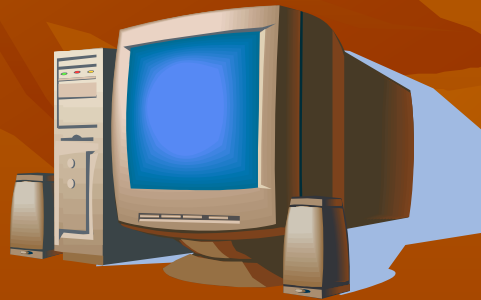


Formatting a document in Word using APA style



1. Using MS Word various versions
2. Using Publication Manual of the American Psychological Association 6th ed.

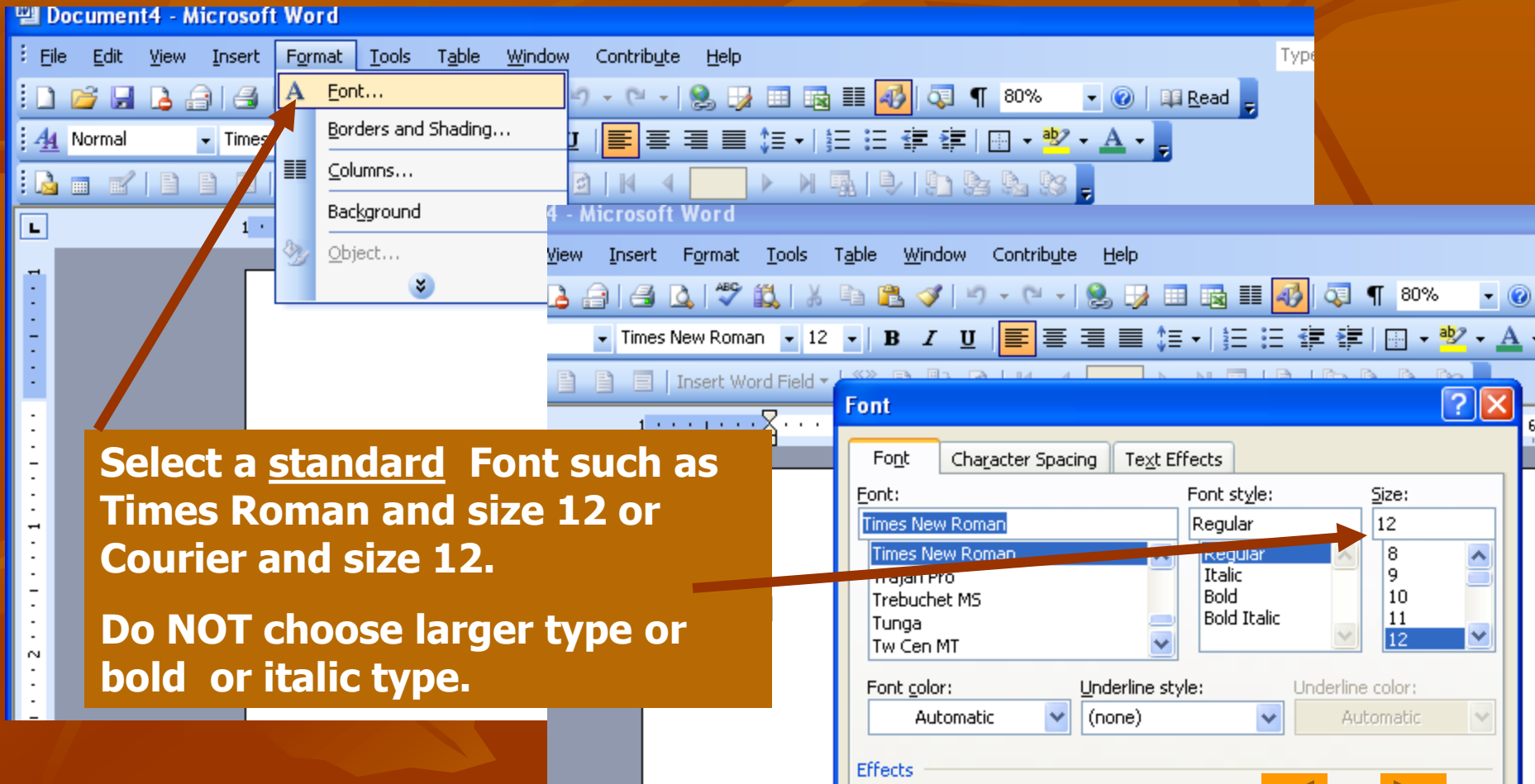


Be Prepared - Have

- All note cards and rough draft
- Rough draft includes full citation information for each source used
- Pen or pencil for corrections
- Storage device to save your work
- Style manual or setup requirements
- Money for print charges



Formatting the paper – Word 2003



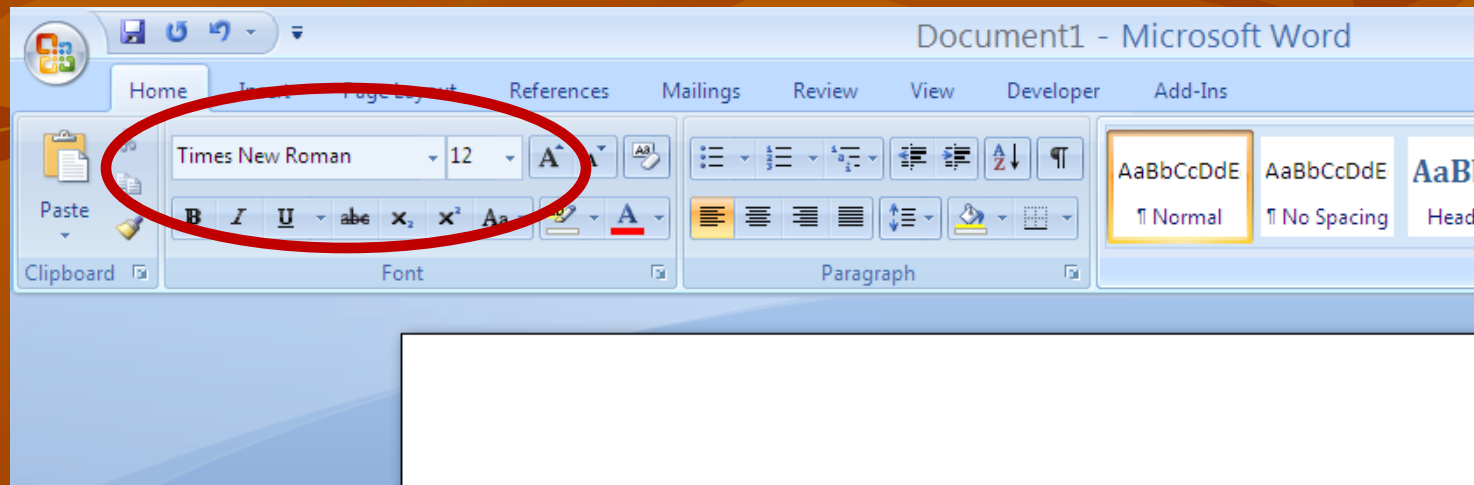
The screenshot shows the Microsoft Word 2003 interface. The 'Format' menu is open, with 'Font...' selected. The 'Font' dialog box is also open, showing 'Times New Roman' as the font, 'Regular' as the font style, and '12' as the font size. A red arrow points from the 'Font...' menu item to the 'Font' dialog box. Another red arrow points from the 'Regular' font style to the '12' font size. A text box with instructions is overlaid on the bottom left of the screenshot.

Select a standard Font such as Times Roman and size 12 or Courier and size 12.

Do NOT choose larger type or bold or italic type.



Formatting the paper – Word 2007 & 2010

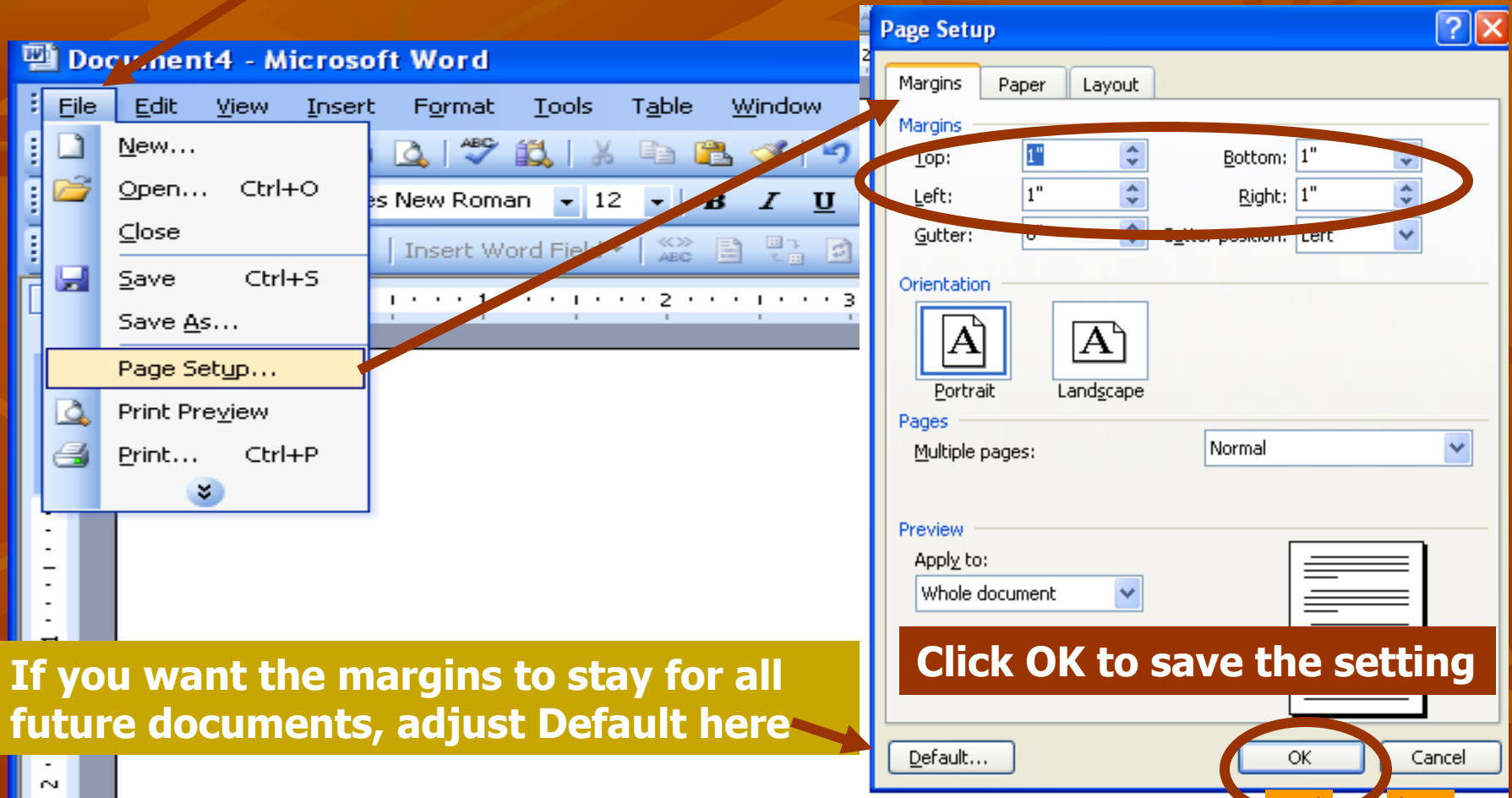


Select a standard Font such as Times Roman and size 12 or Courier and size 12.

Do NOT choose larger type or bold or italic type.



Set margins 1" at top, bottom, & both sides – Word 2003



The image shows a screenshot of Microsoft Word 2003. The **File** menu is open, and the **Page Setup...** option is highlighted. A red arrow points from the title text to this menu item. The **Page Setup** dialog box is open, with the **Margins** tab selected. The margins are set to 1 inch for Top, Bottom, Left, and Right. A red oval highlights these four margin settings. Another red arrow points from the text box at the bottom left to the **Default...** button in the dialog box. A red oval highlights the **OK** button at the bottom right of the dialog box. A text box at the bottom right says "Click OK to save the setting".

File Edit View Insert Format Tools Table Window

New... Open... Ctrl+O Close Save Ctrl+S Save As... Page Setup... Print Preview Print... Ctrl+P

Page Setup

Margins Paper Layout

Margins

Top: 1" Bottom: 1"
Left: 1" Right: 1"
Gutter: 0" Gutter position: Left

Orientation

Portrait Landscape

Pages

Multiple pages: Normal

Preview

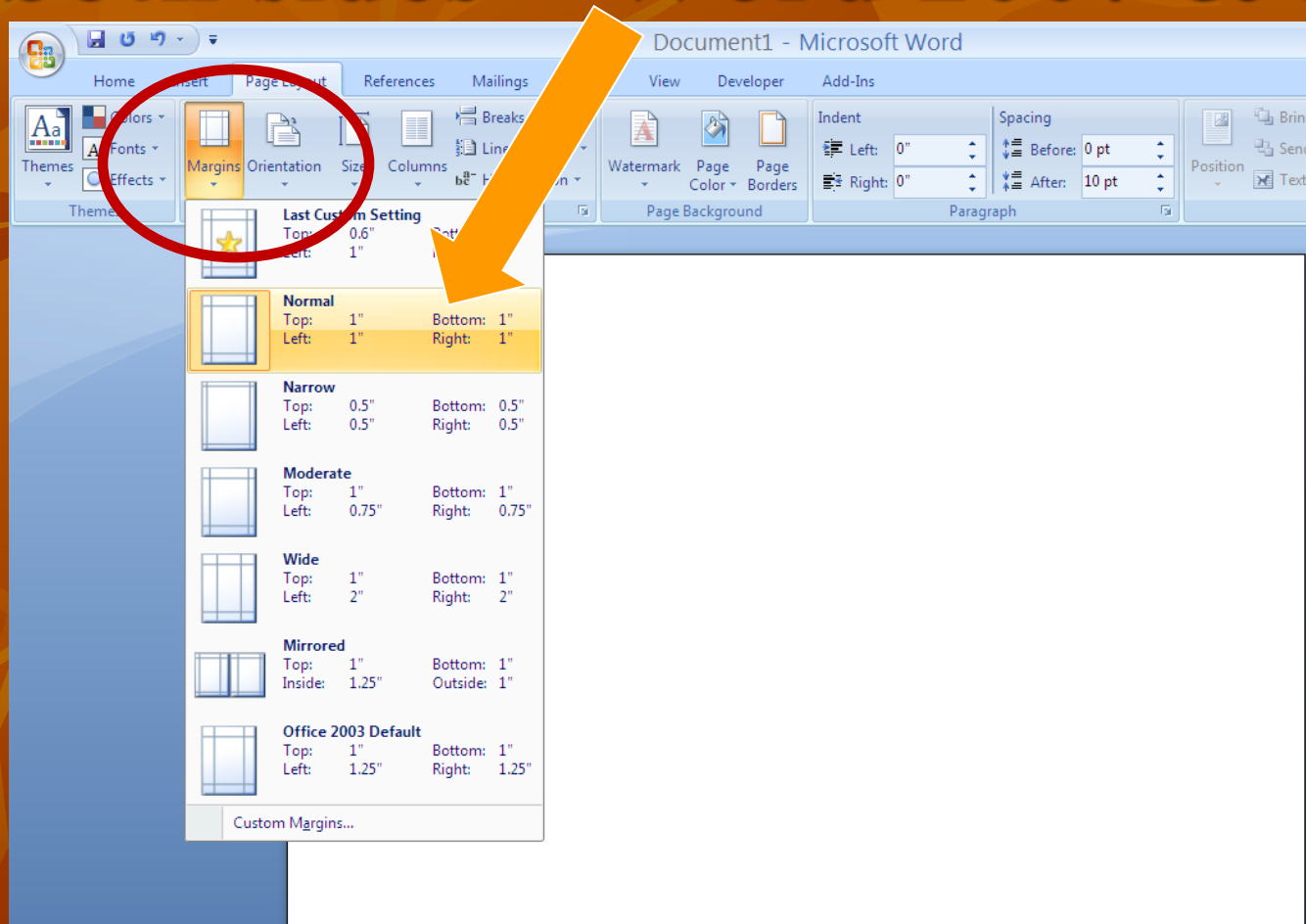
Apply to: Whole document

Default... OK Cancel

Click OK to save the setting

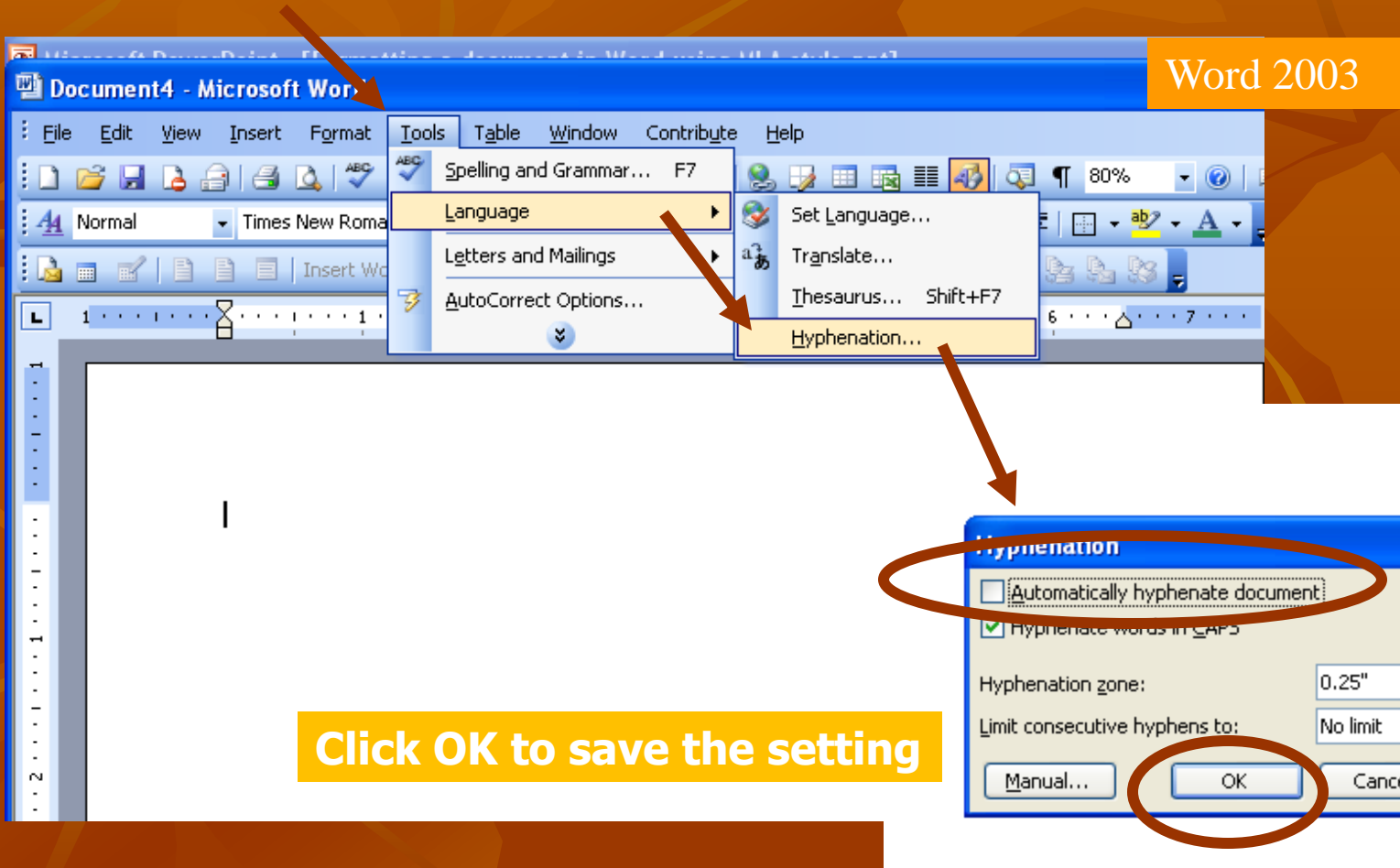
If you want the margins to stay for all future documents, adjust Default here

Set margins 1" at top, bottom & both sides – Word 2007 & 2010



Turn off automatic hyphenation

Word 2003

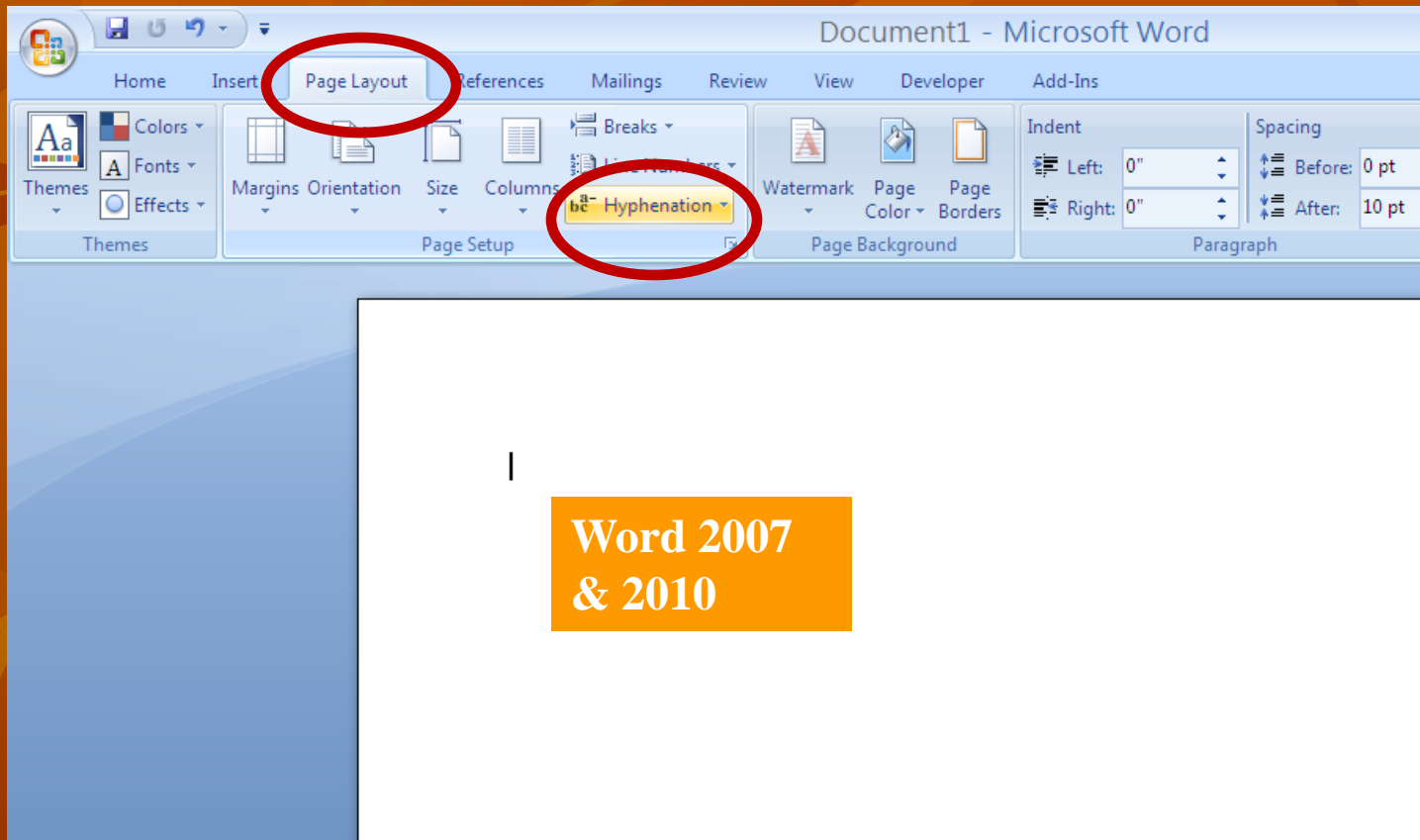


The screenshot shows the Microsoft Word 2003 interface. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, Contribute, and Help. The Tools menu is open, showing options like Spelling and Grammar..., Language, Letters and Mailings, and AutoCorrect Options.... The Language menu is also open, showing Set Language..., Translate..., Thesaurus..., and Hyphenation.... The Hyphenation... dialog box is open, showing the 'Automatically hyphenate document' checkbox is unchecked. The 'OK' button is highlighted. A yellow box at the bottom left contains the text 'Click OK to save the setting'.

Click OK to save the setting

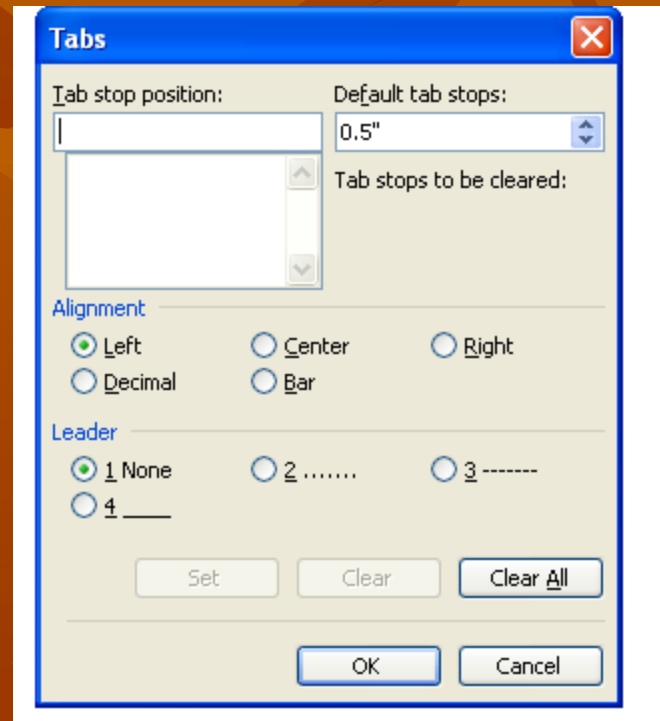
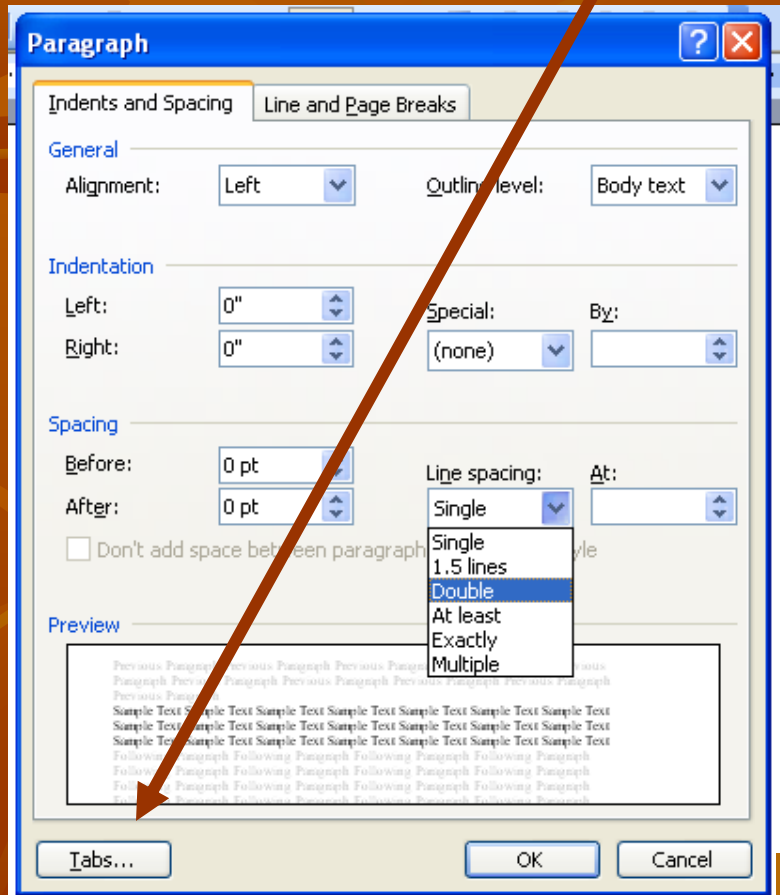


Turn off automatic hyphenation



If Tab spacing is not set at ½” or 5 spaces, correct the spacing

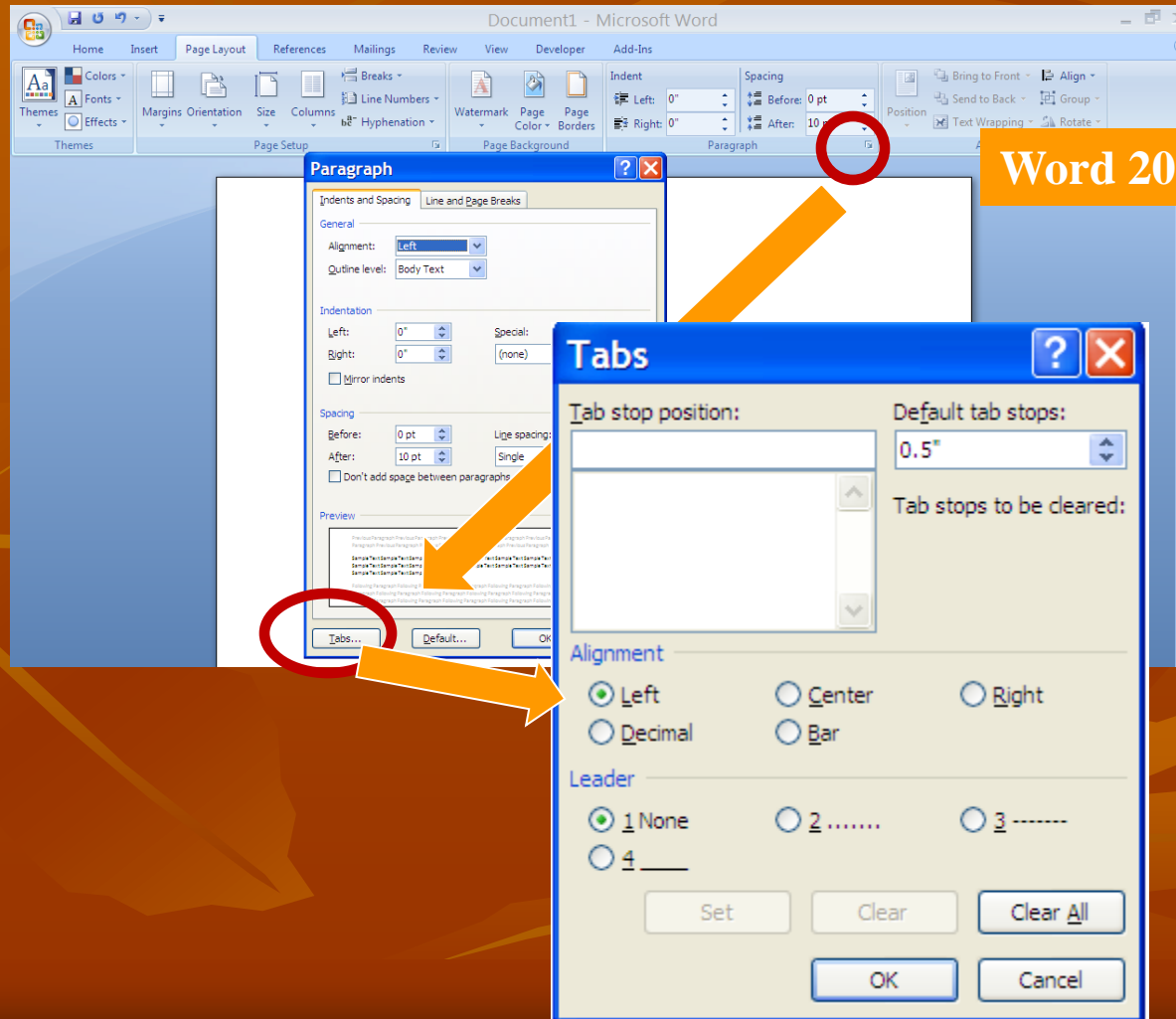
Word 2003



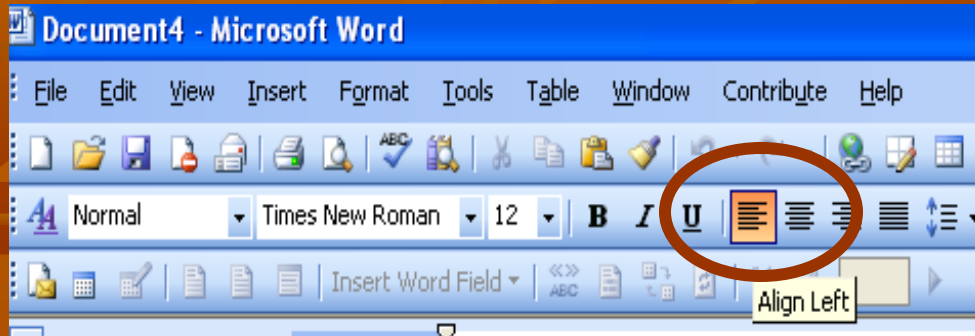
Always click OK to save changes



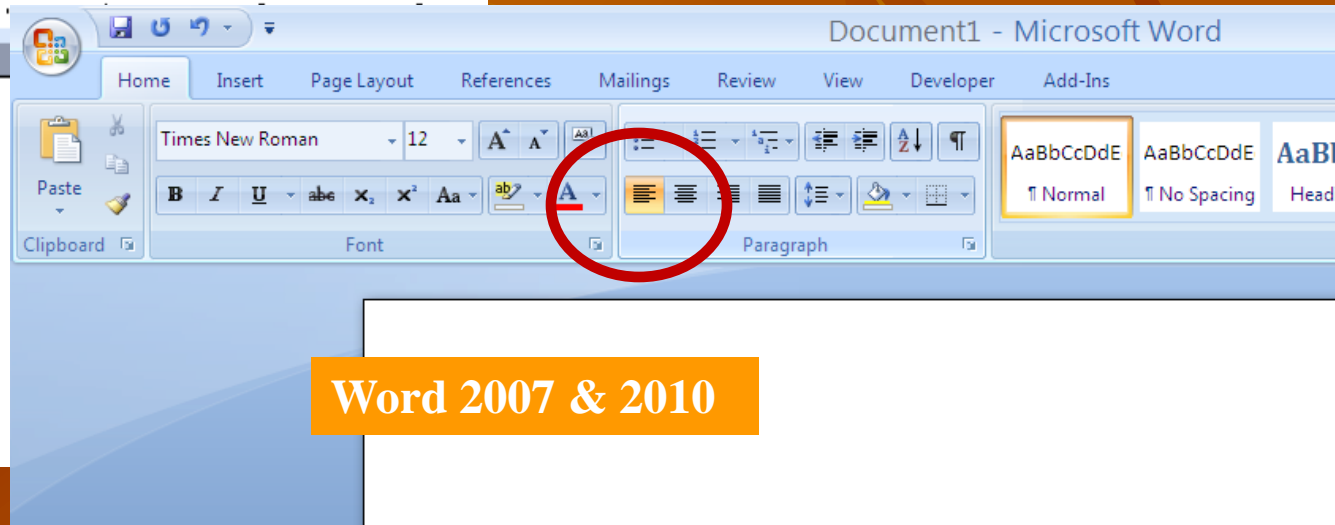
Be sure tab spacing is set at ½” or 5 spaces



Set the lines to align at left margin



Word 2003



Word 2007 & 2010

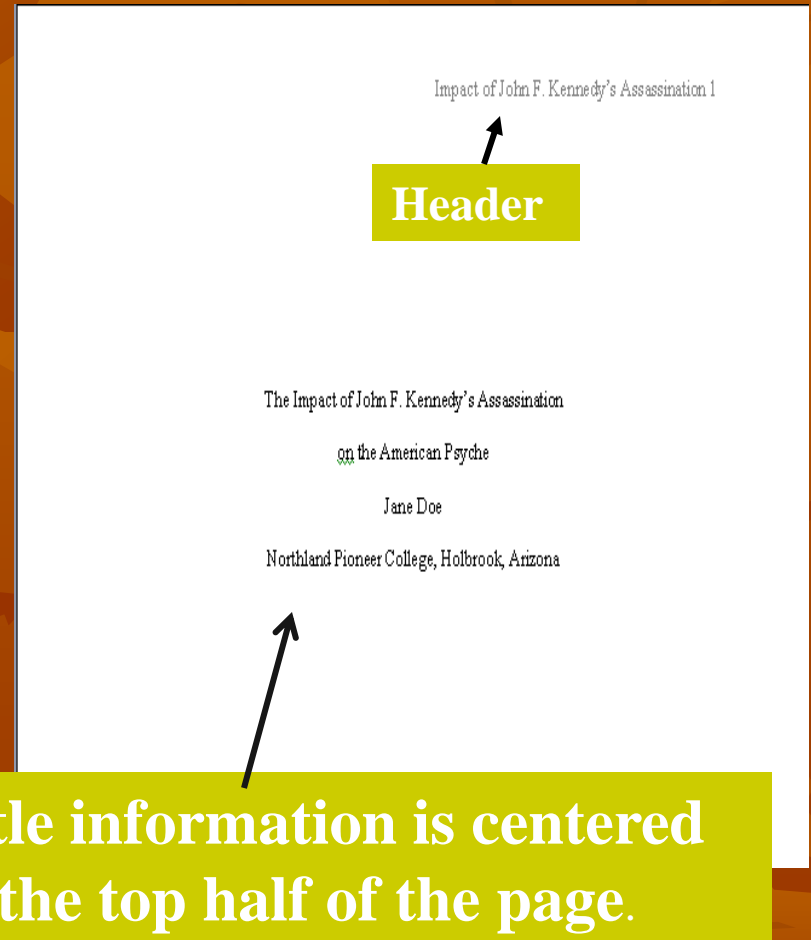


Elements of the title page

- 1. Title
- 2. Running head
- 3. Author byline
- 4. Institutional affiliation
- 5. Author note

Title page layout

- APA requires a title page
- Running heading required – title of the paper, your name, institution's name
- Ask instructor for his specifications – course number? date? instructor's name?



Set running header & automatic page numbering Word 2003

The screenshot displays the Microsoft Word 2003 interface. The 'View' menu is open, and the 'Header and Footer' option is selected. A red arrow points from the title 'Set running header & automatic page numbering Word 2003' to this menu option. Below, a second screenshot shows the 'Header' box appearing in the document. A red arrow points from the 'Align Right' button in the 'Format' toolbar to this box. The document content includes the title 'The Impact of John F. Kennedy's Assassination' and the subtitle 'on the American Psyche'.

When Header box appears, click on align right

Word 2003

The Impact of John F. Kennedy's Assassination
on the American Psyche

Word 2003

IMPACT OF JOHN F. KENNEDY'S ASSASSINATION

Header

1

The Impact of John F. Kennedy's Assassination
on the American Psyche

Click on Insert Page Number and 1
automatically appears in the Header box

Place the cursor on the left side of the number
and type the abbreviated title in all capital
letters. Press the space bar until the running
head is on the left margin.



Remainder of the title page

IMPACT OF JOHN F. KENNEDY'S ASSASSINATION 1

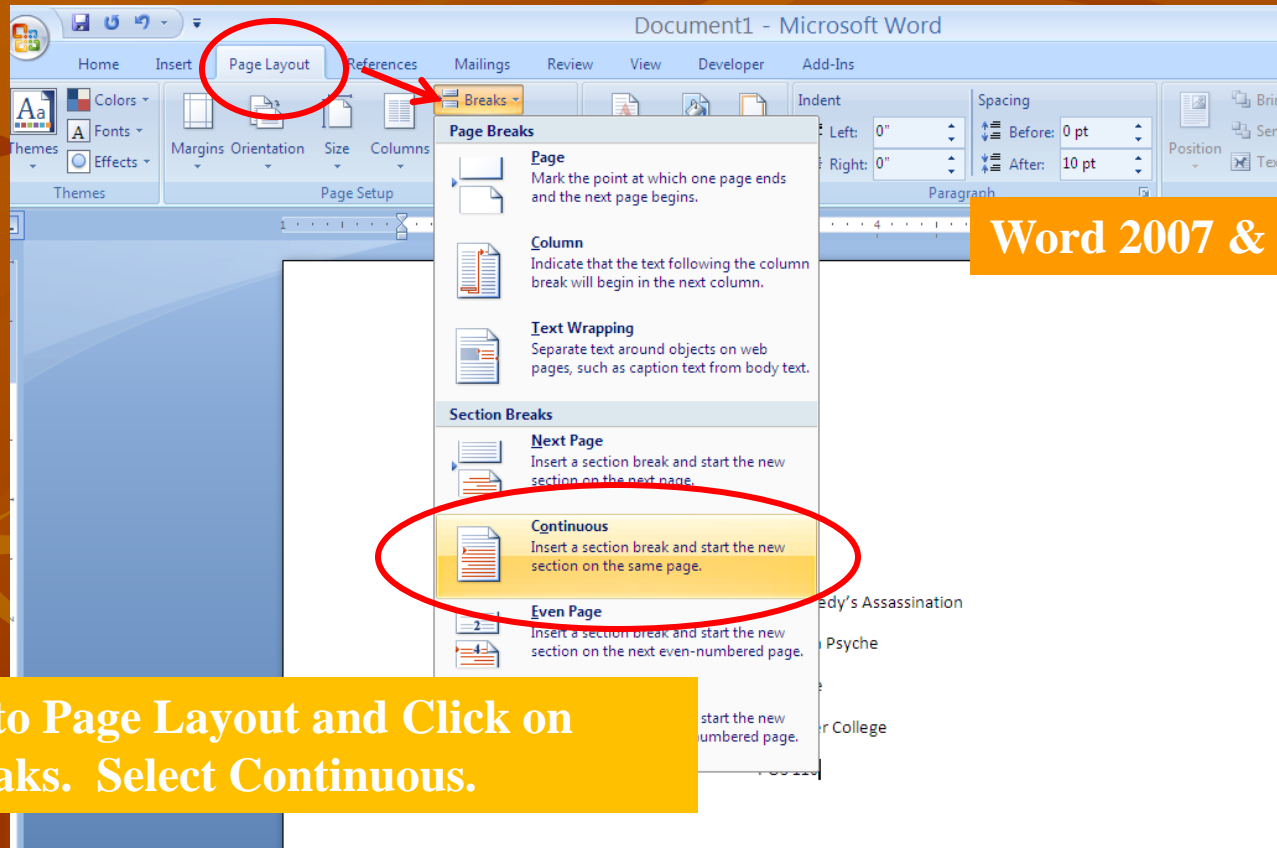
Header

The Impact of John F. Kennedy's Assassination
on the American Psyche
Jane Doe
Northland Pioneer College
POS 110

Close the header box.
Center the title, your name,
institution, course on the rest
of the page.



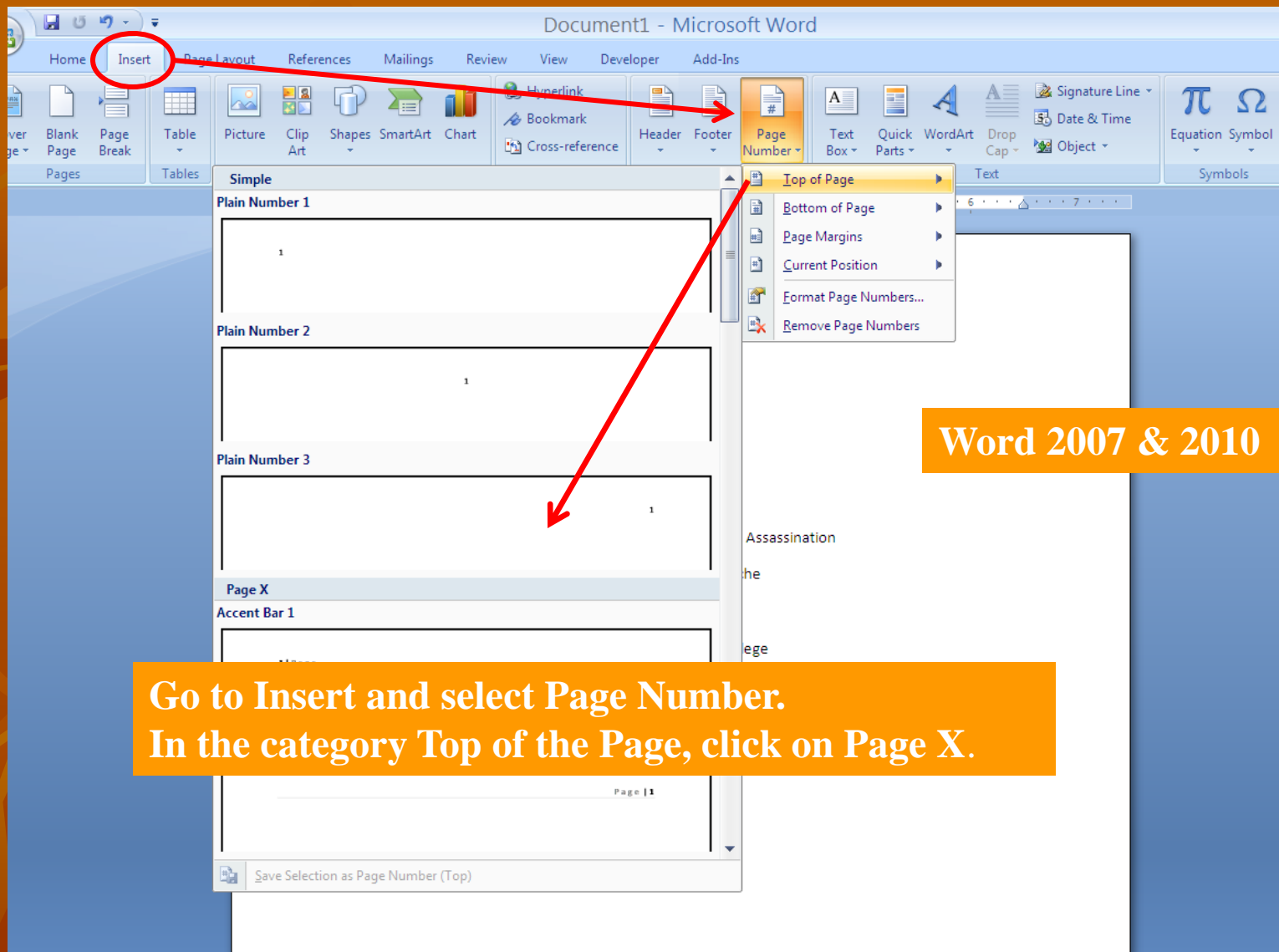
Set running header & automatic page numbering – Word 2007



Word 2007 & 2010

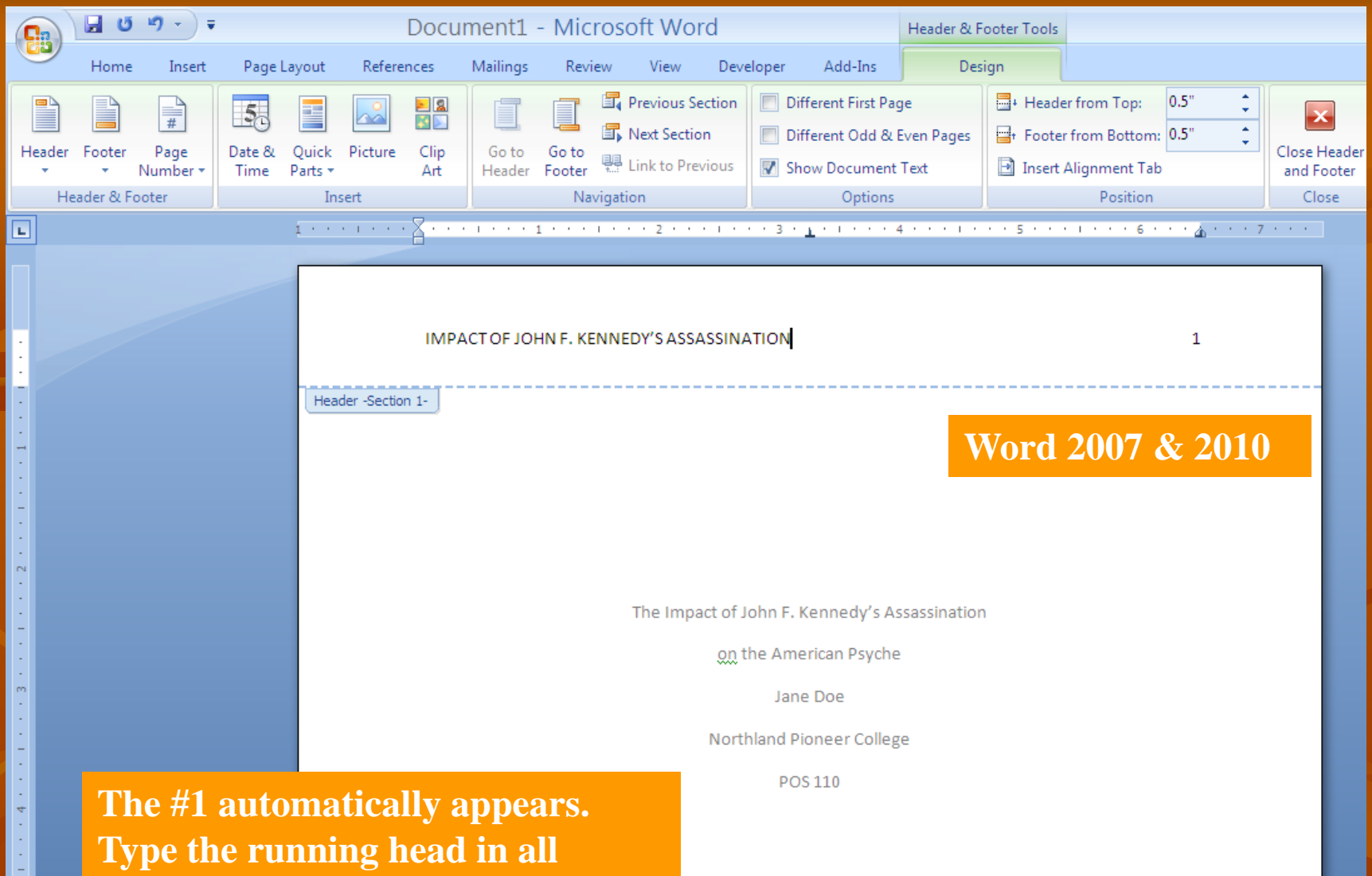
Go to Page Layout and Click on Breaks. Select Continuous.





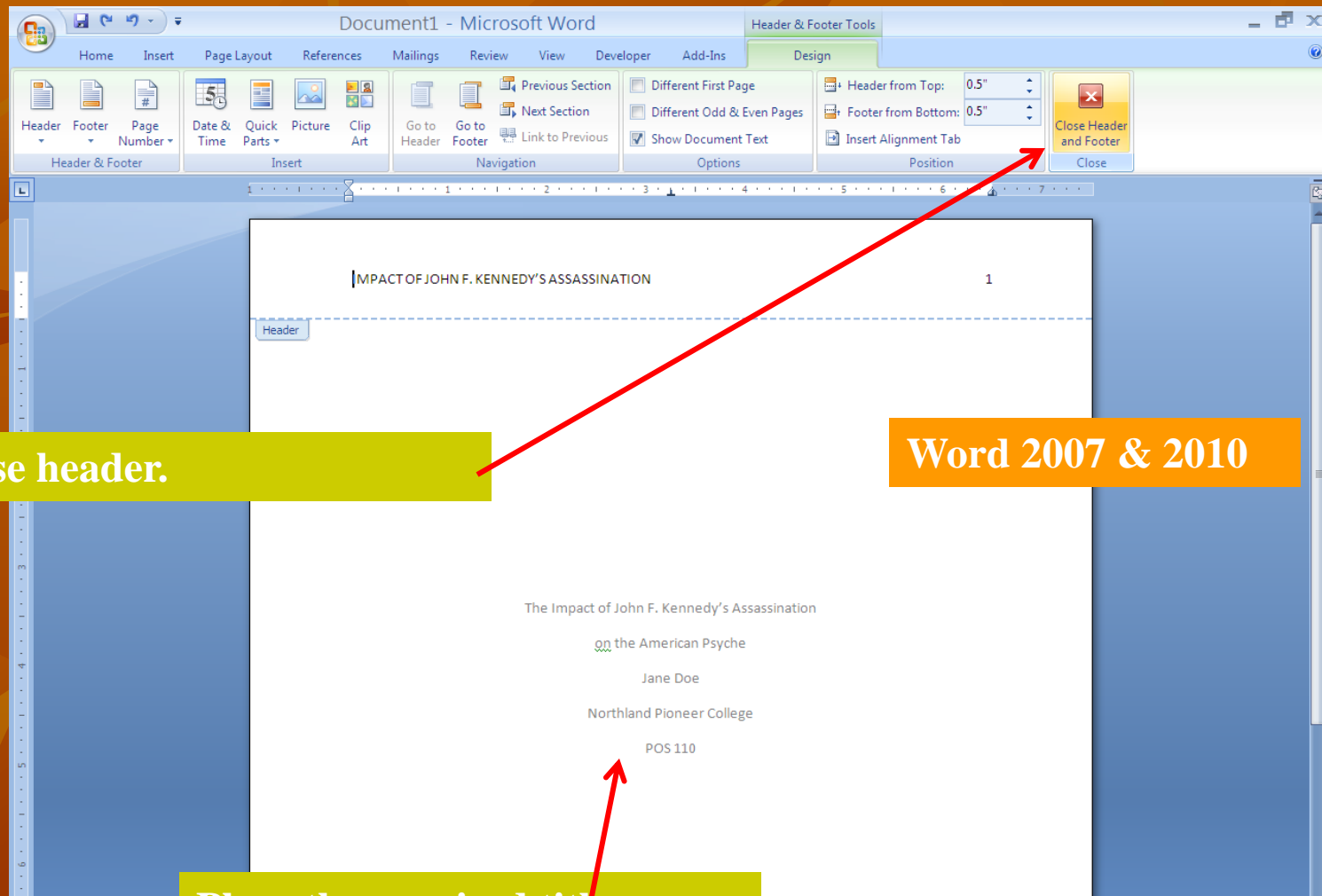
**Go to Insert and select Page Number.
In the category Top of the Page, click on Page X.**





**The #1 automatically appears.
Type the running head in all
capital letters and use the space
bar until it is on the left margin.**





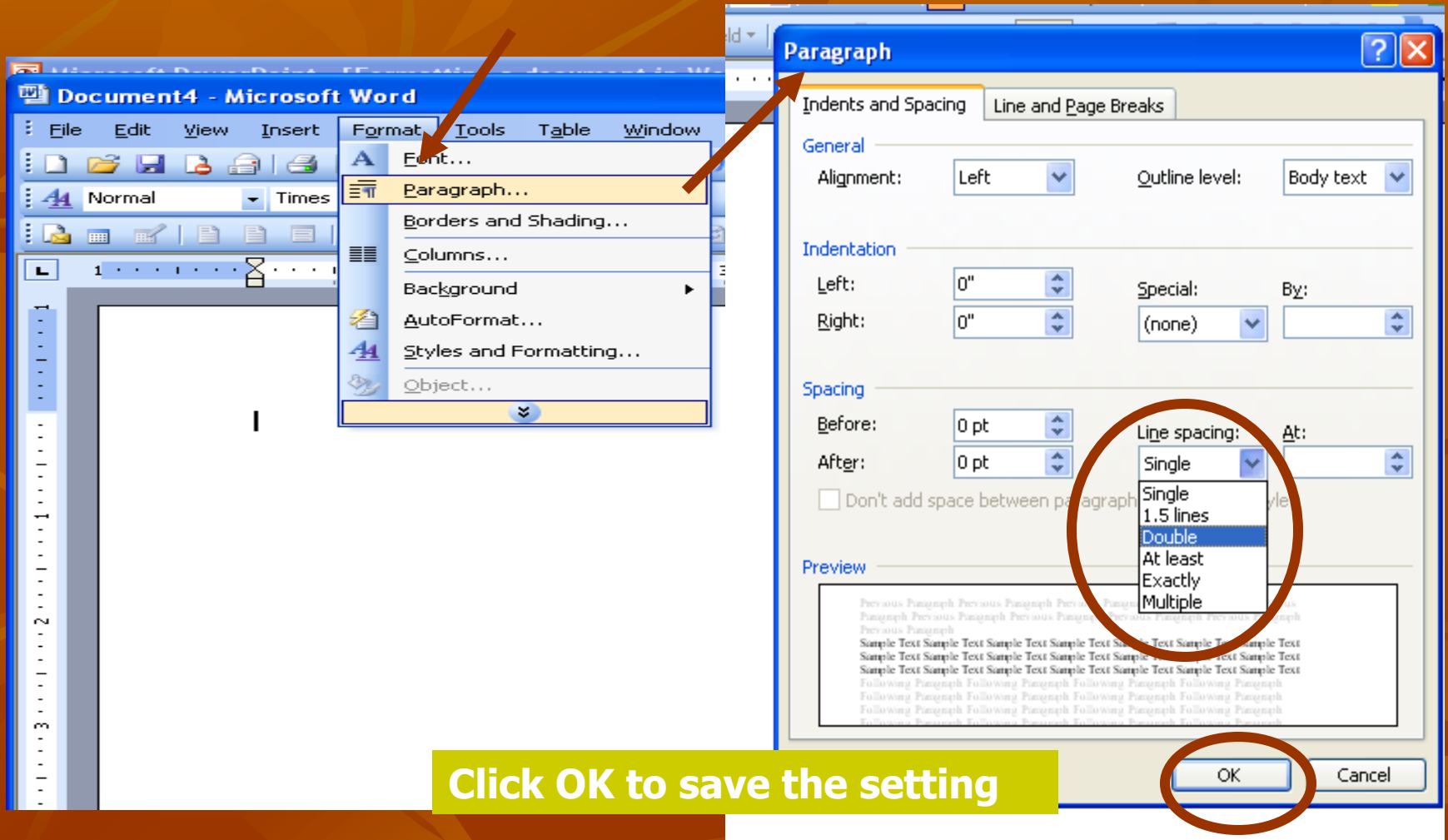
Close header.

Word 2007 & 2010

Place the required title page information in the center of the page.



Set double spacing – Word 2003



Set double spacing – Word 2007

The screenshot shows the Microsoft Word 2007 interface. The 'Page Layout' tab is selected in the ribbon. The 'Paragraph' task pane is open on the right. The 'Spacing' section shows 'Line spacing' set to 'Multiple' with a value of '1.15'. A red circle highlights the 'Multiple' option in the 'Line spacing' dropdown menu. A red arrow points from the 'Page Layout' tab to the 'Paragraph' task pane. Another red arrow points to the 'OK' button at the bottom of the dialog box. An orange box with the text 'Click OK to save the changes.' is located at the bottom left. A yellow box with the text 'Word 2007 & 2010' is located on the right side of the dialog box.

Document1 - Microsoft Word

Home Insert **Page Layout** References Mailings Review View Developer Add-Ins

Themes Colors Fonts Effects Margins Orientation Size Columns Line Numbers Hyphenation Watermark Page Color Borders Page Background Paragraph Arrange

Paragraph

Indents and Spacing Line and Page Breaks

General

Alignment: Centered Outline level: Body Text

Indentation

Left: 0" Right: 0" Special: (none) By: 0"

☐ Mirror indents

Spacing

Before: 0 pt After: 10 pt

☐ Don't add space between paragraphs of the same style

Line spacing: Multiple 1.15

Single 1.5 lines Double At least Exactly Multiple

Preview

POS 110

Click OK to save the changes.

Word 2007 & 2010



Abstract on page 2. Ask the instructor for his requirements

IMPACT OF JOHN F. KENNEDY'S ASSASSINATION

2

ABSTRACT

Set the alignment to left margin. This is always page 2. There are no indentations since this is ONE PARAGRAPH. An abstract is a brief, comprehensive summary of the contents of the article. Word limits range from 150 to 250 words – check with your instructor. Tips for writing an abstract – accuracy, non-evaluative, coherent and readable, concise.

Notice the layout of the page. You can find information about writing an abstract at this web site:

<http://owl.english.purdue.edu/owl/resource/656/1/>



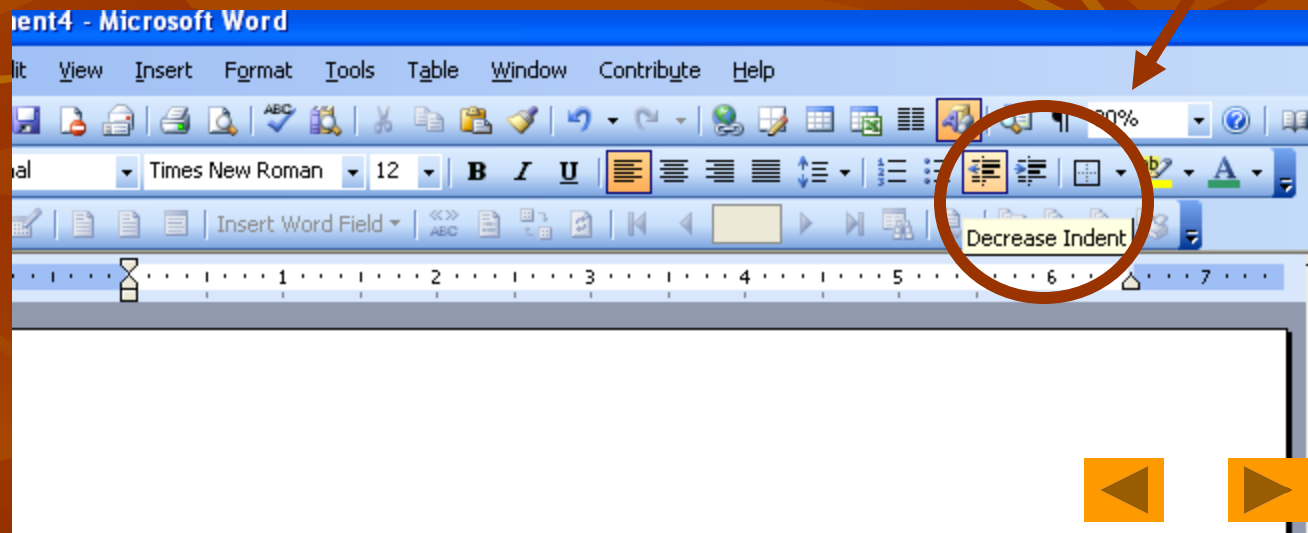
Body of the paper

- Introduction
- Develop background material
- Explain
- Discussion
- Conclusion
- References

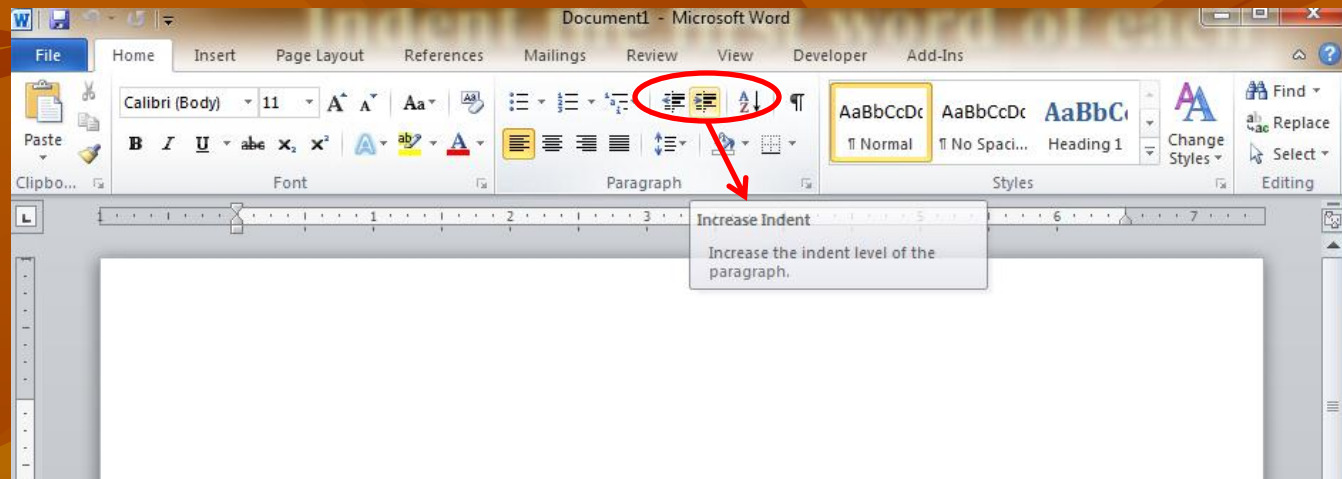


Indent the first word of each paragraph ½ “ or 5 spaces from the left margin

- This is usually pre-set
- Indent by pressing Tab key
- If you need to change indentations, use



Word 2007 & 2010



Charts, Graphics, Illustrations

- Must be labeled
- Must give the source of the information
- Double spaced
- Short or small tables appear close to the related text. Long or large tables should be on a separate page following the text.
- See Chapter 5 of APA Publication Manual 6th ed.

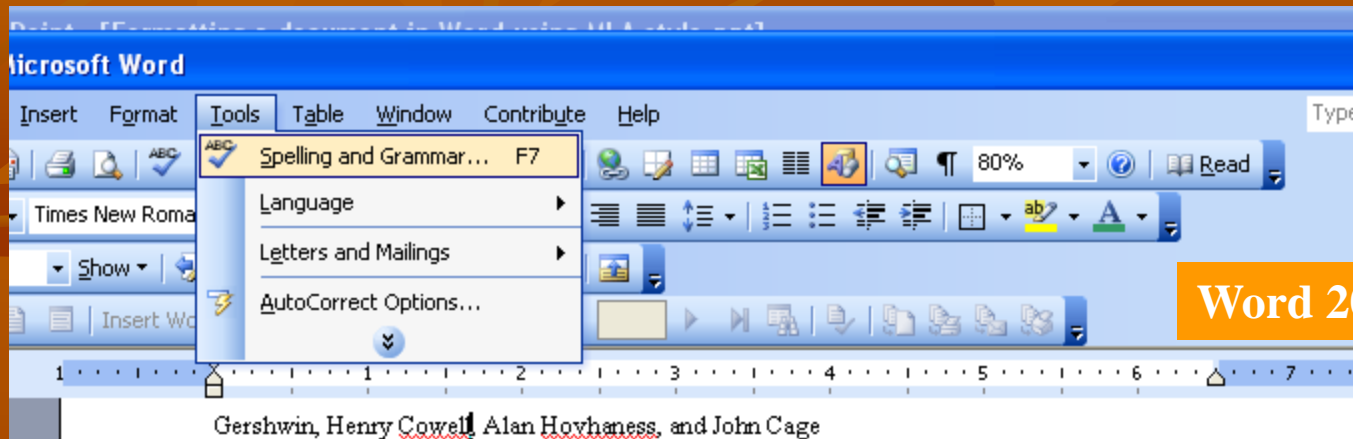


Spelling, Punctuation, Grammar

- Essential that your completed paper be “read” as you intend
- Use APA Publication Manual or use Writing Guide link in library web page
- APA has specific rules about using numbers, capitalizing, spacing after periods (use 1 not 2), abbreviations, outlining, etc.



Use Spell/Grammar Check Word 2003

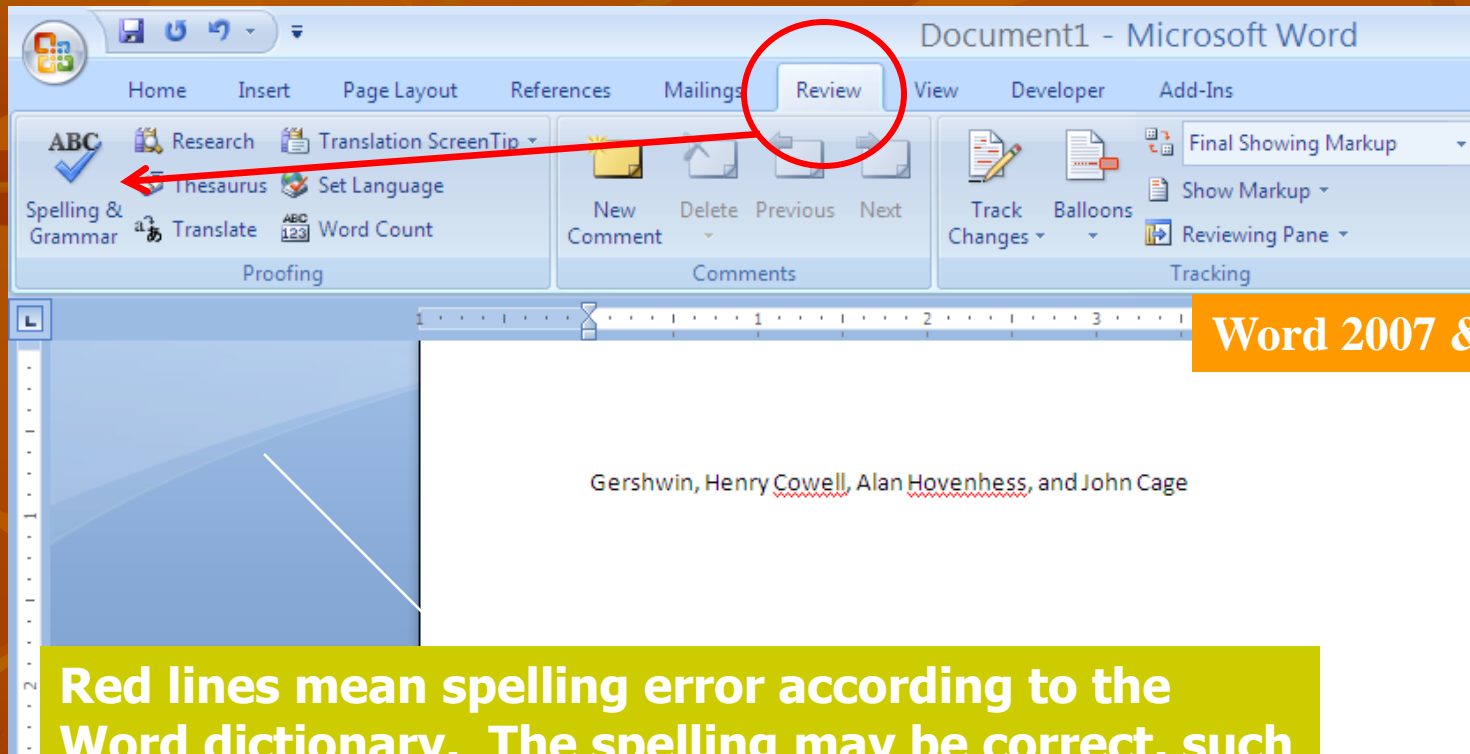


Word 2003

Red lines mean spelling error according to the Word dictionary. The spelling may be correct, such as people's names, but the program is "checking" and bringing it to your attention. Green lines indicate a grammar problem and the program will give you ideas to correct the sentence.



Spell/Grammar Check Word 2007

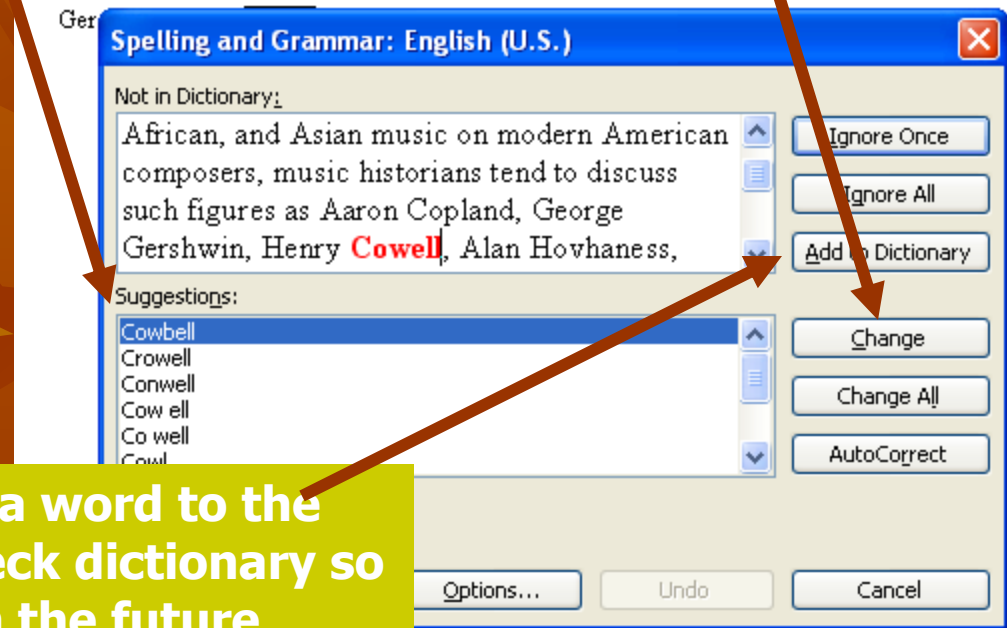


Word 2007 & 2010

Red lines mean spelling error according to the Word dictionary. The spelling may be correct, such as people's names, but the program is "checking" and bringing it to your attention. Green lines indicate a grammar problem and the program will give you ideas to correct the sentence.



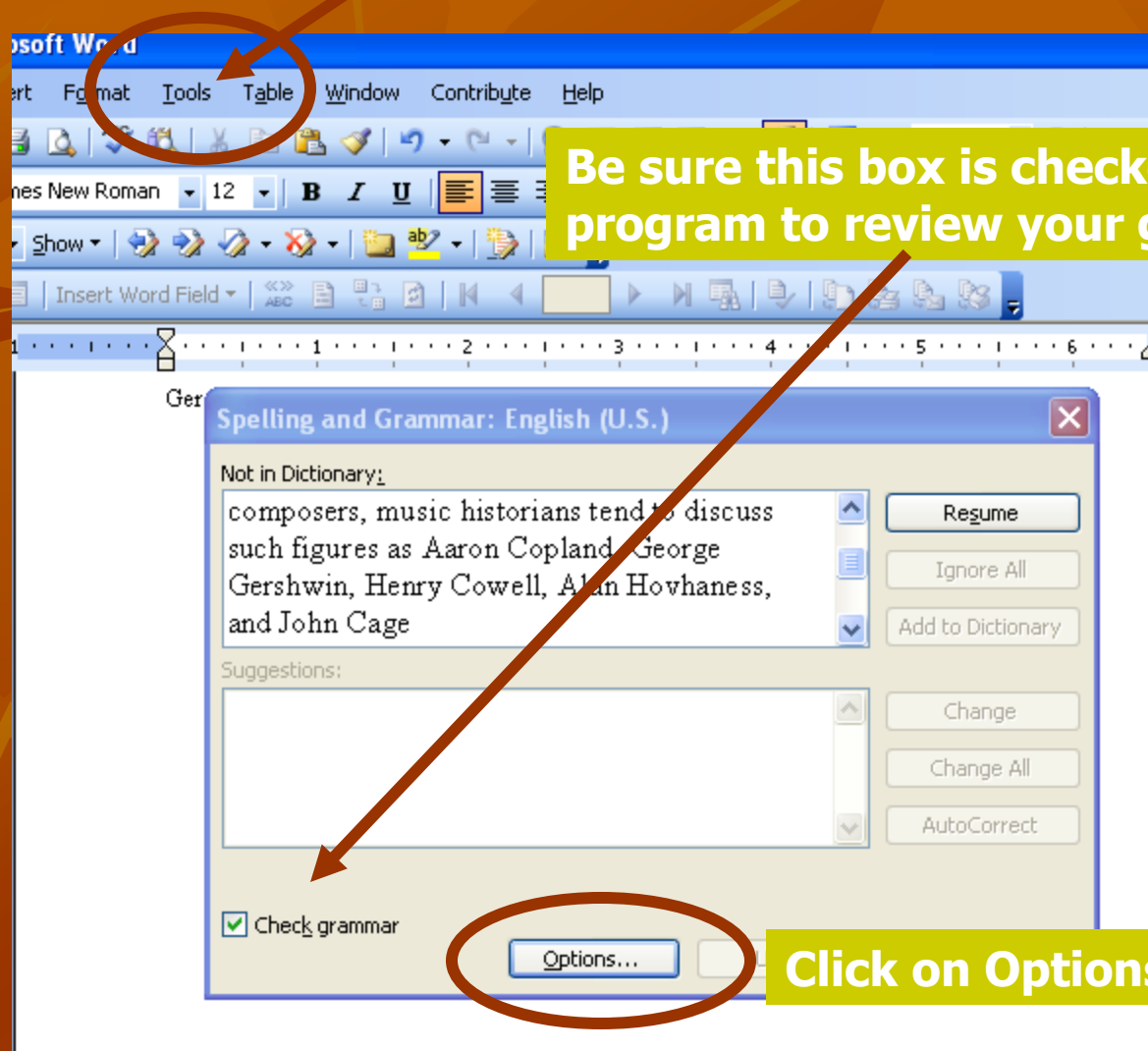
Choices are given if you agree the spelling is incorrect. In this box you can change the word.



If you want to add a word to the program's spell check dictionary so word is accepted in the future, click on Add to Dictionary



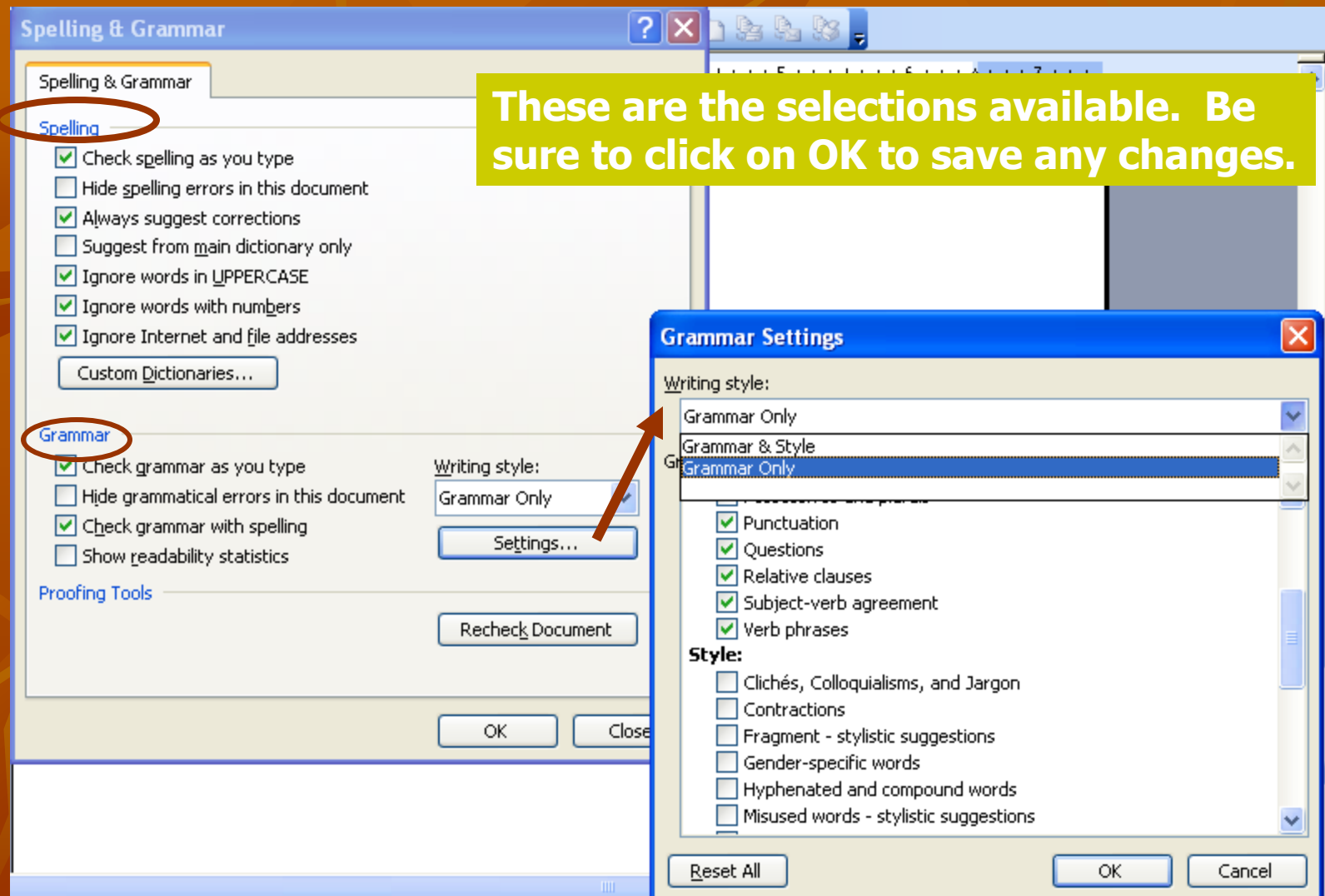
Select Spelling/Grammar check here.



Be sure this box is checked if you want the program to review your grammar also.

Click on Options – see next page





Format for sources used

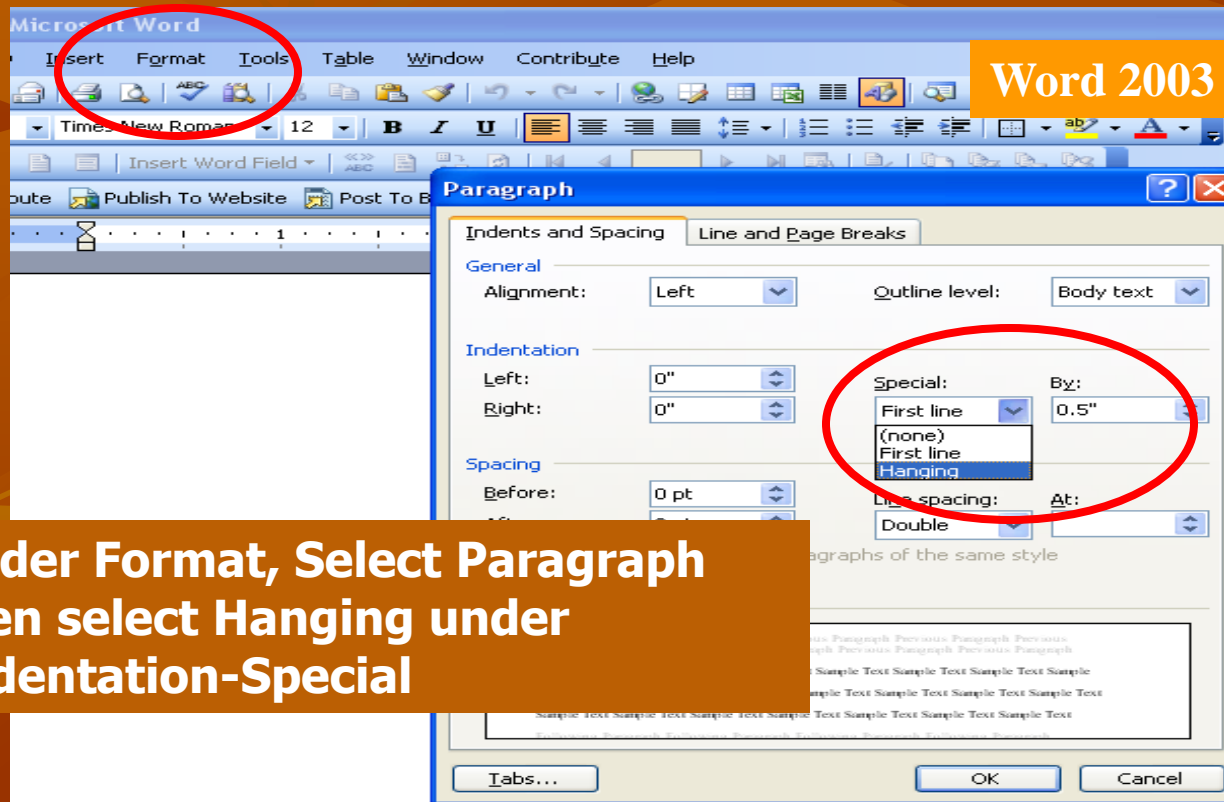
- All sources – paraphrased or quoted – must be credited/acknowledged
- Referernces page is last page – Chapter 6 APA Manual 6th ed.
- Specific ways to cite materials from databases, web sites, print journal articles, books, etc. are on the library web page for Writing Assistance

References

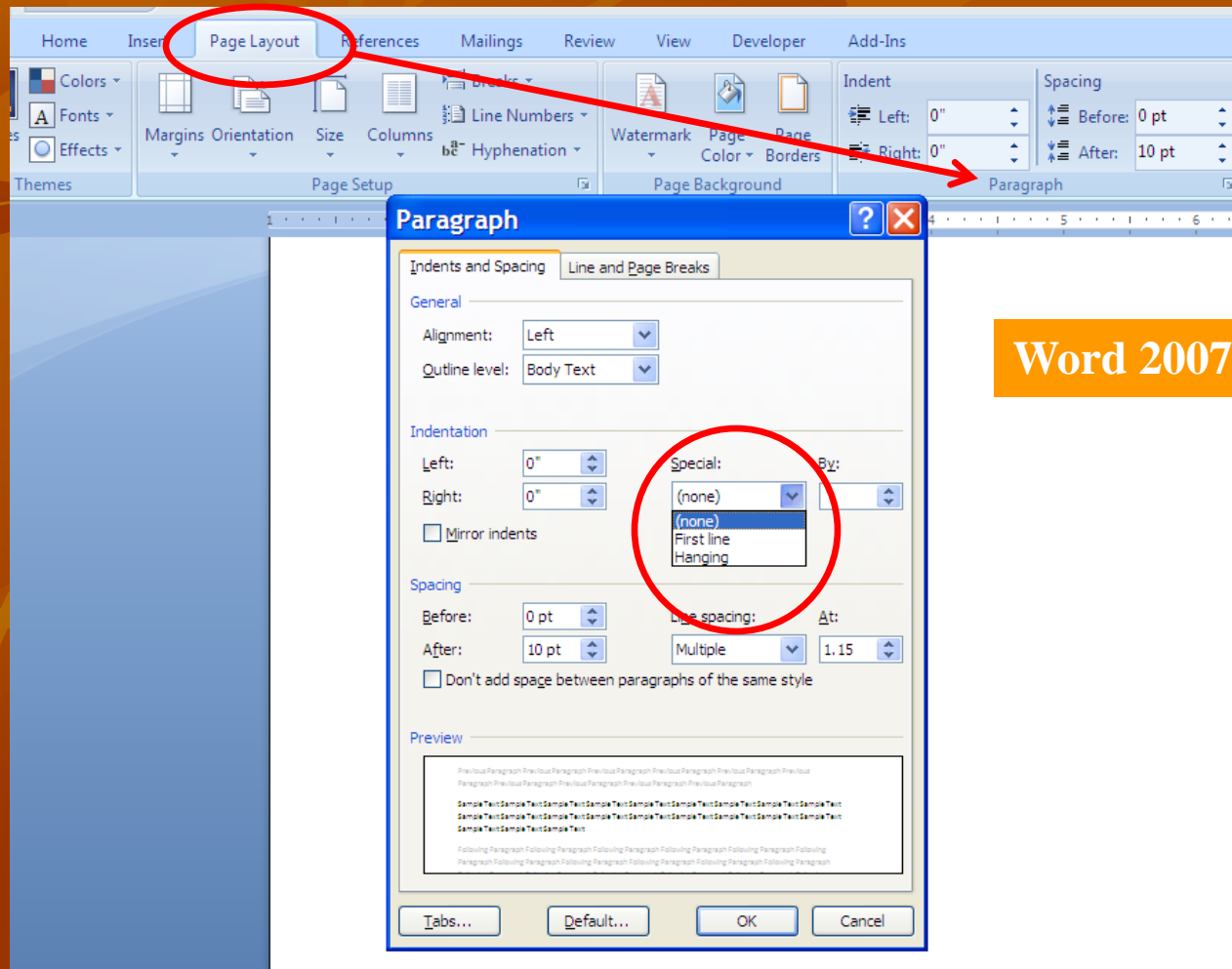
- Complete this page before typing your paper since all parenthetical references relate to the References page
- List of all resources used
- See library webpage examples of citing sources OR
- Use Chapter 6 of the Publication Manual of the APA



Hanging Indent for References Word 2003



Hanging Indent for References Word 2007



Word 2007 & 2010



Hanging Indent used in References

Andrew Johnson and Reconstruction

6

References

Castel, A. (1979). *The presidency of Andrew Johnson*. Lawrence, Kansas: University of Kansas.

Simpson, B. D. (1999, Summer) Impeachment of a President: Andrew Johnson, the Blacks, and Reconstruction. *History: Reviews of New Books*, 152, 300-312. Retrieved from History Study Center.

Hanging Indent



In-Text Citations

- Acknowledgment wherever you incorporate another's words, facts, ideas
- Must be able to trace research
- Follows sentence where the information is used
- Clearly point to specific sources in the list of References
- Chapter 2 of Publication Manual of APA



If you used a quote from the book Black Rage by William H. Grief

- Using author's name in the sentence – Grief states that even though slavery ended, its influence is still present (26).
- Quoting the statement “The practice of slavery stopped over a hundred years ago, but the minds of our citizens have been freed” (Grief, 26).

Style Varies

- The author's name and page number are used or sometimes just the page number depending on how the information from the source is used
- These must refer back to a source listed on the Reference page
- Punctuation is important
- APA does not recommend the use of Footnotes. Use In-Text Citations in the body of the paper and References at the end of the paper.



Data Needed

ARTICLE (in print)

- Author & title of article
- Title of journal
- Volume, issue, date of journal
- Page numbers

Crediting Sources is covered in Chapter 6 of the Publication Manual of the APA 6th ed.

BOOK

- Author & title of book
- Name of editor & edition used
- Name of series
- Place of publication, publisher, date
- Page numbers

Examples are also included in the online APA & MLA Style Manuals and the Citation Examples web page.



Data Needed

Subscription Database

- Name of database, service, library system & date viewed
- URL of Internet sources (not databases)
- Author & title of article
- Title of journal, volume, issue, date

Examples are also included in the online APA & MLA Style Manuals and the Citation Examples web page.

Internet page

- Name of author, editor, compiler
- Title of article, posting, or site
- URL & date viewed
- Name of institution sponsoring site

Crediting Sources is covered in Chapter 6 & 7 of the Publication Manual of the APA 6th ed.



Avoid plagiarism

- Publication Manual of the APA explains how to give direct quote and how to paraphrase
- Use texts about writing & research
- Use online tools such as VAIL on the library Writing & Citation Assistance web page

Presentation
Formatting in Sociology (ASA Style)
Resources for Documenting Sources in the Disciplines
Giving to the OWL

Suggested Resources
-2009 MLA Guide
-2009 APA Guide
-Purdue OWL Flash Movies
-Purdue OWL Podcasts
-How to Navigate the New OWL
-Workshop and PowerPoint Index
-Owl Exercises

When Do We Give Credit?

The key to avoiding plagiarism is to make sure you give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied. Many professional organizations, including the Modern Language Association and the American Psychological Association, have lengthy guidelines for citing sources. However, students are often so busy trying to learn the rules of MLA format and style or APA format and style that they sometimes forget exactly what needs to be credited. Here, then, is a **brief list of what needs to be credited or documented**:

- Words or ideas presented in a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium
- Information you gain through interviewing or conversing with another person, face to face, over the phone, or in writing
- When you copy the exact words or a unique phrase
- When you reprint any diagrams, illustrations, charts, pictures, or other visual materials
- When you reuse or repost any electronically-available media, including images, audio, video, or other media

Bottom line, document any words, ideas, or other productions that originate somewhere outside of you.

There are, of course, certain things that do not need documentation or credit, including:

- Writing your own lived experiences, your own observations and insights, your own thoughts, and your own conclusions about a subject
- When you are writing up your own results obtained through lab or field experiments
- When you use your own artwork, digital photographs, video, audio, etc.
- When you are using "common knowledge," things like folklore, common sense observations, myths, urban legends, and historical events (but **not** historical documents)
- When you are using generally-accepted facts, e.g., pollution is bad for the environment, including facts that are accepted within particular discourse communities, e.g., in the field of composition studies, "writing is a process" is a generally-accepted fact.



Assistance

- Your English text
- Term Paper Assistance book section in libraries
- Online links to Writing Assistance from the library web page
- Library staff
- Writing Lab staff

The screenshot shows the Northland Pioneer College library website. The header includes the college logo and navigation links: Home, My NPC, A-Z Index, Contact Us, and a Quick Links dropdown. A yellow navigation bar contains links for ABOUT NPC, DEGREES & COURSES, ADMISSIONS, STUDENT SERVICES (highlighted), NPC EVENTS, and SUPPORT NPC. The left sidebar lists various services, with 'Writing & Citation Assistance' selected under 'Research Assistance'. The main content area is titled 'Writing & Citation Assistance' and includes a 'Like' button. It features a grid of links: 'Citing Sources', 'VAIL (plagiarism tutorial)', 'Plagiarism from Purdue Online Writing Lab', 'Grammar Guide', 'Writing Guide', 'APA Style Papers 6th ed. view with Internet Explorer', 'MLA Style Paper 7th ed. view with Internet Explorer', 'URL addresses to use when citing databases', 'Converting Word 2003 commands to Word 2007', and 'Free document conversion web site'. At the bottom, there is a 'Need Help?' section with a prominent 'Ask a Librarian' button.

