How to Use Dr. Steve’s Word APA Template

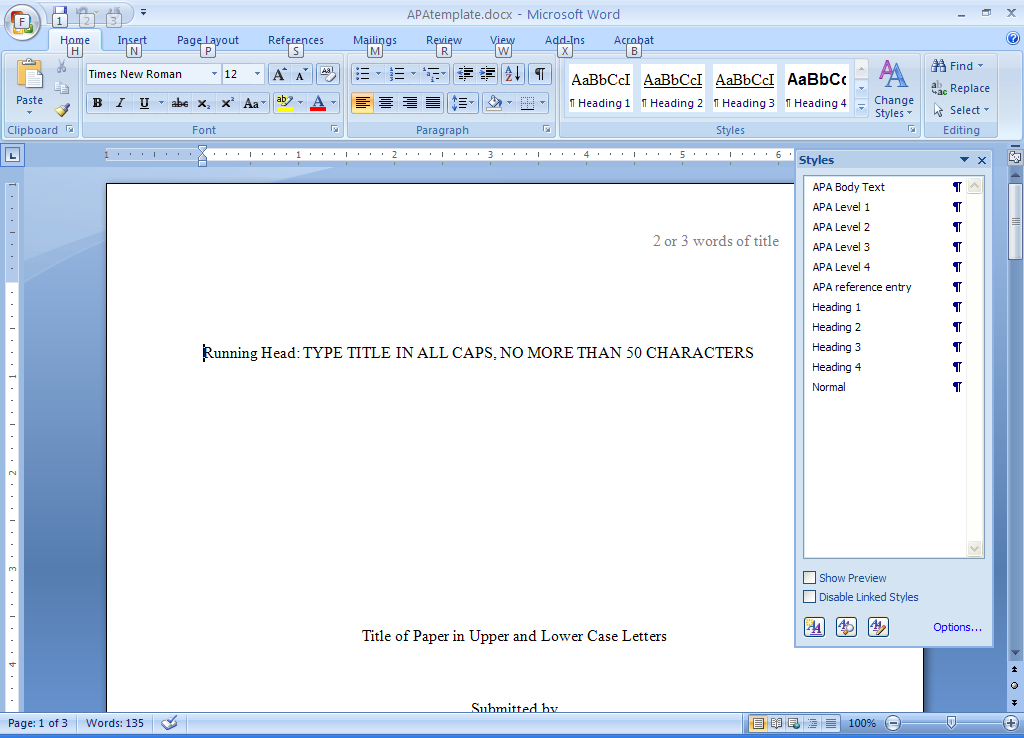
**To use Dr. Steve's Word template, follow these steps:**

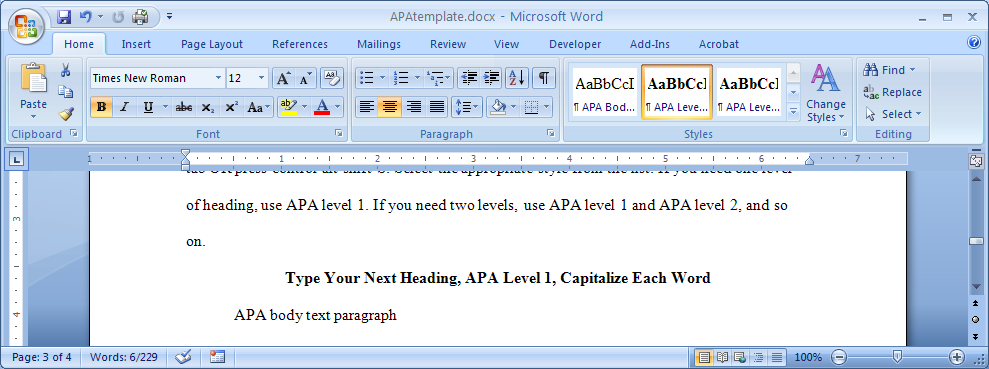
**On the title page:**

* Double-click in the header (top margin of the document). Type the title of the paper in all capital letters, no more than 50 characters. Click *close* in the heading toolbar to exit the header.
* Type the title using upper and lower case letters as indicated.
* Type your name and college affiliation.

**In the abstract section:**

* Type a one-paragraph abstract that briefly describes the paper.
* Type search one-word keywords/tags that describe the content of the paper.

**In the body of the paper:**

* Highlight (or put the cursor within) the paragraph to be formatted.
* In Word 2007/2010:
  + Select the styles dialog (little arrow in lower right-hand corner) of the styles group in the home tab OR select from the quick styles list. Alternatively, you can press *control-alt-shift-S*.
* Select the APA format you wish to use:
  1. Create a heading. If you need one level of heading, use APA level 1. If you need two levels, use APA level 1 and APA level 2, and so on.
  2. APA body text (Used for a standard paragraph.)
* Please note:
  + Note that proper spacing, fonts, and other elements are already provided for you. **Do not use** *format—paragraph* or *format—font* at any time when using this template. Doing so may cause errors in the template.
  + When you finish typing a paragraph, hitting the *enter key* will cause the next paragraph to look exactly like (use the same style as) the previous paragraph. To change the style of a paragraph, place the cursor with the paragraph and select *an* APA style as described above.

**In the reference section:**

* The paragraphs are already formatted with the APA reference style. Simply type an APA-style reference. The paragraphs will automatically be properly format for you.
* Don’t forget to alphabetize the reference list by author’s last name.