Making an APA Style Template

Psy 201

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Use Word to Create a Template

• The next screen shows what you get when you use the help button in MS Word and search on Template.
You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template.

**Start with a blank template**

1. Click the Microsoft Office Button and then click New.
2. Click Blank document, and then click Create.
3. Make the changes that you want to the margin settings, page size and orientation, styles, and other formats.
4. Click the Microsoft Office Button and then click Save As.
5. In the Save As dialog box, do one of the following:
   - On a computer that is running Windows Vista, under Favorite Links, click Templates.
   - On a computer that is running Windows XP, under Save in, click Trusted Templates.
6. Give the new template a file name, select Word Template in the Save as type list, and then click Save.

NOTE: You can also save the template as a Word Macro-Enabled Template (.dotm file) or a Word 97-2003 Template (.dot file).
Making the APA Style Title Page

• Insert the Running head and page number as a page number.
  – Insert Menu
    • Header & Footer
  – Make sure that Font is Times New Roman, 12 pt.

• Center the Title, Author, and Institution

• Author Note is new. We haven’t required it here on student papers.
Elements of the Title Page

- Change Font default to New Times Roman, 12 pt.
- Change paragraph spacing default to double.
- Insert Header for Running Head and page number.
- You may skip the author note for now.
Elements of the Abstract

- Page 2.
- No title.
- No indent.
- Yours will be longer.
- Not required for proposal, but is required for the template.
Body of the Paper

• Begins with the title on page 3.
• No heading for the introduction.
• Don’t insert page breaks. Just keep double spacing.
• Use headings.
• This will take many pages when you have content.
References

• Begins on a new page.
• The heading is References.
• Alphabetical order, hanging indent.
• Each source listed should be cited in the body of the paper.
• All sources cited in the body of the paper should be listed here.
• It may go on to additional pages.
Additional Sections

• For proposals you may an appendix that includes
  – Informed Consent Form
  – Questionnaires
  – Scenarios
  – Instructions

• What is included depends on your proposal.
Saving a Template

• You must save the template where you can find and use it later.
• Please save it to a file on the R:drive work directory.
• To make it useable as a template for your work you should use the save as template option.
• Remember to use the “trusted” template option.
To use the Template

• Select New document
• Choose from the template menu.
• Revise the document.
• Save as a regular file.
Later On

• Still to come APA style format for
  – Tables
  – Figures