

How to Format an APA Paper using Google Docs

Hello class this is your instructor Timothy Davis and for this video I want to show you how to create an APA formatted document using Google Docs as you can see I named it already in Google Docs and I have named this document APA template so this will be in our folder but you can always watch this video as well just in case you want to know how to do it on your own so whether you're familiar with Google Docs or not I think this video will be very helpful. as you can see I'm already in Google Docs and I have already named my document but let's let's get started I have one page here and in APA the first pages always essential. It is your title page so what you wanna do is create that; the default setting of Google Docs is Ariel 11 point, so you want to change that to Times New Roman 12 point and then you'll want to of course get everything in double space so you want to come down here to line spacing and double space it and then of course with APA you'll need your running head so we're here to do that in Google Docs you want to insert page number this is very important right here different first page you always want that clicked and then it goes back to the default setting you can change to this type in your Running head after typing in the running head, tab the page number back to the right corner. Click out of that and center your cursor Go down to about right here that's good enough and type your title again and notice the title [academic writers online](#) is not in all caps because it shouldn't be. Type your name and College of Western Idaho and now you are done with the first page so for the first page you should have the words running head colon and then whatever your title title is. If your title is rats or zoology the study of trilobites or or whatever your title is that should be right here and then you have page number one because this is your first page. then you go down to about two inches but this right here this is perfect Google Docs doesn't do like microsoft word where there can be a ruler right here that allows you to measure where everything is; that would be really helpful and I'm not sure where that is; I've looked into view or in places like that but I can't seem to find it so this is a good spot right here for your title you don't want it all the way down here and you don't want it all the way here; you want it right here and then what you want to do is go to the second page so you go to insert a page break and you'll notice that there is a two right here that means did your running head correctly so we'll address that right now so if you've done everything correctly you should have a two right here don't worry if you didn't do it correctly you can always fix it but for page two just click up there and it should take you up there move it to the left; you should have the same title just not the words running head because you don't need them anymore; After typing in your running head, tab the 2 back to the right corner; if you hit the tab too much, you will send the 2 over the line, which is wrong If you have to write an abstract this will be your abstract page but for this class the only time you're gonna have to write an abstract is for one of the essays so I will show how to do an abstract in class; make sure you capitalize appropriately and now you can start your essay but before you get started with that just to make sure that your running head is operating correctly give yourself another page and as you can see it did everything right; to the left there indent start typing and now you have an APA template; this page right here would be if you only had one page or whatever, you could make it your references page. and you could do all your references on there; what I like to do when I'm writing an APA paper is go ahead and put my references format them on another document or whatever and just copy and paste them in if you have any questions about this I'm available in class after class or before class or during office hours or by appointment well we're gonna learn more about this as the course goes along so have a good day