Accessing and Editing the AIU APA Template in Microsoft Word

Step 1: Visit the AIU APA Guide here: https://careered.libguides.com/aiuapa

Step 2: Under Quick Links on the left, click on the AIU APA Paper Template link shown below.

Step 3: If needed, click on Enable Editing at the top (shown below).
Step 4: Double click rapidly in the top area where it says Running head: and then edit the SHORTENED TITLE to your paper title. Keep it in all capitals.

Step 5: Update the title page information (Paper Title, Author, Name of the University, and Submission Date) to your own information.

Step 6: Go down to the second page. Double-click rapidly in the header area where it says SHORTENED TITLE and replace it with your title. Keep it in all capitals.

Step 7: If your assignment does not require an abstract, delete the abstract portion and press delete until the next portion ‘Title of Paper’ is at the top of page 2.

Step 8: Replace ‘Title of Paper’ with the title of your paper. This should use proper title capitalization (only the first letters of each word is capitalized. Prepositions such as of, in, and after are not capitalized. Conjunctions such as and, or, or but are not capitalized either. Proper nouns are always capitalized.

Step 9: Begin replacing the example paper text with your own writing!