

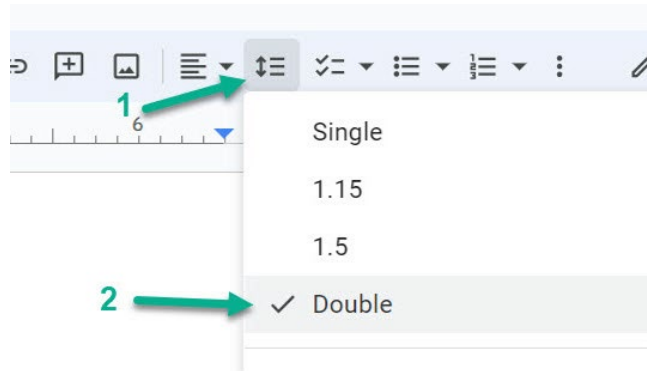
APA Format (7th Ed.) in Google Docs

Contents

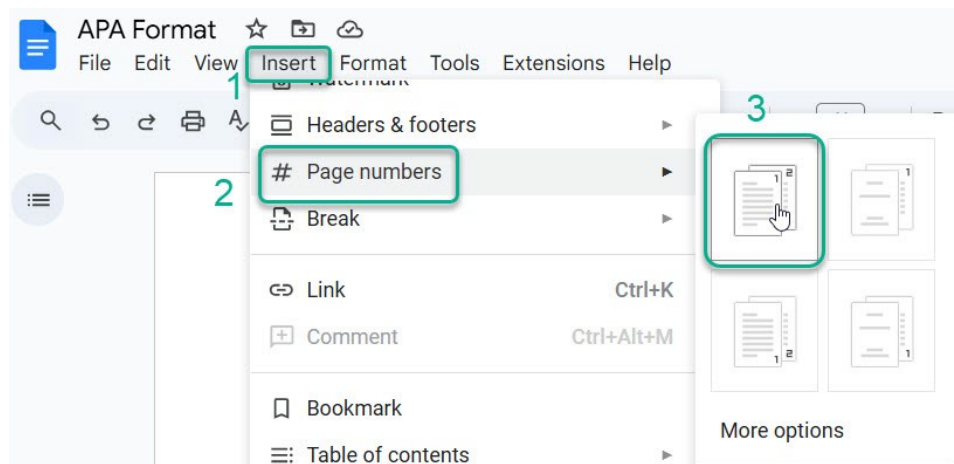
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Page Setup

- Click the **Line Spacing** button, choose **Double**.



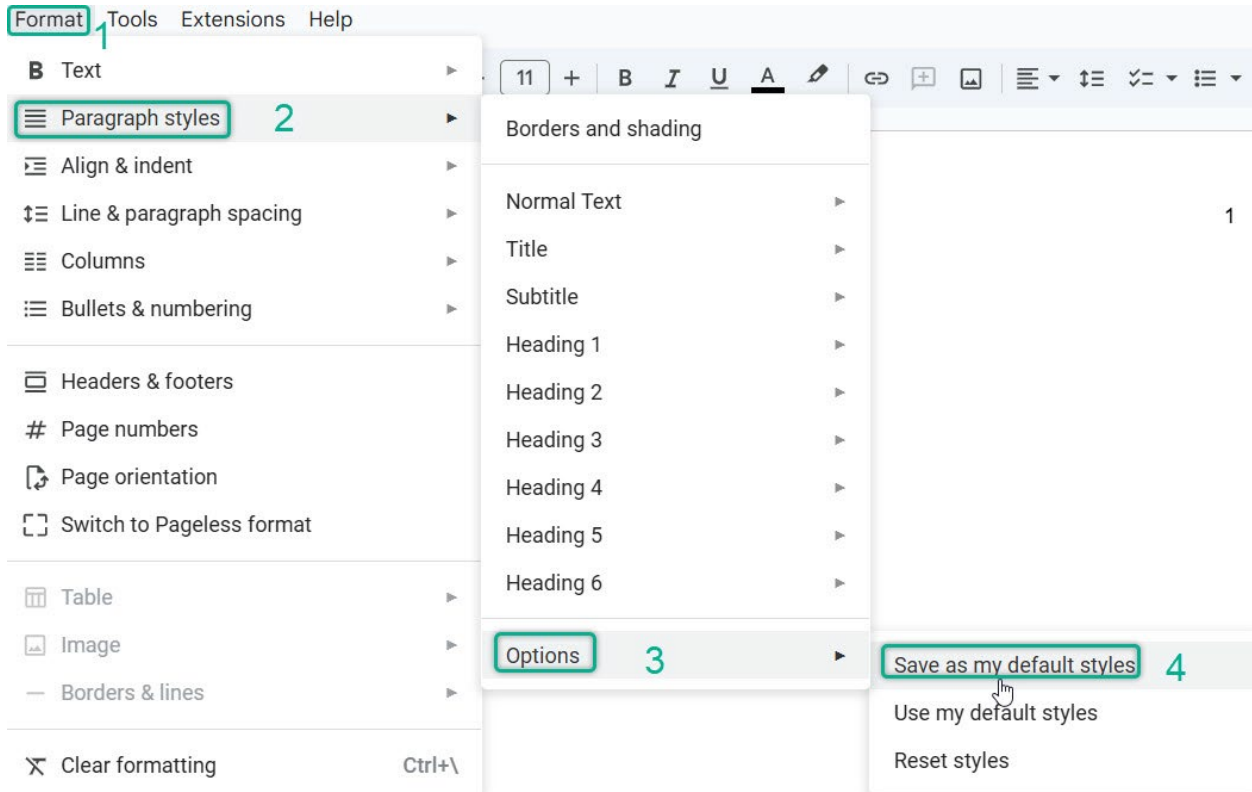
- If necessary, click the arrow next to the **Font** box, and choose **Times New Roman**. Click the arrow next to the **Font Size** box and choose **12**.
- Click the **Insert** tab. Click **Page Numbers**, choose the icon that indicates the top left of the page.



- If the page number is not in **Times New Roman**, highlight it and change the font and size. No need to write your last name before the page number.
- Double click below the header to close it.

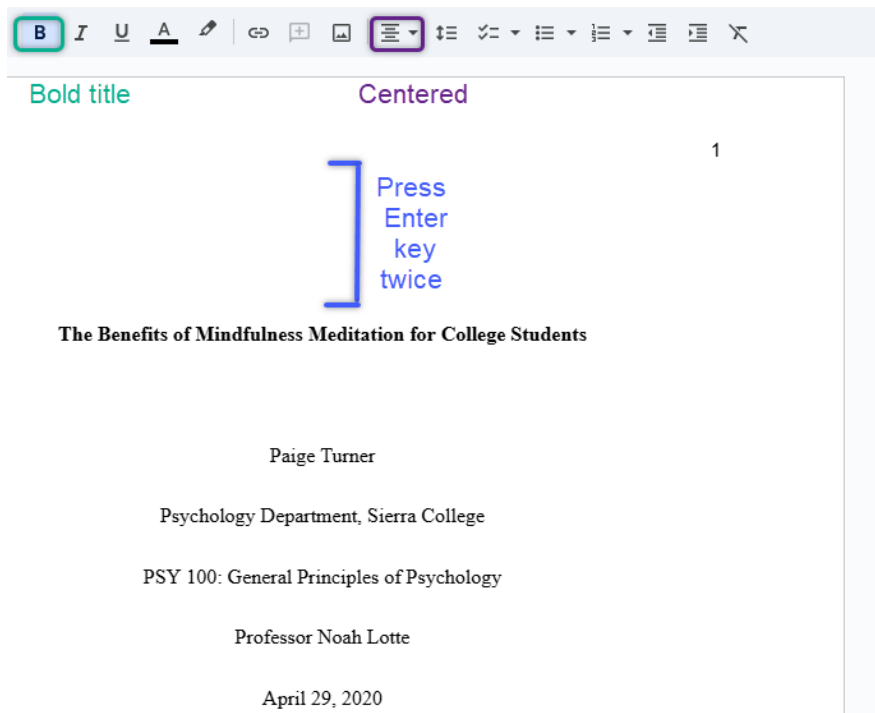
Setting Defaults

- To set the above font and paragraph settings as defaults, go to **Format > Paragraph styles > Options** and select **Save as my default styles**. Once you set your font and paragraph settings as default, they will be the automatic font and paragraph setting for each new document you open.



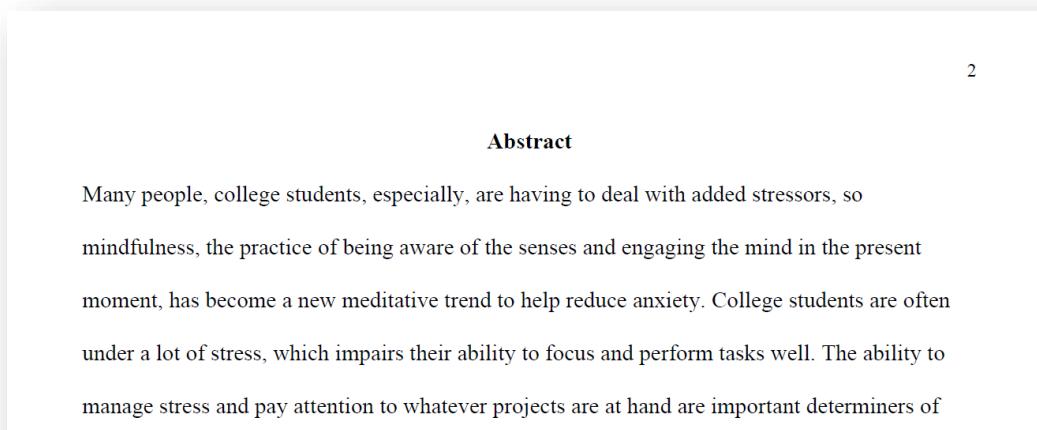
Title Page

- After setting up your page with double spacing (see page setup), click the **Center** button in the **align and indent** drop-down menu, and then click the **Bold** button. Press the **Enter** key twice, then type the title of your essay. (Capitalize the first letter of each main word.) Press the **Enter** key on your keyboard twice.
- Unselect the **Bold** button and type your full name. Press the **Enter** key once. Type the Department name, followed by a comma and Sierra College. Press the **Enter** key once. Write the full name of the course. Press the **Enter** key once and write your professor's name. Press the **Enter** key once. Type the date.
- The information should be centered on the page, as seen below.



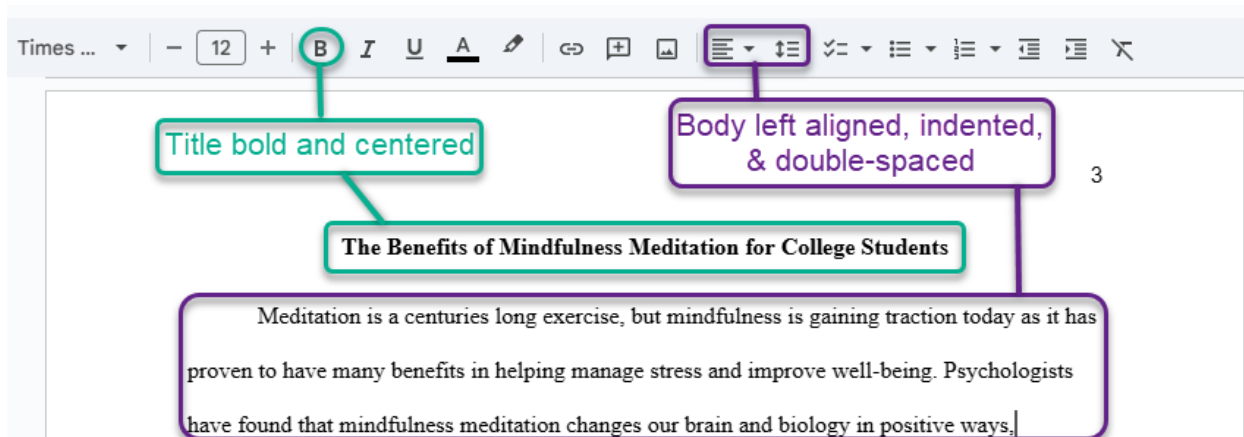
Abstract

- Some instructors require an abstract. The abstract should be the second page, after the title page.
- Click the **Bold** button and the **Center** button just like with the title on the title page. Type Abstract. (Capitalize the first letter.) Press the **Enter** key once.
- Click the **Align Text Left** button (to the left of the **Center** button), deselect the **Bold** button, and you are ready to type the text of your abstract.

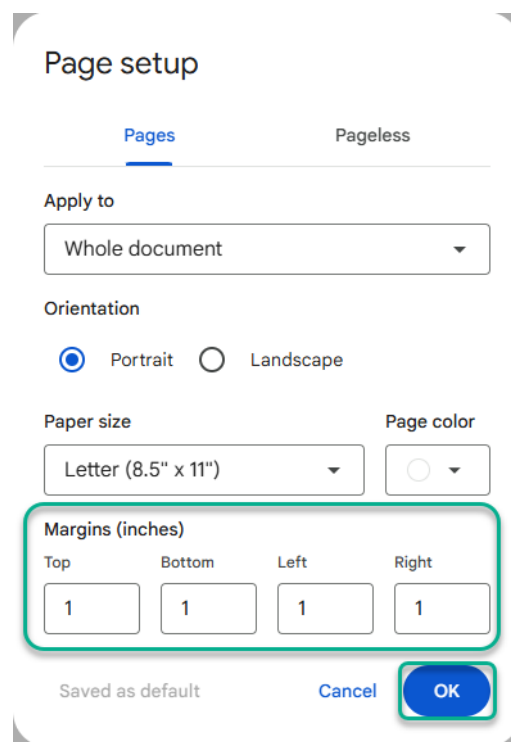
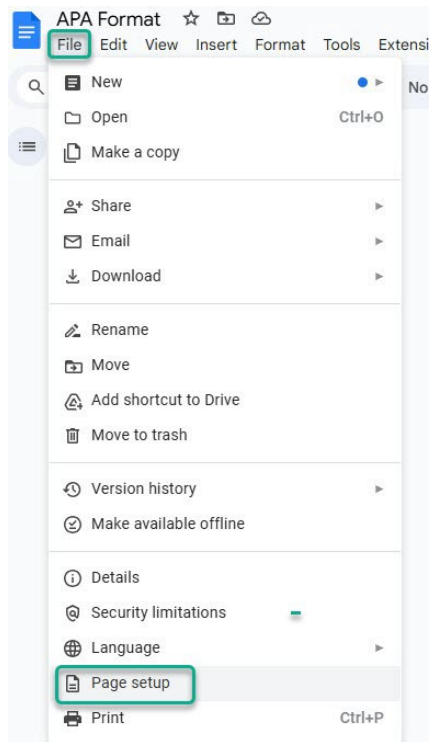


Essay Format

- Begin your essay on the page following the abstract. (If your instructor does not require an abstract, your paper will begin after the title page).
- Click the **Bold** button and the **Center** button. Type the title of your essay. (Capitalize the first letter of each main word.) Press the **Enter** key once.
- Click the **Align Text Left** button (to the left of the **Center** button) and deselect the **Bold** button.
- Press the **Tab** on your keyboard once, and you are ready to type the first paragraph.



Note: One-inch margins are the default setting. However, if you need to set the margins, click **File > Page setup**, and under **Margins** make sure all four sides of the paper read 1 (see screenshots below). Never use the ruler to set the margins; it gets messy. 😞



References Page

- To start your References page, scroll to the bottom of your essay and insert a new page (page break). The keyboard shortcut is **Ctrl + Enter** for PC users, or **Command + Return** for Mac users.
- On your new page, type **References** in bold and use the alignment button to **center** it.

References bold and centered at the top

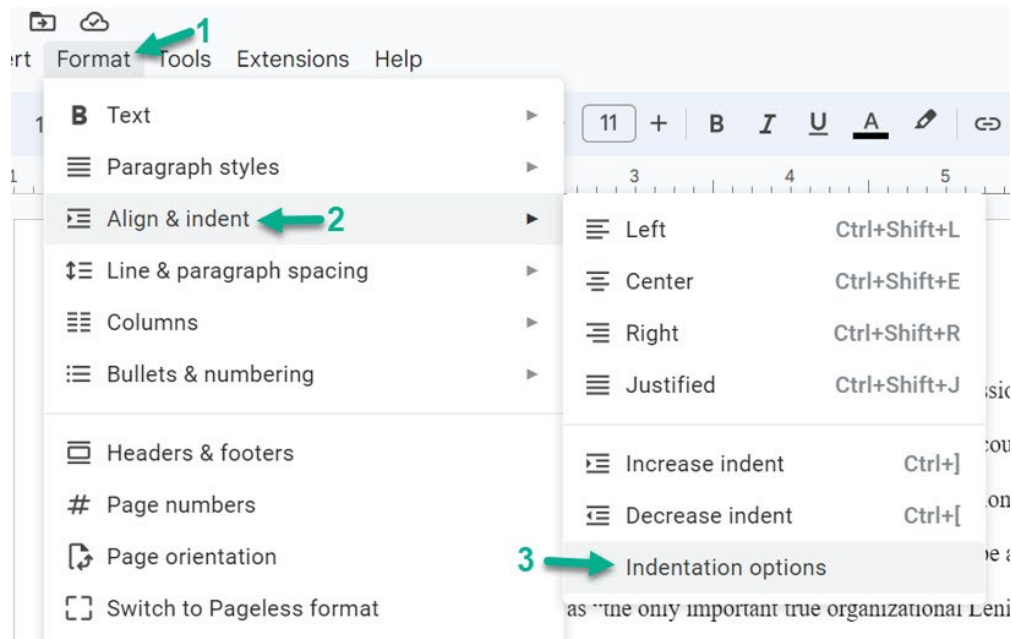
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References

American Psychological Association. (2017). Stress in America: The state of our nation.

<https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf>

- Press Enter, then click the **left alignment** button to set up your citations.
- If you need help citing, check out the APA Handbook on the Sierra College Writing Center webpage!
- After placing your citations, check that the font is set to **Times New Roman**, size **12** and that the entries are double-spaced with no extra spaces between entries.
- To set the hanging indent, select your citations and click on the **Format** tab. Select **Align and Indent** > **Indentation options**.



- Under **Special Indent**, choose **Hanging** and type **0.5** to set the hanging indent to half an inch. Left and right indentations should be set to 0.

Indentation options

Indentation (inches)

Left 0 Right 0

Special indent

1 Hanging 0.5 2

None Cancel Apply 3

First line

Hanging

After that, your paper should be properly formatted in APA. 😊 Be sure to save your paper!

Feel free to download our APA handbook from the [Writing Center Webpage](#) to see more examples of properly formatted essays. If you need more support, make an appointment with us at the Writing Center.