

# APA 7th in Minutes: Formatting a Paper in Google Docs

This is Humber Libraries APA in Minutes.

This video will show you the basics of formatting a student assignment in Google Docs according to APA guidelines. It is possible that your instructor may have additional or alternative requirements, so always consult the assignment outline before you begin.

To create an APA formatted title page, you must include: The title of the paper, your name, or if it is a group assignment, the names of your group members, your college or university, your course code and name, your instructor's name, the assignment due date, a page header containing the page number, and a running head, if requested.

APA style now permits several fonts. The most commonly used are 11-point Arial and 12-point Times New Roman. Whichever font you choose, be consistent throughout your paper.

On the first page, start with the title of your paper: The title should be written in title case, that is, all major words such as nouns, verbs, and ones with four or more letters should be capitalized. Centre the title and using the enter/return key move it about three or four lines from the top of the page. Your title should be less than twelve words long, and double spaced. To double-space text, access the line and paragraph spacing options by clicking on the icon in the tool bar showing a vertical double-ended arrow and three horizontal lines. Select double from the drop-down menu. Do not bold, underline, or italicize the title. The title should not contain any abbreviations or acronyms. On the next line, enter your name, centered. If it is a group assignment put your group members names following the alphabetical order of your last names. Do not include credentials such as BSc or MA. On the next line, centre the name of your college or university. Underneath, put in your course code and name. Next, add your instructor's name. Check your course outline or contact your instructor to see what format they prefer. For example, Professor Domsy, Dr. Aliya Dalfen, or Amy Weir, RN. Then, add the assignment due date in month, date, year format. This information should all fit within the top half of the title page.

Next, add page numbering to your document. To do this go to the Insert menu and select Page Numbers. Select the option that places the page number in the top right-hand corner. The title page will be Page 1 of your document.

A running head is an abbreviated version of your paper title that appears in the header of your document. They are useful when identifying the document from which a printed page is taken. The APA 7th Manual notes that student papers do not typically require a running

head but your professor may request one. If you are required to add a running head, go to the Insert menu, Headers & Footers then select Header. A cursor will appear in front of your page number. In all caps, enter a short version of the title of your paper. The short version must be less than 50 characters long, including spaces and punctuation. Justify the text to the left-hand side. Note that your page number will also move to the left. To move the page number back to the right-hand side, press the tab key on your keyboard to move it as far as you can. You may also need to use the space key. This is your APA formatted title page.

On the first page after your title page, add the title again, in title case, centered and in bold. On the next line, begin the text of your paper, double spaced and aligned to the left. To double-space text, access the Line and paragraph spacing options by clicking on the icon in the tool bar showing a vertical double-ended arrow and three horizontal lines. Select Double from the drop-down menu. If it doesn't happen by default, press the tab key to indent the first line of each paragraph by 1.27 cm or half an inch. Use appropriate headings as needed or as detailed in your assignment outline, to help structure the paper. Do not create additional line breaks between sections or paragraphs.

Your reference list will be on its own page at the end of your paper. It will contain the full APA citation information of any sources cited within the body of your paper. If you are looking for guidance on how to create the individual reference list entries, check out our other videos in the APA in Minutes series. For now, let's look at the formatting:

At the top of the page add the word References, in bold and centred. Make sure to put your citations in alphabetical order. Each entry should be double spaced with a hanging indent after the first line. To double-space text, access the Line and paragraph spacing options by clicking the icon in the tool bar. Select Double from the drop-down menu. To add an indent after the first line, go to the Format menu, choose Align & Indent, and select Indentation options. Under Special Indent select Hanging, then click on Apply.

For more information and support with APA:

- Book an appointment with the Writing Center;
- Consult the OWL at Purdue;
- Or refer to the APA manual available at Humber Libraries.