APA Formatting -- Typing the Main Body

Make sure you have Microsoft Word set up for APA formatting and have your Title Page typed BEFORE you begin typing the main body of your paper.

Running Head:

Add a running head:
First, under the “Insert” tab in the ribbon, click on “Header” and choose “Blank”.

Setup running head:
Second, type the title of your paper in ALL CAPS.

Setup running head:
Third, “Tab” over to the far right, and insert a page number. Under the “Header & Footer Tools” tab, click on “Page Number”, select “Current Position”, and “Plane Number”.

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Starting the main body of your paper:

**Running head:**
Set up your header one more time, but this time only put the title of your paper in all caps and page number.

**Title of paper:**
First line of your paper should be centered and type out the full title of your paper (should match your title page).

As illustrated by Dr. Seuss in his book *The Sneetches and other stories* (1961), the roots of segregation are arbitrary.

**Typing your paper:**
Start each paragraph tabbed in one step, remember to include your in-text citations (if you’re not sure how it should look just guess, easier to correct later).