructor, your campus librarian (e-mail: librarians@rasmussen.edu) or refer to the 6th edition Manual, available through the library. Please remember to save your work often!

GENERAL FORMATTING GUIDELINES

For detailed information about APA formatting at Rasmussen College, see the APA 6th Ed. Sample Paper that can be viewed or downloaded from http://guides.rasmussen.edu/apa.

CREATING A CUSTOM STYLE IN WORD 2011 FOR MAC

This section contains a step-by-step example of creating a custom APA Word style.

Be sure you have selected Print Layout View

In the Home tab, the Styles group, click the button with the long name, Manage the styles that are used in the document

In the Styles dialog box, click the New Style button

Step 1: Select Print Layout view

Step 2: Home > Styles > Manage...

Step 3: Click New Style
FORMATTING IN MS WORD 2011 MAC

1. In the New Style dialog box, Properties section
   - Type a Name for your style, i.e. APA Style.
   - For Style type use Paragraph
   - For Style based on select Normal
   - For Style for following paragraph, use APA Style so that style continues in ensuing paragraphs

In the New Style dialog box, Formatting section
   - Change font to Times New Roman
   - Change font size to 12

Activate the checkboxes near the bottom of the dialog box if you would like to include the style in new documents (Add to template) and/or add to the Quick Style list in the Ribbon (Add to Quick Style list)

Click on Format and then choose Paragraph from the drop-down list.

In the Paragraph dialog box, set the following options:
   - Alignment, Left
   - Indentation: Special, First line
   - Spacing: Before and After, 0 (zero)
   - Spacing: Line spacing, Double

Click OK in each of the dialog boxes.

To use the style you created, merely select it from the list in the Styles group on the Home tab.

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