

Formatting your assignment

This handout provides step-by-step instructions for formatting your assignment using Microsoft Word or another word processing program. Be sure to check the assignment requirements given to you by your tutor, as they may differ from what is on this sheet.

It is best to set up the formatting before you start typing. However, you can format your assignment after you have typed it. To do so, select the whole assignment and adjust the formatting as required.

Formatting instructions:

Font (or typeface)

Use the same font throughout your paper, including the reference list. Calibri size 11 is recommended. Other acceptable fonts are Times New Roman size 12, Arial 11, Lucida Sans Unicode 10, Georgia 11, or Computer Modern 10.

Headings

Follow the table below for headings in your assignment (see p. 48 of the APA Publication Manual, 7th Edition if you need beyond heading level 3):

Level	Format
1	Centre Aligned, Bold Text begins as a new paragraph.
2	Left Aligned, Bold Text begins as a new paragraph.
3	Left Aligned, Bold, Italic Text begins as a new paragraph.

Margins and Text Alignment

Check that you are using the default margins, 2.54 cm, on all sides (top, bottom, right, left) and that the text is left aligned. Do not use left justified text alignment.

Double line spacing

Double space the entire paper, including the reference list, title page, and headings. Do not add extra lines between paragraphs.

Indent paragraphs

Indent the first line of every paragraph (1.27 cm) This can be done by using the tab key. Every other line should be aligned to the left margin.

Page numbers

Include page numbers in the header at the top of the page, aligned to the right margin. Use the same font as the text. In the header and footer, use font size 10. The title page, if used, is page 1. Insert page numbers using the automatic page numbering function by choosing the Insert tab in Word and the Page Number dropdown.

Student number

Include your student number in the footer at the bottom of the page. Use font size 10 for headers and footers.

Hanging indent for reference list

Use a hanging indent for your reference list. Select your list and choose the paragraph settings, then choose hanging indent. The hanging indent should be set to the default 1.27 cm.

Creating a title page

If your tutor requires a title page, follow the below guidelines:

1. Insert a blank page at the beginning of the document.
2. Your title page should include the Title of the Paper, your Name, your Student Number, Course Code, Class Group (if necessary), Tutor's Name, and Due Date.
3. Use the same font as the rest of the paper.
4. Enter the Title in title case (each major word capitalized) and centre aligned, bold font, 3-4 lines from the top of the page.
5. After one blank line, enter the rest of the information centre aligned.
6. Preview your page before printing or e-mailing it.

Saving your document

Save your document regularly as you type. Also, save a backup onto a USB flash drive, or email the document to yourself.

To save a document quickly when updates are made, Click **File, Save**. Alternatively, **Ctrl + S** also saves your document.

For more information, see Chapter 2 of the APA Publication Manual, 7th Edition.