Double Spacing
Walden University Academic Skills Center

All APA papers should be double spaced. This formatting makes papers easier to read. Instead of manually double spacing a paper, writers should adjust their Word settings to do this automatically. In APA, the entire paper (including the reference page) is double spaced. Automatically letting Word apply this formatting allows writers to edit papers easily without having to readjust the spacing.

Before adjusting the spacing of the paper, highlight the entire paper using the cursor or the short cut CTRL + A.

Option 1:

1. Under the “Home” tab, drop down the line spacing menu
2. Choose “2.0”

Options 2:

1. Right-click, choosing “Paragraph...”
2. In the Paragraph pop-up window, choose “Indents and Spacing” and adjust the “Line spacing” options to “Double,” selecting “OK” when done.