

Appendix D

APA Research Paper — Chapter 2 Supplement

Project — Research Paper Based on APA Documentation Style

As described in Chapter 2, two popular documentation styles for research papers are the Modern Language Association of America (MLA) and American Psychological Association (APA). This appendix creates the same research paper shown in Chapter 2, except it uses the APA documentation style instead of the MLA documentation style (Figure D–1 on the next page).

This appendix is intended as a supplement for Chapter 2. It assumes you have completed the Chapter 2 project and thus presents only the steps required to create the research paper following the APA guidelines. That is, this appendix does not repeat background, explanations, boxes, or steps from Chapter 2 that are not required specifically to create the APA version of the research paper. For example, this appendix does not present proofing tools, citation placeholders, footnotes, copy and paste, Research task pane, etc. You should know the material presented in Chapter 2 because it will help you to complete later chapters in the book successfully and if you intend to take the Word Certification exam.

APA Documentation Style

The research paper in this appendix follows the guidelines presented by the APA. To follow the APA documentation style, format the text to 12-point Times New Roman or a similar font. Double-space text on all pages of the paper using one-inch top, bottom, left, and right margins. Indent the first word of each paragraph in the body of the paper, and in footnotes if they are used, one-half inch from the left margin. At the top of each page, place a left-aligned running head and a right-aligned page number. The **running head** consists of the text, Running head:, followed by an abbreviated paper title (no more than 50 characters) in all capital letters.

The APA documentation style requires a title page. In addition to the running head and page number at the top of the page, the title page contains the complete paper title, author name, and institutional affiliation, all centered on separate lines in the upper-half of the page. The paper title should not exceed 12 words and should be written so that it easily can be shortened to an abbreviated title for the running head. The author name, also

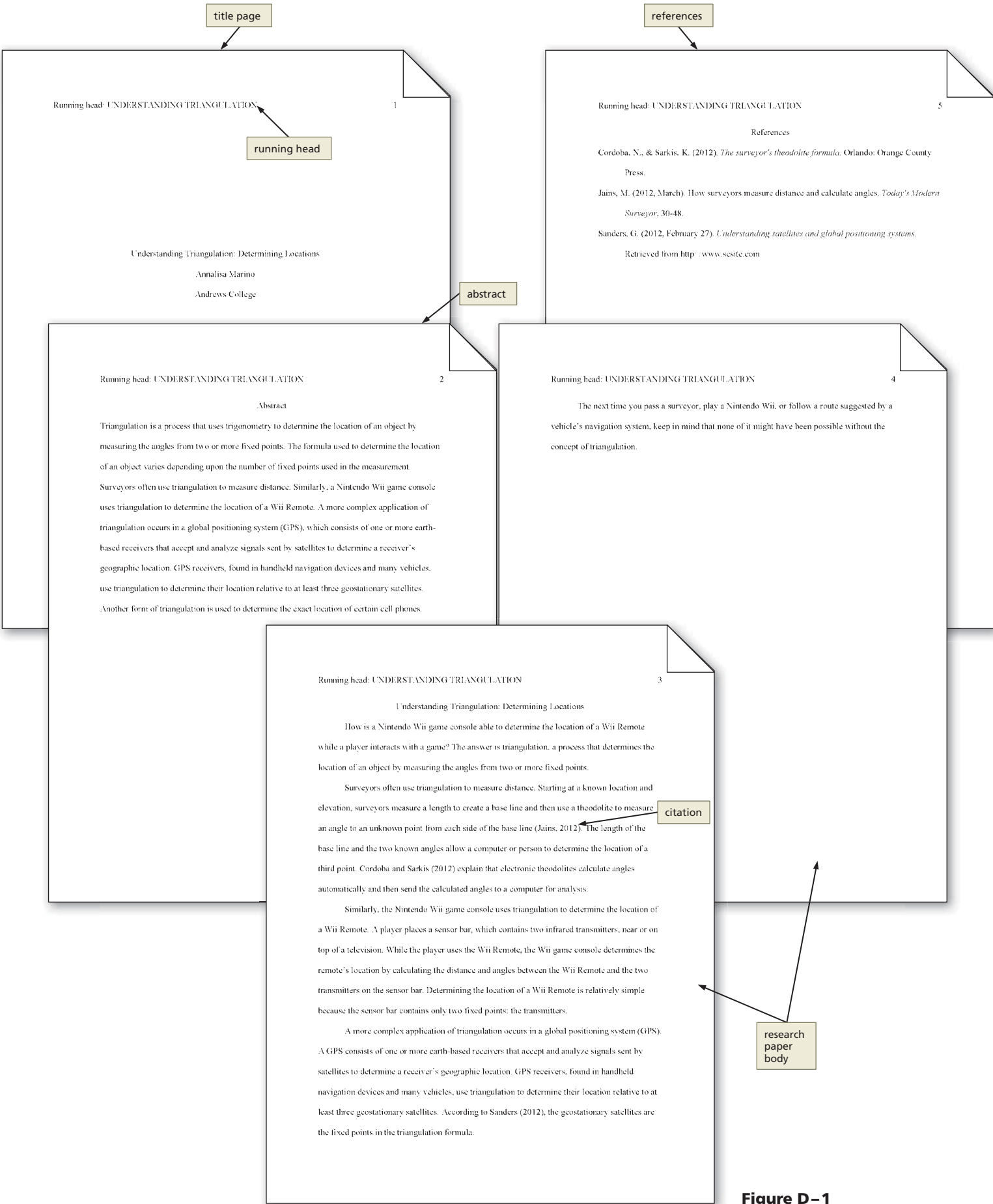


Figure D-1

called an author byline, should not contain any title (e.g., Professor) or degrees (e.g., PhD). If the author is not affiliated with an institution, list the author's city and state of residence. The title page also can include an author note centered at the bottom of the page, which can contain separate paragraphs identifying the author's departmental affiliation, changes in affiliation during research, acknowledgments, and contact information. If the title page contains an author note, the text, Author Note, should be centered above the notes.

Research papers that follow the APA documentation style include an abstract. The **abstract** is a one-paragraph summary (usually 250 words or fewer) of the most important topics in the paper. The abstract appears after the title page on its own numbered page, which includes the running head. The title, Abstract, is centered above a single paragraph that is double-spaced and not indented.

The APA documentation style cites references in the text of the paper, called **citations**, instead of noting each source at the bottom of the page or at the end of the paper. This documentation style uses the term, **references**, to refer to the bibliographic list of sources at the end of the paper. The references page alphabetically lists sources that are cited in the paper. Place the list of sources on a separate numbered page. Center the title, References, one inch from the top margin. Double-space all entries and format them with a **hanging indent**, in which the first line of a paragraph begins at the left margin and subsequent lines in the same paragraph are indented. The APA guidelines specify the hanging indent should be one-half inch from the left margin. List each source by the author's last name, or, if the author's name is not available, by the title of the source. Capitalize only the first letter of the first word in a title, along with any proper nouns.

To Start Word

If you are using a computer to step through the project in this appendix and you want your screens to match the figures in this appendix, you should change your screen's resolution to 1024 × 768. For information about how to change a computer's resolution, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

The following steps, which assume Windows 7 is running, start Word based on a typical installation. You may need to ask your instructor how to start Word for your computer.

- 1** Click the Start button on the Windows 7 taskbar to display the Start menu.
 - 2** Type **Microsoft Word** as the search text in the 'Search programs and files' text box and watch the search results appear on the Start menu.
 - 3** Click Microsoft Word 2010 in the search results on the Start menu to start Word and display a new blank document in the Word window.
 - 4** If the Word window is not maximized, click the Maximize button next to the Close button on its title bar to maximize the window.
 - 5** If the Print Layout button on the status bar is not selected (shown in Figure D–2 on the next page), click it so that your screen is in Print Layout view.
 - 6** If Normal (Home tab | Styles group) is not selected in the Quick Style gallery (shown in Figure D–2), click it so that your document uses the Normal style.
 - 7** If your zoom percent is not 100, click the Zoom Out or Zoom In button on the status bar as many times as necessary until the Zoom button displays 100% on its face (shown in Figure D–2).
-

To Display Formatting Marks

As discussed in Chapter 1, it is helpful to display formatting marks that indicate where in the document you press the ENTER key, SPACEBAR, and other keys. The following steps display formatting marks.

- 1 If the Home tab is not the active tab, click Home on the Ribbon to display the Home tab.
- 2 If the Show/Hide ¶ button (Home tab | Paragraph group) is not selected already, click it to display formatting marks on the screen.

To Modify the Normal Style for the Current Document

The APA documentation style requires that all text in the research paper use 12-point Times New Roman, or a similar, font. If you change the font and font size using buttons on the Ribbon, you may need to make the change many times during the course of creating the paper because Word formats different areas of a document using the Normal style, which uses 11-point Calibri font. By changing the Normal style, you ensure that all text in the document will use the format required by the APA. The following steps change the Normal style.

- 1
 - Right-click Normal in the Quick Style gallery (Home tab | Styles group) to display a shortcut menu (Figure D–2).

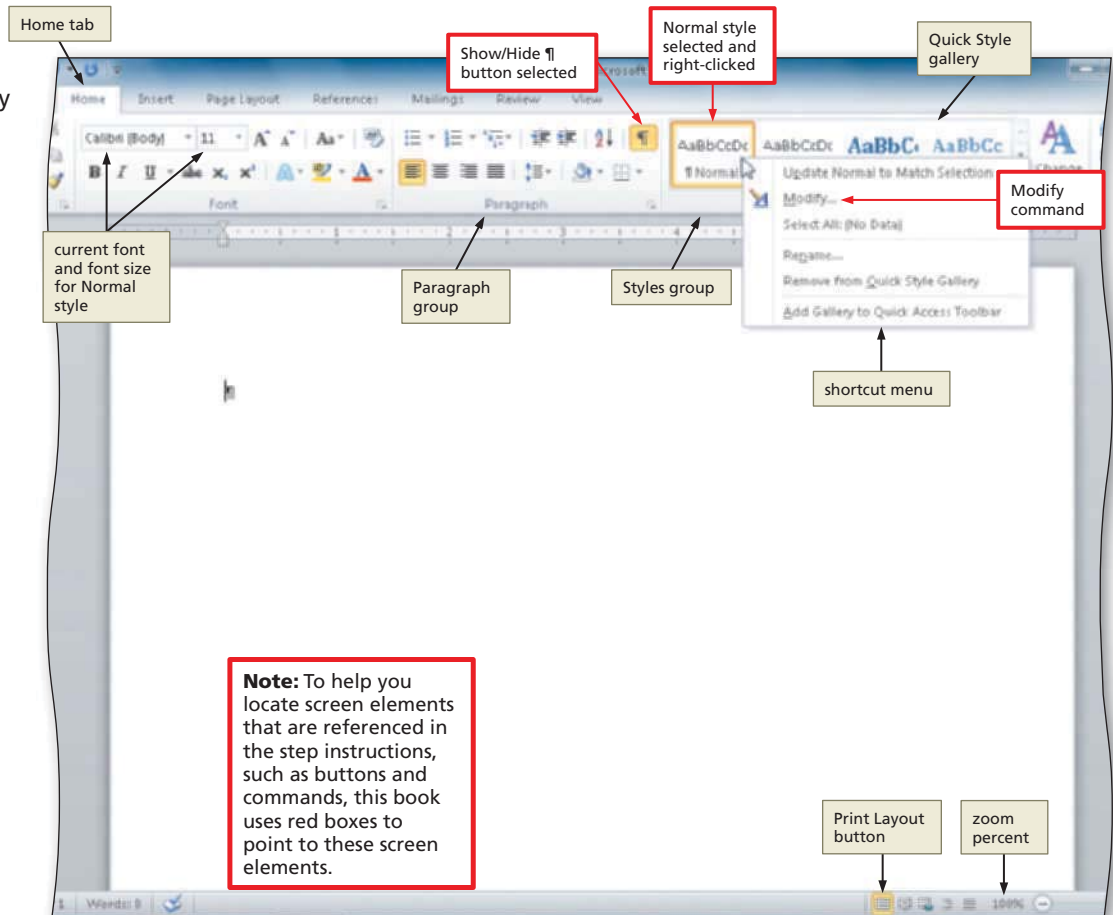


Figure D–2

2

- Click Modify on the shortcut menu to display the Modify Style dialog box.
- Click the Font box arrow (Modify Style dialog box) to display the Font list. Scroll to and then click Times New Roman in the Font list to change the font for the selected style.
- Click the Font Size box arrow (Modify Style dialog box) and then click 12 in the Font Size list to change the font size for the selected style.
- Ensure that the 'Only in this document' option button is selected (Figure D–3).

3

- Click the OK button (Modify Style dialog box) to update the selected style (in this case, the Normal style) to the specified settings.

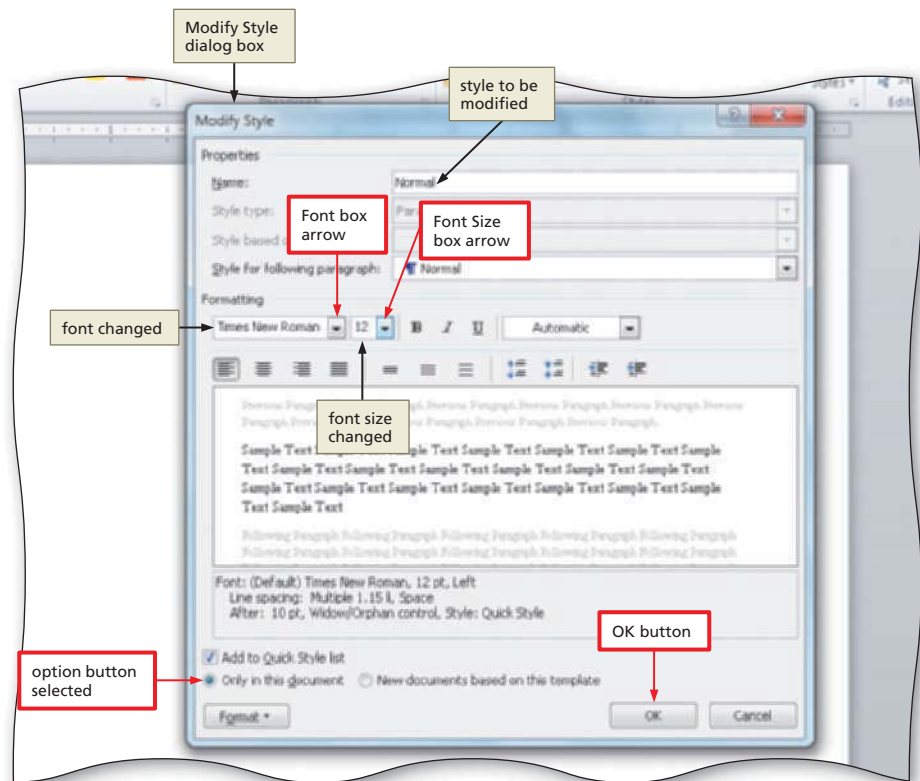


Figure D–3

To Change Line Spacing to Double

The APA documentation style requires that you double-space the entire research paper. That is, the amount of vertical space between each line of text and above and below paragraphs should be equal to one blank line. The following steps change the line spacing to 2.0, which double-spaces the lines in the research paper.

1

- Click the Line and Paragraph Spacing button (Home tab | Paragraph group) to display the Line and Paragraph Spacing gallery (Figure D–4).

2

- Click 2.0 in the Line and Paragraph Spacing gallery to change the line spacing for the paragraph containing the insertion point.

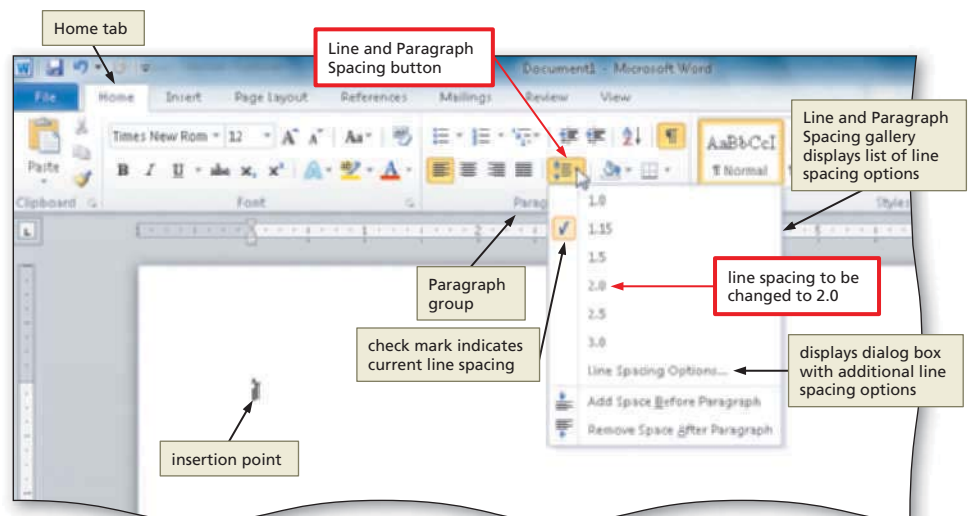


Figure D–4

To Remove Space after a Paragraph

The research paper should not have additional blank space after each paragraph. The following steps remove the blank space after a paragraph.

- 1**
 - Click the Line and Paragraph Spacing button (Home tab | Paragraph group) to display the Line and Paragraph Spacing gallery (Figure D–5).
- 2**
 - Click Remove Space After Paragraph in the Line and Paragraph Spacing gallery so that no blank space appears after paragraphs.

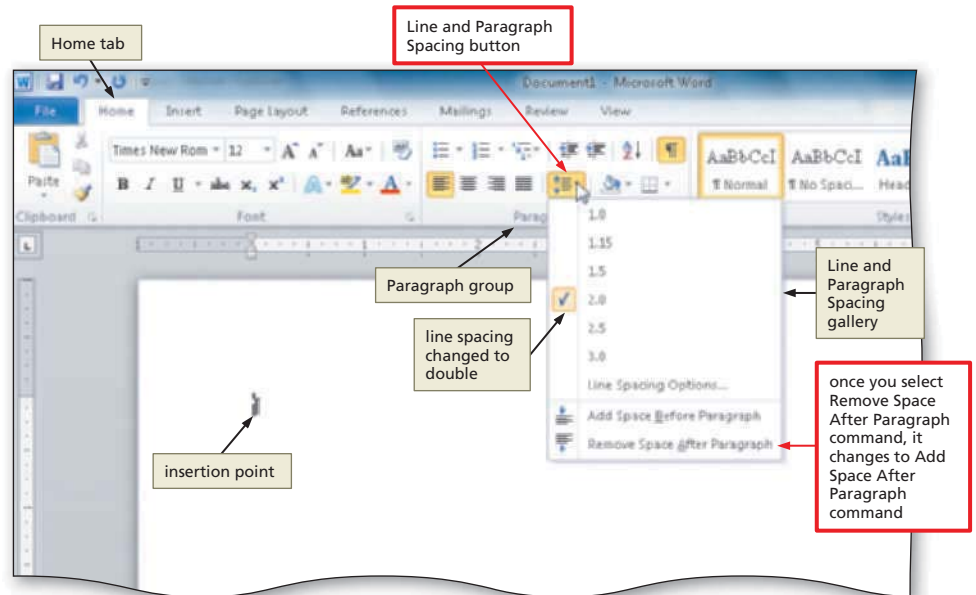


Figure D–5

To Update a Style to Match a Selection

To ensure that all paragraphs in the paper will be double-spaced and do not have space after the paragraphs, you want the Normal style to include the line and paragraph spacing changes made in the previous two sets of steps. Because no text has yet been typed in the research paper, you do not need to select text prior to updating the Normal style. The following steps update the Normal style.

- 1**
 - Right-click Normal in the Quick Style gallery (Home tab | Styles group) to display a shortcut menu (Figure D–6).
- 2**
 - Click Update Normal to Match Selection on the shortcut menu to update the current style to reflect the settings at the location of the insertion point.

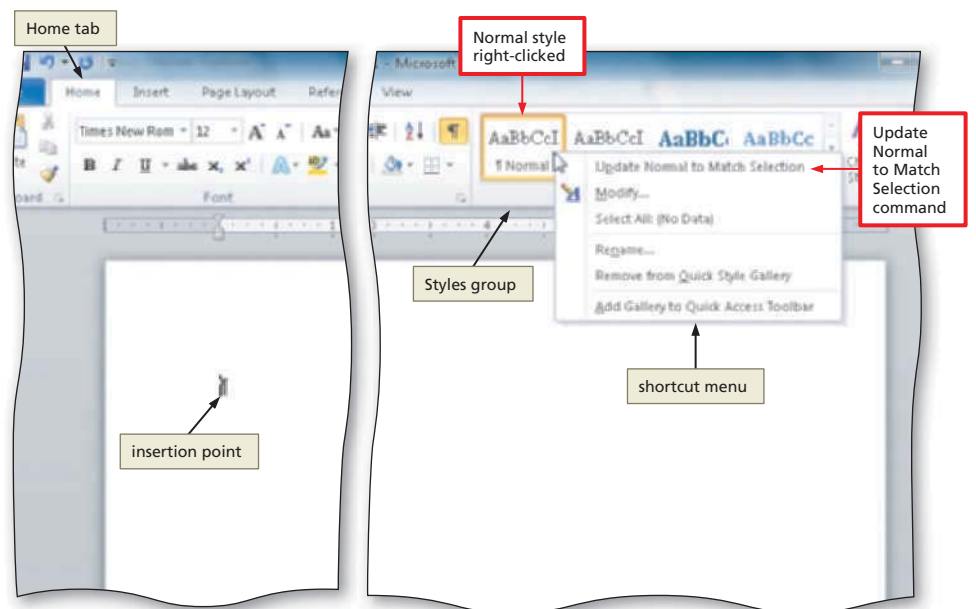


Figure D–6

To Insert a Formatted Header and Switch to the Header

In this research paper, the running head is to be placed at the left margin and the page number at the right margin, both on the same line one-half inch from the top of each page. Because the APA documentation style requires text at both the left and right margins, you can insert a formatted header that contains placeholders for text at the left, center, and right locations of the header. The following steps insert a formatted header and then switch from editing the document text to editing the header.

- 1**
- Click Insert on the Ribbon to display the Insert tab.
- Click the Header button (Insert tab | Header & Footer group) to display the Header gallery (Figure D–7).

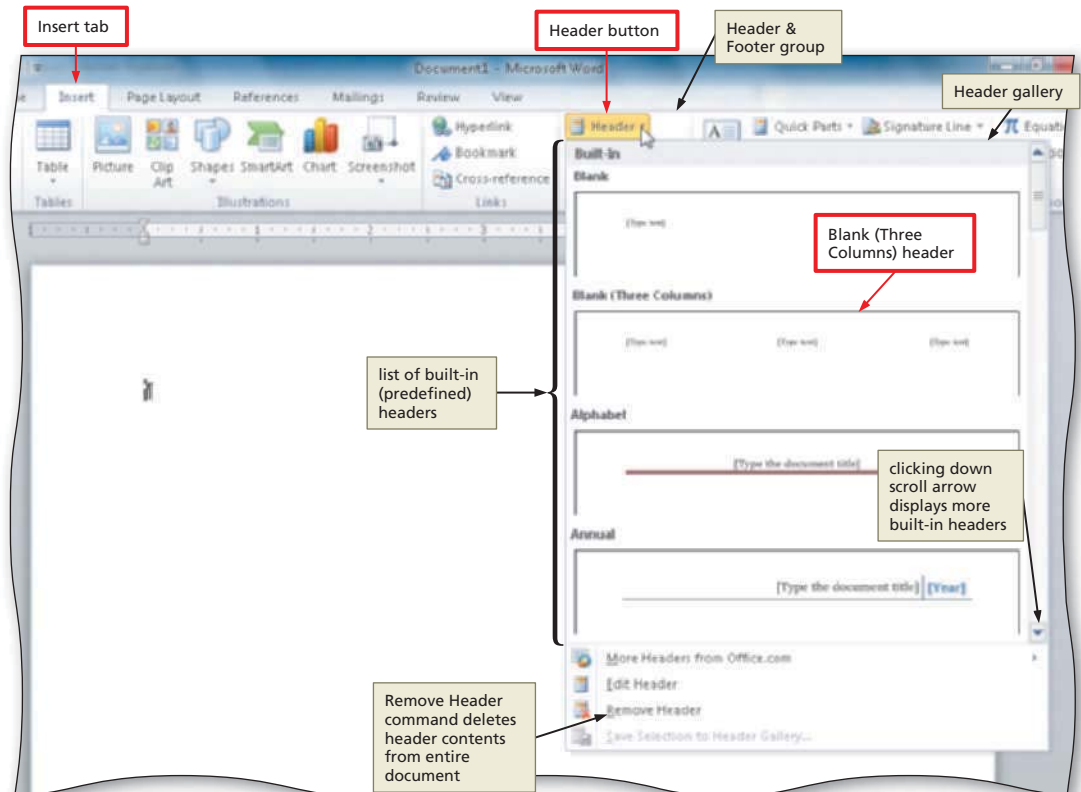


Figure D–7

- 2**
- Click Blank (Three Columns) in the Header gallery to insert the selected header design in the document and switch from the document text to the header, which allows you to edit the contents of the header (Figure D–8).

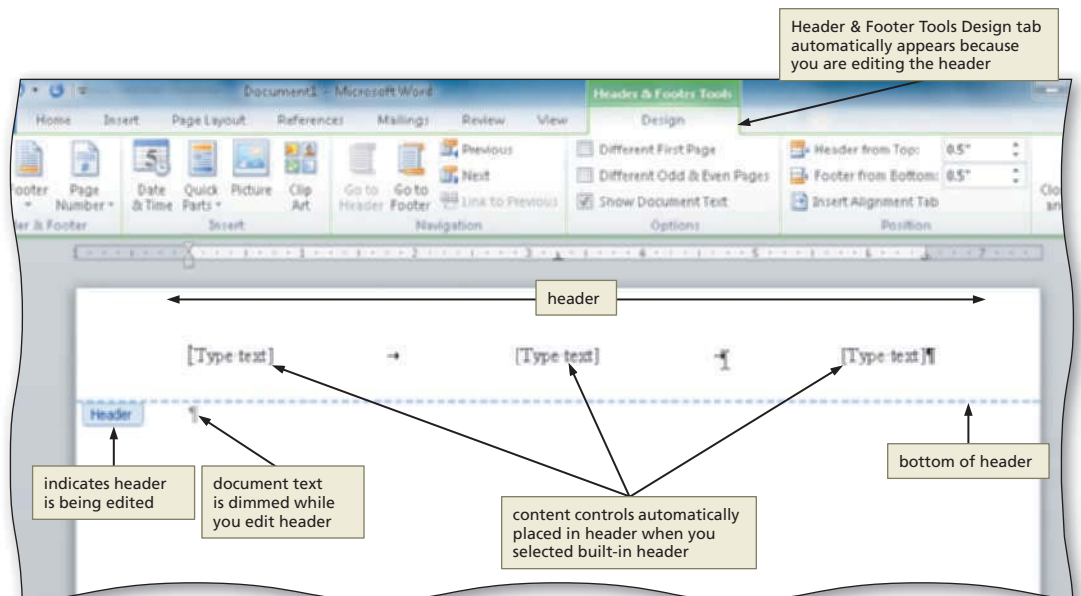


Figure D–8

To Enter Text in a Header Content Control

The formatted header contains three content controls (one at the left margin, one centered, and one at the right margin) with a tab character between each content control. A **content control** contains instructions for filling areas of text or graphics. The tab characters, which are formatting marks that indicate the TAB key has been pressed, are displayed because Word uses tab stops to align these content controls. Chapter 3 discusses tab stops in more depth.

To select a content control, you click it. As soon as you begin typing in a selected content control, the text you type replaces the instruction in the control. For this reason, you do not need to delete the selection unless you wish to remove the content control and not enter any replacement text. The following steps delete the centered content control and then enter the running head at the location of the leftmost content control in the header.

- 1**
 - Click the centered content control in the header to select the content control.
 - Press the DELETE key to delete the selected content control.
 - Click the leftmost content control in the header to select the content control (Figure D–9).

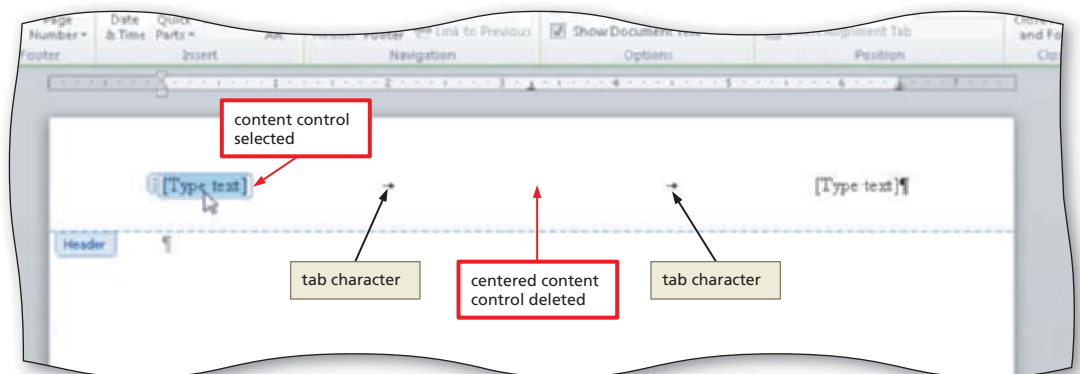


Figure D–9

- 2**
 - Type **Running head:**
UNDERSTANDING TRIANGULATION as the text in the leftmost content control and then press the DELETE key twice to remove one of the tab characters so that the running head text fits on the same line as the rightmost content control, which will contain the page number (Figure D–10).

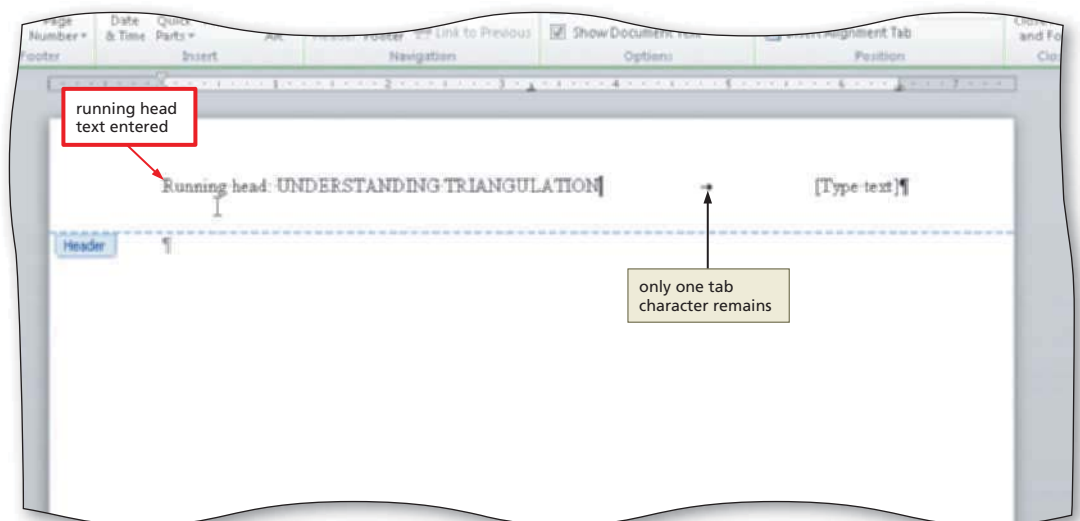
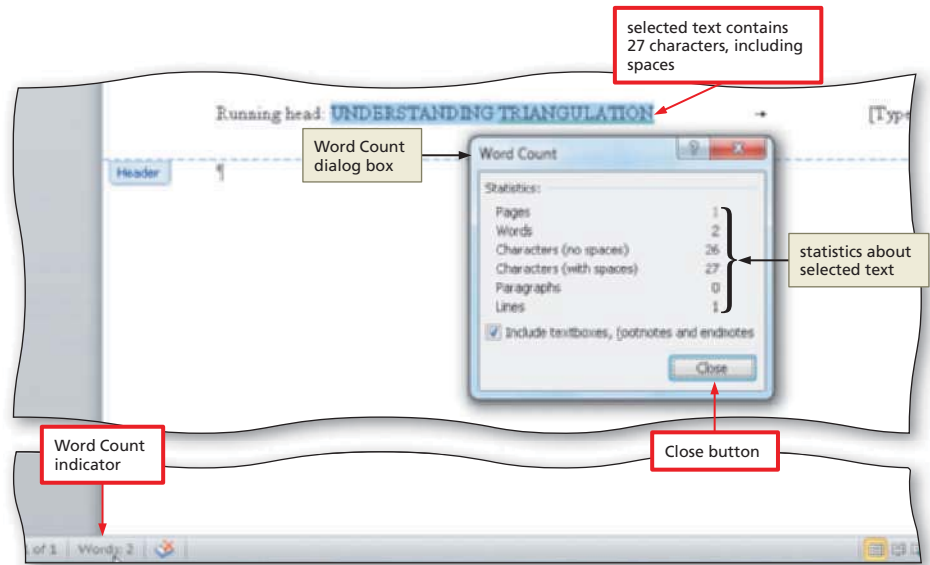


Figure D–10

To Count Characters

The running head should be no more than 50 characters, according to the APA documentation style. The next steps count the characters in the running head.

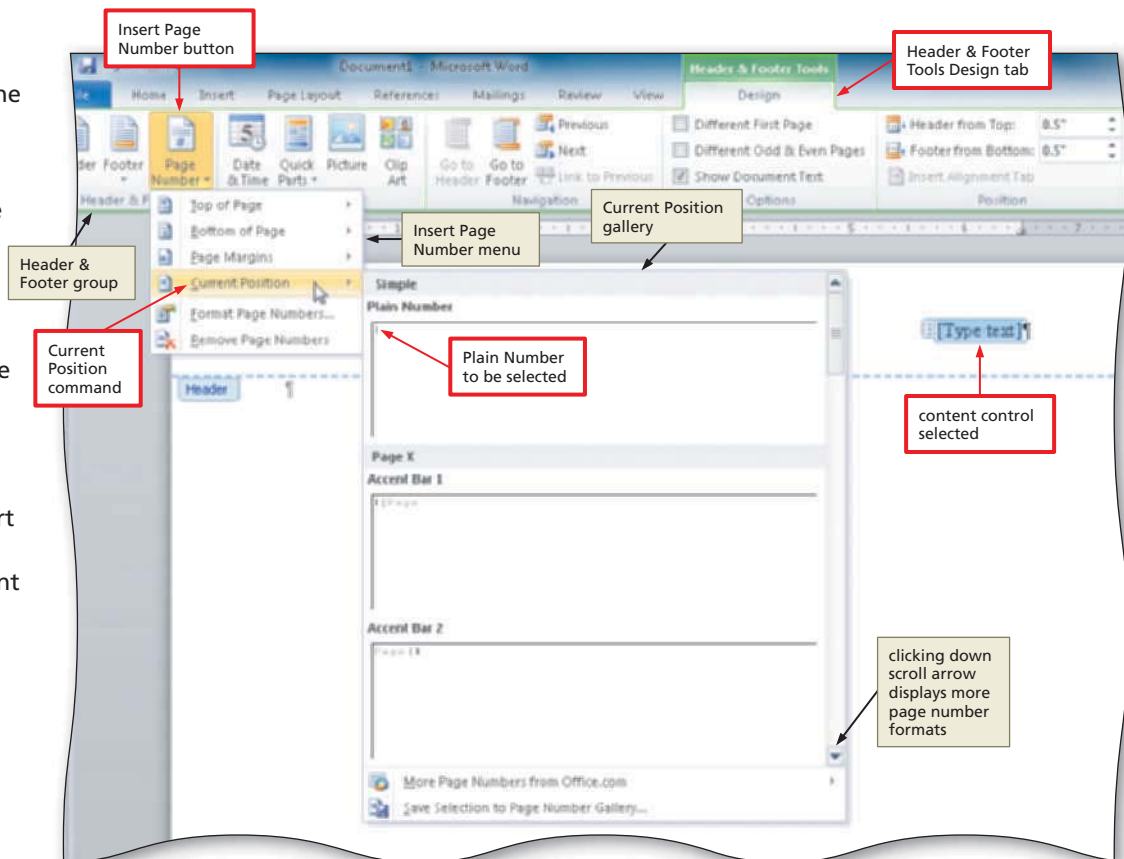
- 1**
 - Drag through the running head text, UNDERSTANDING TRIANGULATION, to select the text.
 - With the running head selected, click the Word Count indicator on the status bar to display the Word Count dialog box (Figure D–11).
- 2**
 - Click the Close button (Word Count dialog box) to close the dialog box.


Figure D–11

To Insert a Page Number in a Header Content Control

The next task is to insert the current page number in the header. The following steps insert a page number at the location of the rightmost content control in the header.

- 1**
 - Click the rightmost content control in the header to select the content control.
 - Click the Insert Page Number button (Header & Footer Tools Design tab | Header & Footer group) to display the Insert Page Number menu.
 - Point to Current Position on the Insert Page Number menu to display the Current Position gallery (Figure D–12).


Figure D–12

2

- Click Plain Number in the Current Position gallery to insert an unformatted page number at the location of the selected content control in the header (Figure D–13).

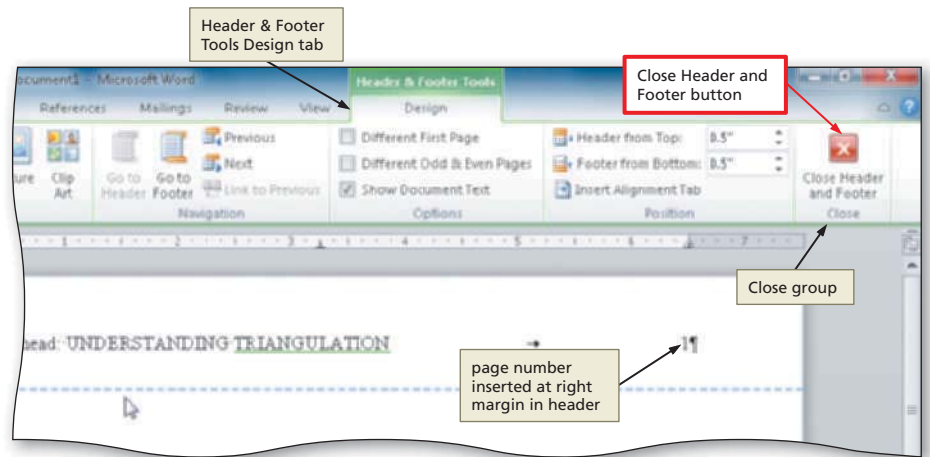


Figure D–13

To Close the Header

The header is complete. Thus, the next task is to switch back to the document text. The following step closes the header.

1

- Click the Close Header and Footer button (Header & Footer Tools Design tab | Close group) (shown in Figure D–13) to close the header and switch back to the document text (Figure D–14).

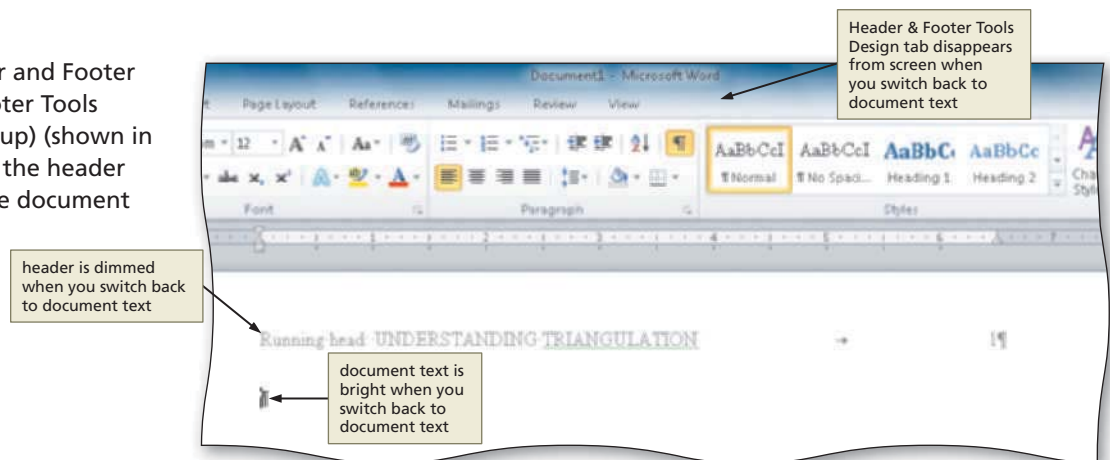
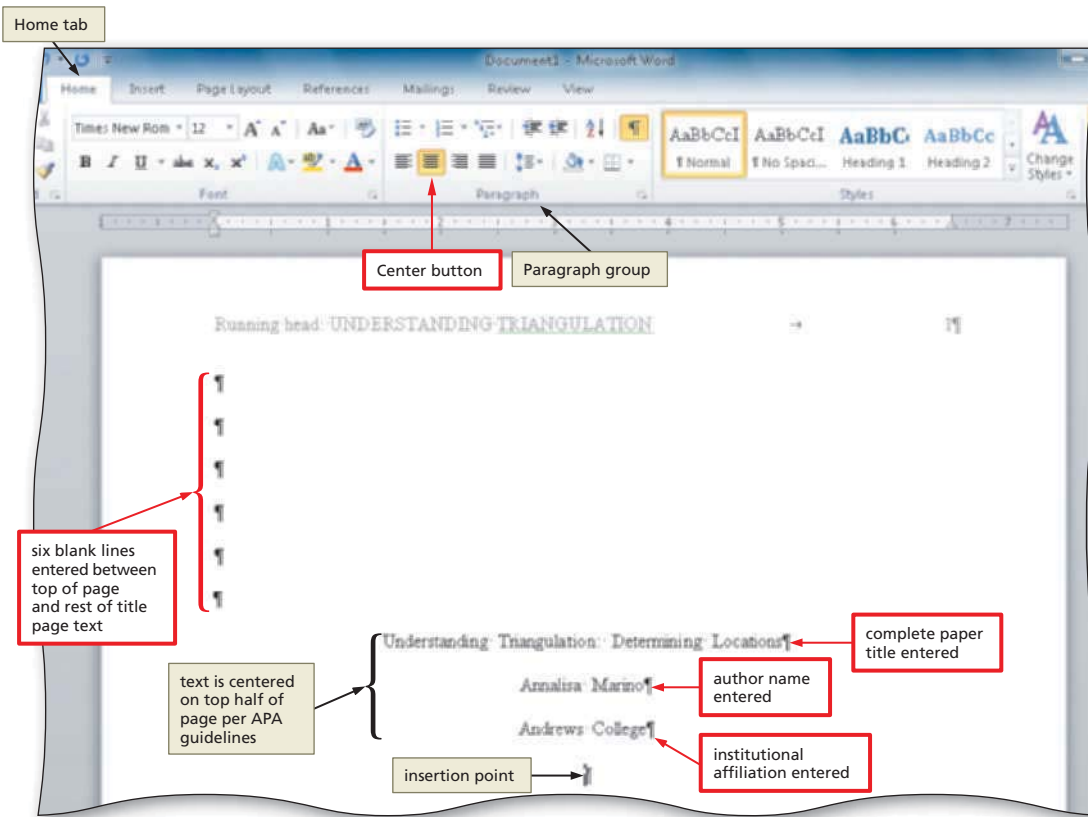


Figure D–14

To Type the Title Page Text

In addition to the header, which appears on every page in the paper, the title page for this research paper should contain the complete paper title, author name, and institutional affiliation, all centered on separate lines in the upper-half of the page. The following steps type the title page text.

- With the insertion point at the top of the document, press the ENTER key six times.
- Click the Center button (Home tab | Paragraph group) to center the insertion point.
- Type **Understanding Triangulation: Determining Locations** and then press the ENTER key.
- Type **Annalisa Marino** and then press the ENTER key.
- Type **Andrews College** and then press the ENTER key (Figure D–15).


Figure D–15

To Page Break Manually

The title page is complete, and the abstract for the research paper will begin on a new page. To move the insertion point to the next page, you insert a manual page break. A **manual page break**, or **hard page break**, is one that you force into the document at a specific location.

Word never moves or adjusts manual page breaks; however, Word adjusts any automatic page breaks that follow a manual page break. Word inserts manual page breaks immediately above or to the left of the location of the insertion point. The following step inserts a manual page break after the title page.

- 1**
 - Verify the insertion point is positioned below the college name on the title page (shown in Figure D–15), which is the location for the page break.
 - Click Insert on the Ribbon to display the Insert tab.
 - Click the Page Break button (Insert tab | Pages group) to insert a manual page break immediately to the left of the insertion point and position the insertion point immediately below the manual page break (Figure D–16).

Figure D–16

To Type the Abstract

The abstract is a one-page summary of the most important points in the research paper. The title should be centered, and the paragraph below the title should be left-aligned. The following steps type the title centered, left-align a paragraph, and then type the abstract in the research paper.

- 1 Type **Abstract** and then press the ENTER key to enter the title for the page containing the abstract.
- 2 Press CTRL+L to left-align the current paragraph, that is, the paragraph containing the insertion point. (Recall from Chapter 1 that a notation such as CTRL+L means to press the letter L on the keyboard while holding down the CTRL key.)
- 3 Type the abstract text as shown in Figure D–17.

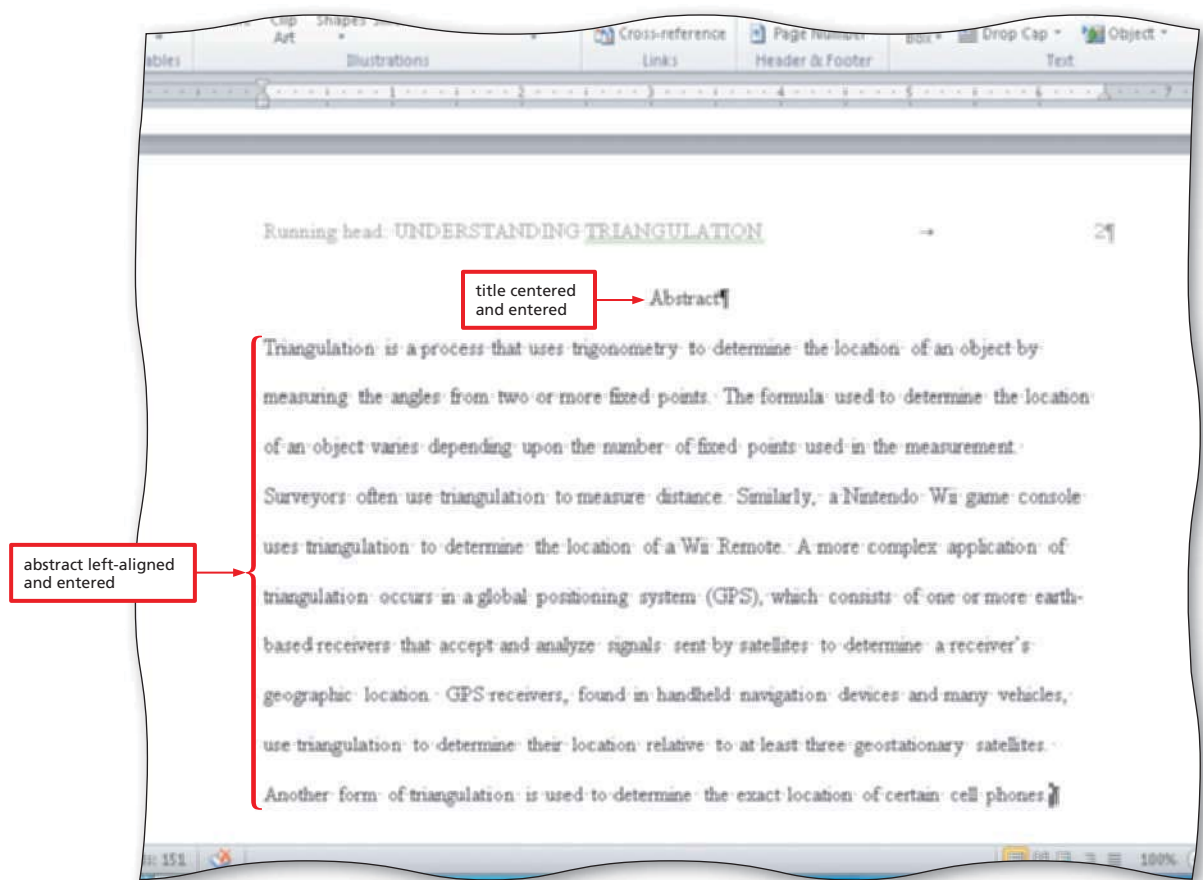
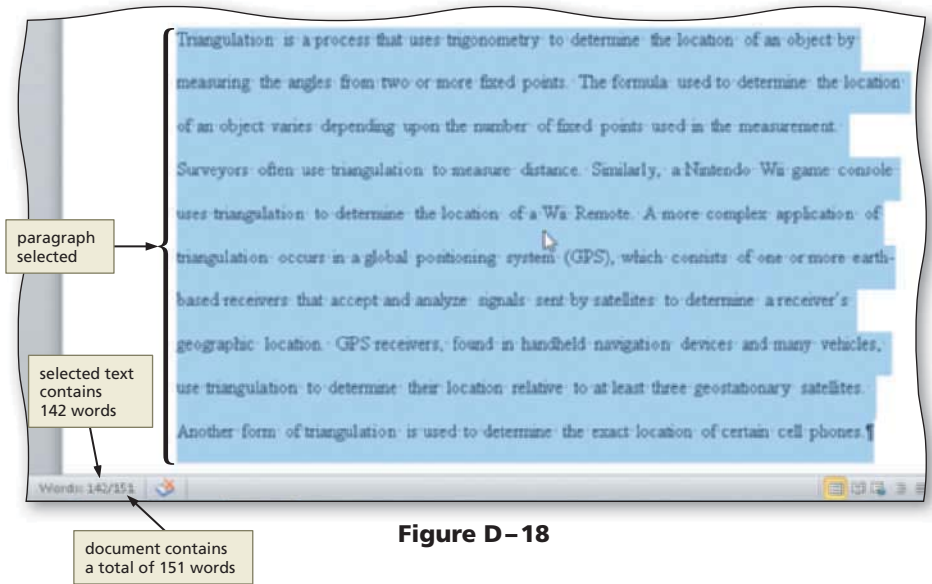


Figure D–17

To Count Words

When you write papers, you often are required to compose the papers with a minimum number of words. In addition, the APA documentation style specifies that the abstract in a research paper should contain no more than 250 words, sometimes no more than 150 words. The next steps verify the number of words in the abstract.

- 1
 - Position the mouse pointer in the paragraph containing the abstract and then triple-click to select the paragraph.
 - Verify the number of words in the selected text by looking at the Word Count indicator on the status bar (Figure D–18).
- 2
 - Click anywhere in the abstract to remove the selection from the text.


Figure D–18

To Page Break Manually

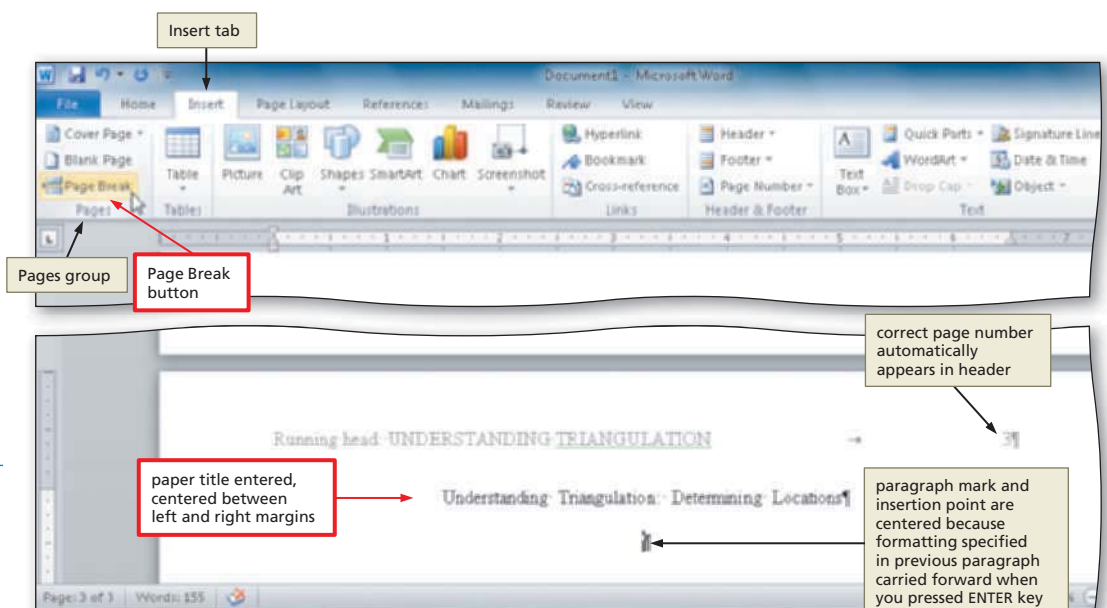
The abstract is complete, and the text for the research paper should begin on a new page. The following steps insert a manual page break after the abstract.

- 1 Press CTRL+END to position the insertion point at the end of the document, which is the end of the abstract in this case.
- 2 Click the Page Break button (Insert tab | Pages group) to insert a manual page break immediately to the left of the insertion point and position the insertion point immediately below the manual page break.

To Enter the Paper Title

The following steps enter the title of the research paper centered between the page margins.

- 1 Center the insertion point.
- 2 Type **Understanding Triangulation: Determining Locations** and then press the ENTER key to enter the title of the paper (Figure D–19).


Figure D–19

To Format Text

The paragraphs below the paper title should be left-aligned, instead of centered. Thus, the following step left-aligns the paragraph below the paper title.

- 1 Press CTRL+L to left-align the current paragraph, that is, the paragraph containing the insertion point.

To First-Line Indent Paragraphs

The first line of each paragraph in the research paper is to be indented one-half inch from the left margin. You can use the horizontal ruler, usually simply called the **ruler**, to indent just the first line of a paragraph, which is called a **first-line indent**.

The left margin on the ruler contains two triangles above a square. The **First Line Indent marker** is the top triangle at the 0" mark on the ruler (Figure D–20). The small square at the 0" mark is the Left Indent marker. The **Left Indent marker** allows you to change the entire left margin, whereas the First Line Indent marker indents only the first line of the paragraph. The following steps first-line indent paragraphs in the research paper.

- 1
 - If the rulers are not displayed, click the View Ruler button on the vertical scroll bar to display the horizontal and vertical rulers on the screen.
 - With the insertion point on the paragraph mark below the research paper title, point to the First Line Indent marker on the ruler (Figure D–20).

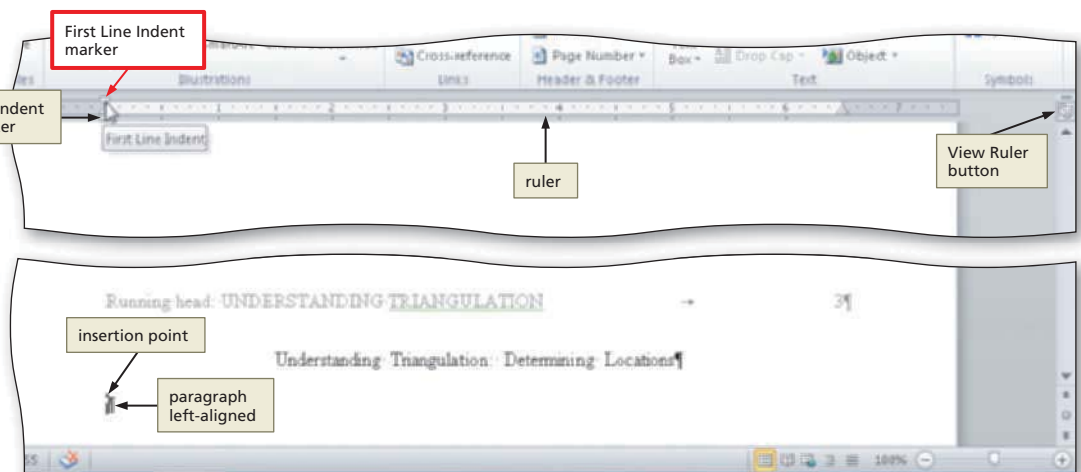


Figure D–20

- 2
 - Drag the First Line Indent marker to the .5" mark on the ruler to display a vertical dotted line in the document window, which indicates the proposed location of the first line of the paragraph (Figure D–21).

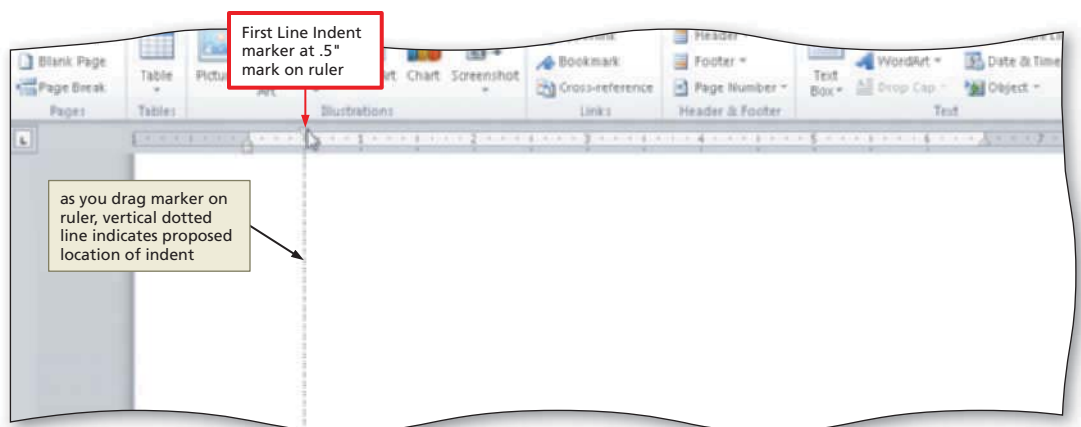


Figure D–21

3

- Release the mouse button to place the First Line Indent marker at the .5" mark on the ruler, or one-half inch from the left margin (Figure D–22).

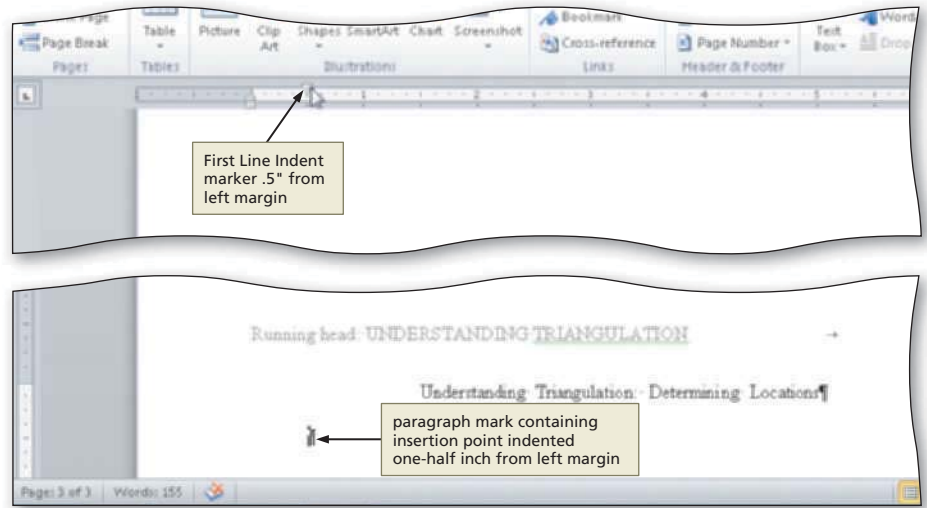


Figure D–22

To Type the First and Second Paragraphs

The following steps type the first and second paragraphs of the research paper.

- 1** Type the first paragraph of the research paper as shown in Figure D–23 and then press the ENTER key.
- 2** Type the second paragraph of the research paper as shown in Figure D–23.

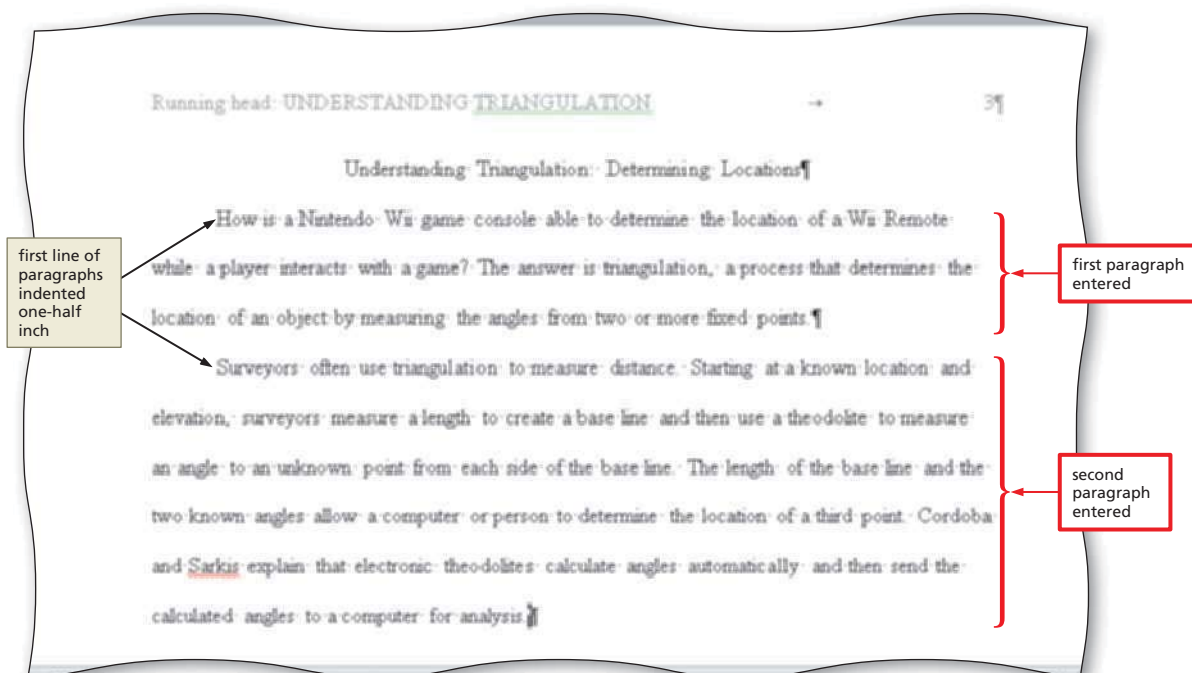


Figure D–23

To Save a Document

You have performed several tasks while creating this research paper and do not want to risk losing work completed thus far. Accordingly, you should save the document. The following steps save the document on a USB flash drive using the file name, Triangulation Paper.

- 1 With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box.
- 2 Type **Triangulation Paper** in the File name text box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.
- 3 Navigate to the desired save location (in this case, the Word folder in the CIS 101 folder [or your class folder] on the USB flash drive). For a detailed example of this procedure, refer to Steps 3a – 3c in the To Save a File in a Folder section in the Office 2010 and Windows 7 chapter at the beginning of this book.
- 4 Click the Save button (Save As dialog box) to save the document in the selected folder on the selected drive with the entered file name.

To Change the Bibliography Style

The APA guidelines suggest the use of in-text citations instead of footnoting each source of material in a paper. These parenthetical acknowledgments guide the reader to the end of the paper for complete information about the source.

The first step in inserting a citation is to be sure the citations and sources will be formatted using the correct documentation style, called the bibliography style in Word. The following steps change the specified documentation style.

- 1
 - Click References on the Ribbon to display the References tab.
 - Click the Bibliography Style box arrow (References tab | Citations & Bibliography group) to display a gallery of predefined documentation styles (Figure D–24).
- 2
 - Click APA Fifth Edition in the Bibliography Style gallery to change the documentation style to APA.

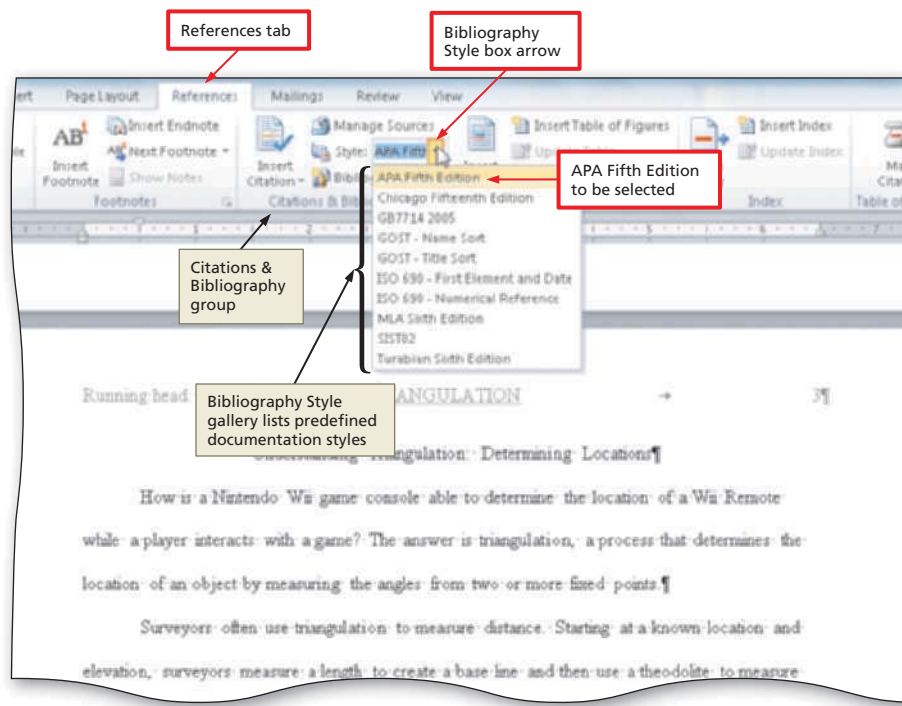


Figure D–24

To Insert a Citation and Create Its Source

With the documentation style selected, the next task is to insert a citation placeholder and enter the source information. You can accomplish these steps at once by instructing Word to add a new source. The following steps add a new source for a magazine (periodical) article.

- 1**
 - Position the insertion point to the right of the word, line, at the end of the second sentence in the second paragraph, before the period, and then press the SPACEBAR because you want a space between the end of the sentence and the citation.
 - Click the Insert Citation button (References tab | Citations & Bibliography group) to display the Insert Citation menu (Figure D–25).

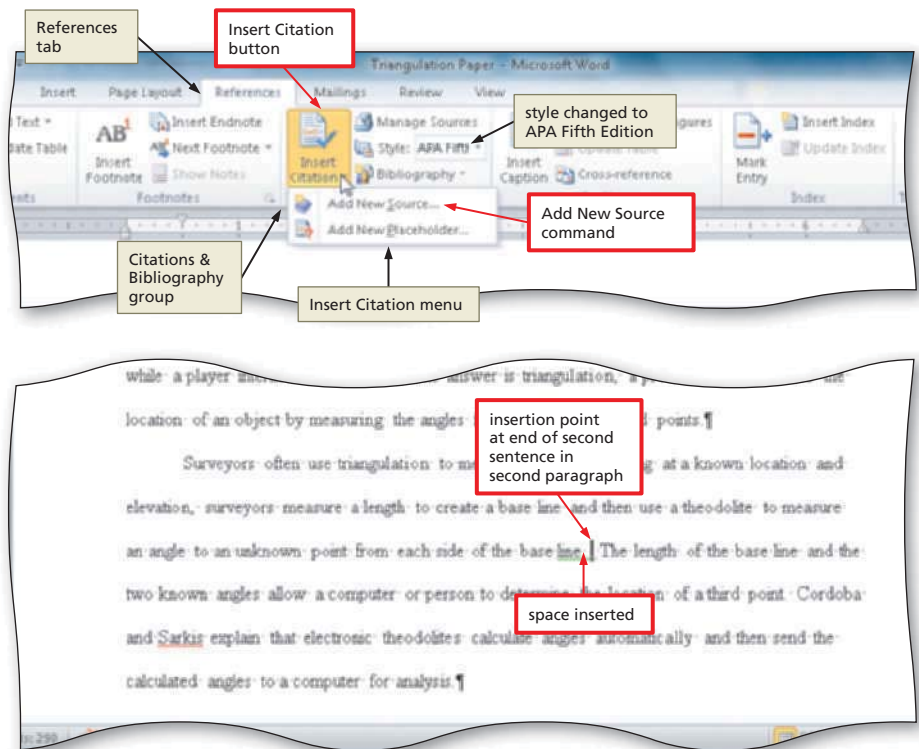


Figure D–25

- 2**
 - Click Add New Source on the Insert Citation menu to display the Create Source dialog box (Figure D–26).

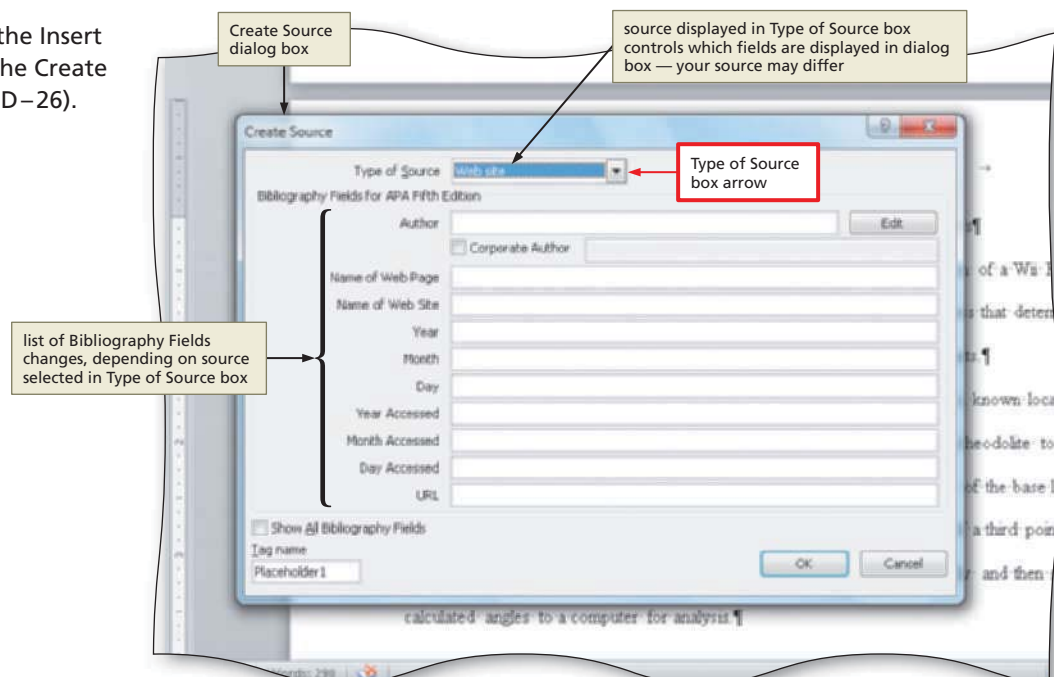
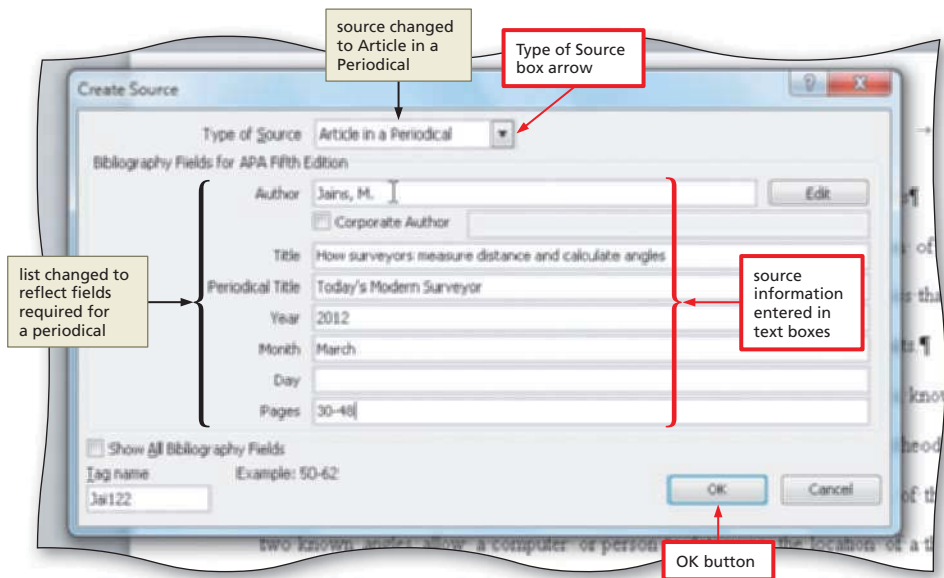


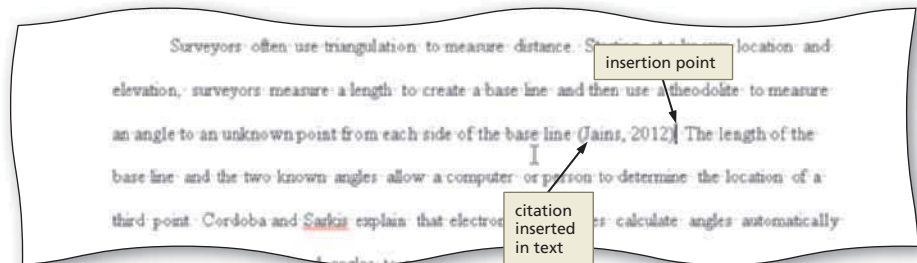
Figure D–26

3

- If necessary, click the Type of Source box arrow (Create Source dialog box) and then click Article in a Periodical, so that the list shows fields required for a magazine (periodical).
- Type **Jains, M.** in the Author text box.
- Type **How surveyors measure distance and calculate angles** in the Title text box.
- Type **Today's Modern Surveyor** in the Periodical Title text box.
- Type **2012** in the Year text box.
- Type **March** in the Month text box.
- Type **30 - 48** in the Pages text box (Figure D-27).

**Figure D-27****4**

- Click the OK button to close the dialog box, create the source, and insert the citation in the document at the location of the insertion point (Figure D-28).

**Figure D-28**

To Insert Another Citation and Create Its Source

The following steps add a new source for a book.

- 1 Position the insertion point at the location for the citation (in this case, after the name, Sarkis, in the last sentence of the second paragraph) and then press the SPACEBAR (shown in Figure D-29).
- 2 Click the Insert Citation button (References tab | Citations & Bibliography group) to display the Insert Citation menu.
- 3 Click Add New Source on the Insert Citation menu to display the Create Source dialog box.
- 4 If necessary, click the Type of Source box arrow (Create Source dialog box) and then click Book, so that the list shows fields required for a Book.
- 5 Type **Cordoba, N.; Sarkis, K.** in the Author text box.
- 6 Type **The surveyor's theodolite formula** in the Title text box.
- 7 Type **2012** in the Year text box.

- 8 Type **Orlando** in the City text box.
- 9 Type **Orange County Press** in the Publisher text box (Figure D–29).
- 10 Click the OK button to close the dialog box, create the source, and insert the citation in the document at the location of the insertion point.

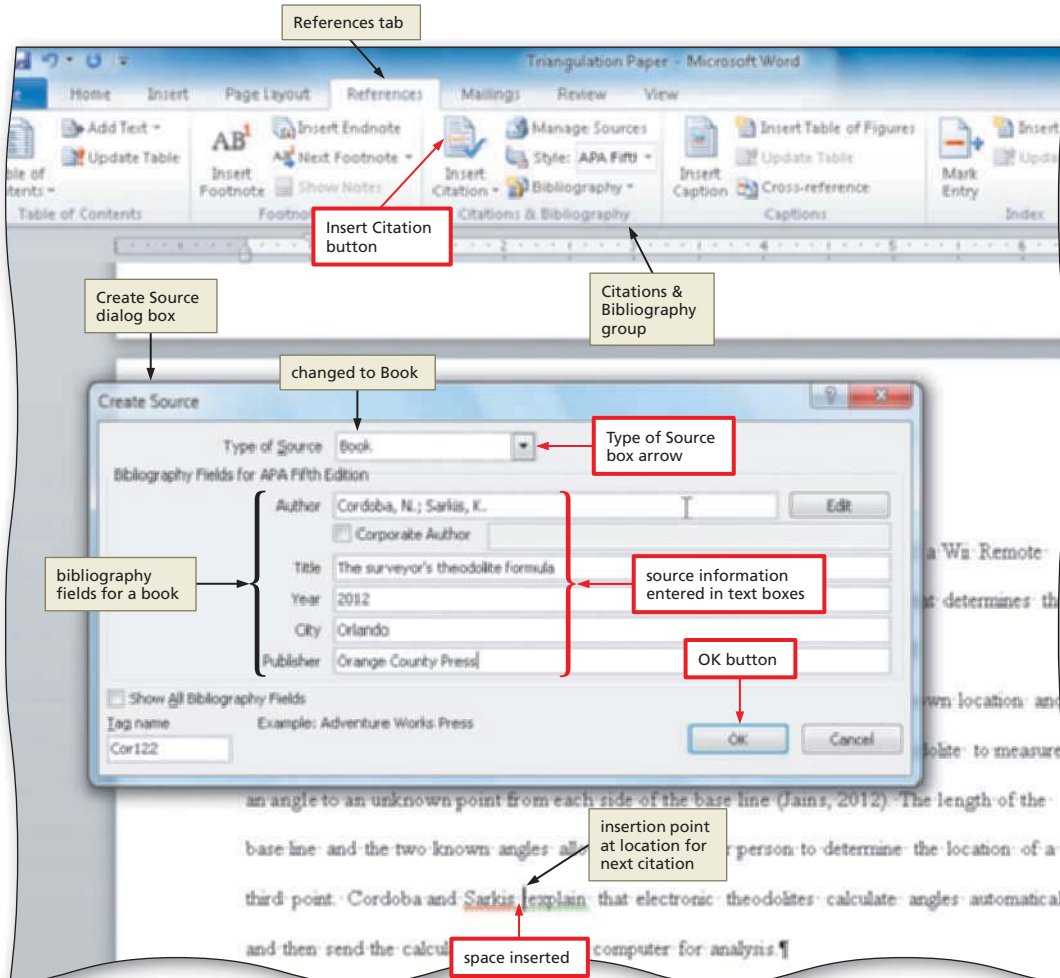


Figure D–29

To Edit a Citation

In the APA documentation style, if you reference the author's name in the text, you should not list it again in the citation. Instead, just list the publication year in the citation. To do this, instruct Word to suppress the author and title. The following steps edit the citation, suppressing the author and title but displaying the page numbers.

- 1
 - Click somewhere in the citation to be edited, in this case somewhere in (Cordoba & Sarkis, 2012), which selects the citation and displays the Citation Options box arrow.
 - Click the Citation Options box arrow to display the Citation Options menu (Figure D–30).

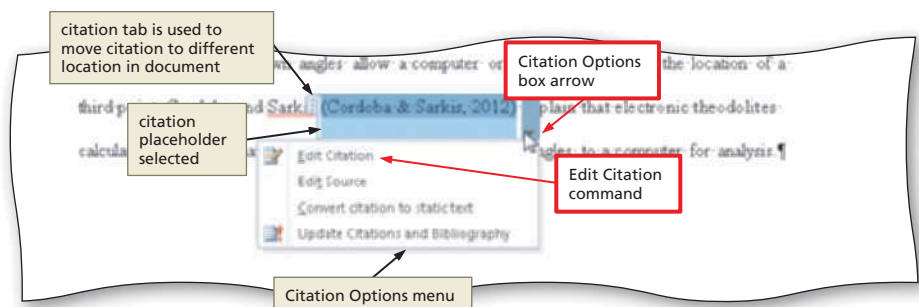
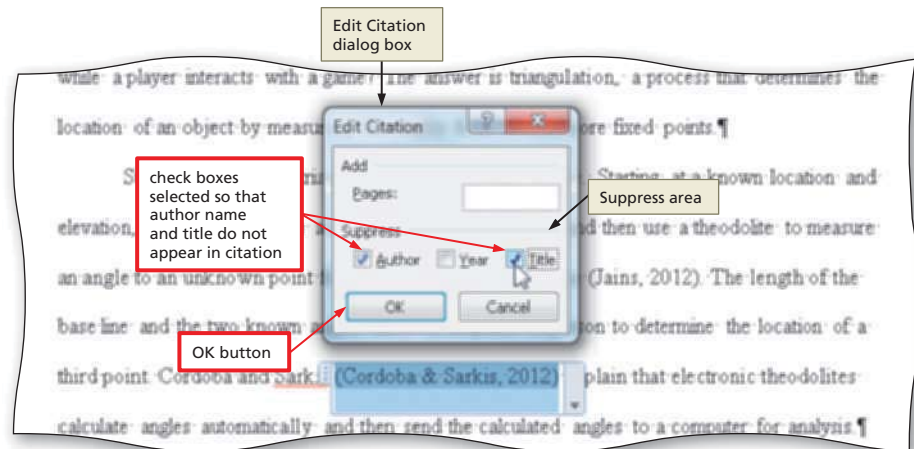


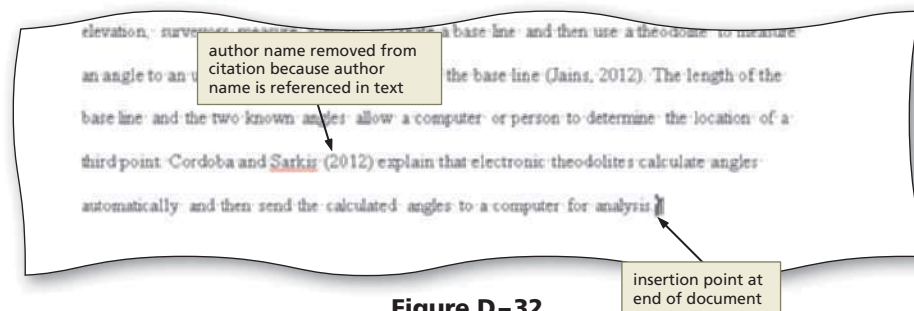
Figure D–30

2

- Click Edit Citation on the Citation Options menu to display the Edit Citation dialog box.
- In the Suppress area (Edit Citation dialog box), click the Author check box to place a check mark in it.
- In the Suppress area, click the Title check box to place a check mark in it (Figure D–31).

**Figure D–31****3**

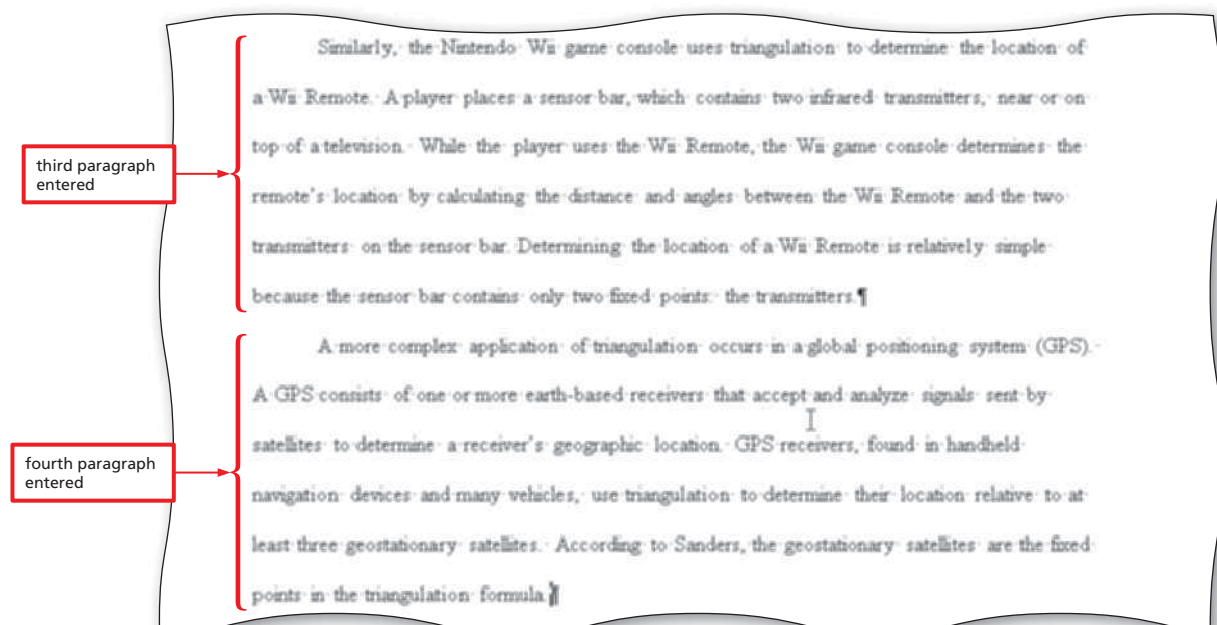
- Click the OK button to close the dialog box, remove the author name from the citation, and suppress the title from showing.
- Press CTRL+END to move the insertion point to the end of the document, which also removes the selection from the citation (Figure D–32).

**Figure D–32**

To Type the Third and Fourth Paragraphs

The following steps continue typing text in the research paper.

- With the insertion point positioned as shown in Figure D–32, press the ENTER key and then type the third paragraph of the research paper as shown in Figure D–33.
- Press the ENTER key and then type the fourth paragraph of the research paper as shown in Figure D–33.

**Figure D–33**

To Insert Another Citation and Create Its Source

The following steps add a new source for a Web site.

- 1 Position the insertion point at the location for the citation (in this case, after the name, Sanders, in the last sentence of the fourth paragraph) and then press the SPACEBAR to insert a space before the comma.
- 2 Click the Insert Citation button (References tab | Citations & Bibliography group) to display the Insert Citation menu.
- 3 Click Add New Source on the Insert Citation menu to display the Create Source dialog box.
- 4 If necessary, click the Type of Source box arrow (Create Source dialog box) and then click Web site, so that the list shows fields required for a Web site.
- 5 Type **Sanders, G.** in the Author text box.
- 6 Type **Understanding satellites and global positioning systems** in the Name of Web Page text box.
- 7 Type **2012** in the Year text box.
- 8 Type **February** in the Month text box.
- 9 Type **27** in the Day text box.
- 10 Type **http://www.scsite.com** in the URL text box (Figure D–34).
- 11 Click the OK button to close the dialog box, create the source, and insert the citation in the document at the location of the insertion point.

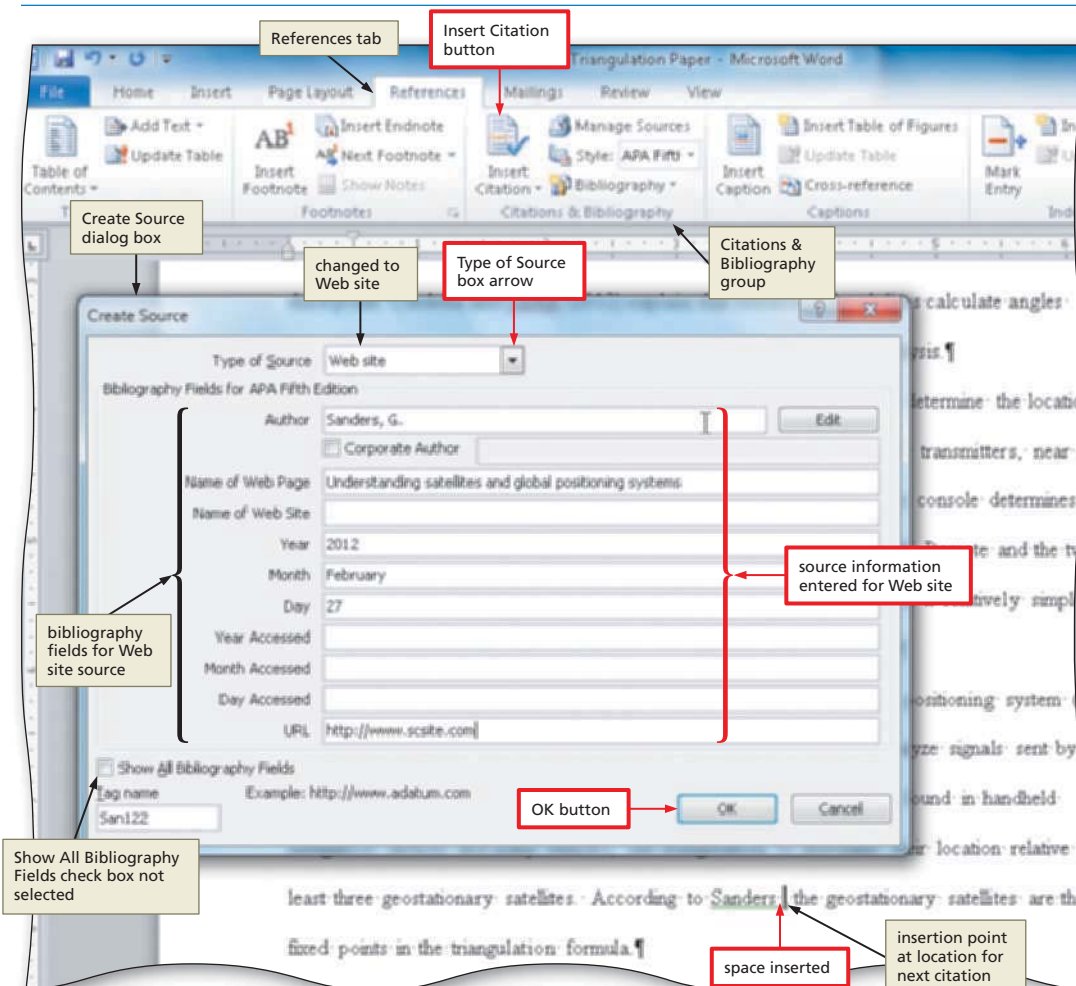


Figure D–34

To Edit a Citation

As previously mentioned, if you reference the author's name in the text, you should not list it again in the citation. Instead, just list the page number in the citation. The following steps edit the citation, suppressing the author but displaying the year.

- 1 If necessary, click somewhere in the citation to be edited, in this case somewhere in (Sanders, 2012), to select the citation and display the Citation Options box arrow.
- 2 Click the Citation Options box arrow to display the Citation Options menu.
- 3 Click Edit Citation on the Citation Options menu to display the Edit Citation dialog box.
- 4 In the Suppress area (Edit Citation dialog box), click the Author check box to place a check mark in it.
- 5 In the Suppress area, click the Title check box to place a check mark in it (Figure D–35).
- 6 Click the OK button to close the dialog box and remove the author name from the citation.

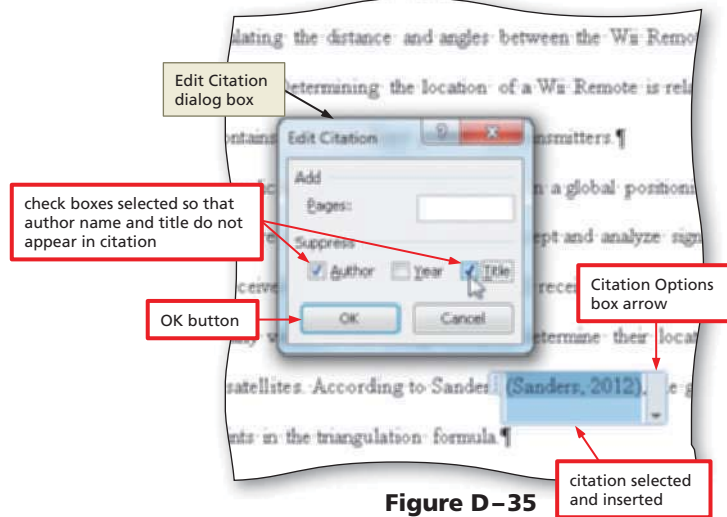


Figure D–35

To Type the Fifth Paragraph

The following steps type the last paragraph in the research paper.

- 1 Press CTRL+END to move the insertion point to the end of the last paragraph and then press the ENTER key.

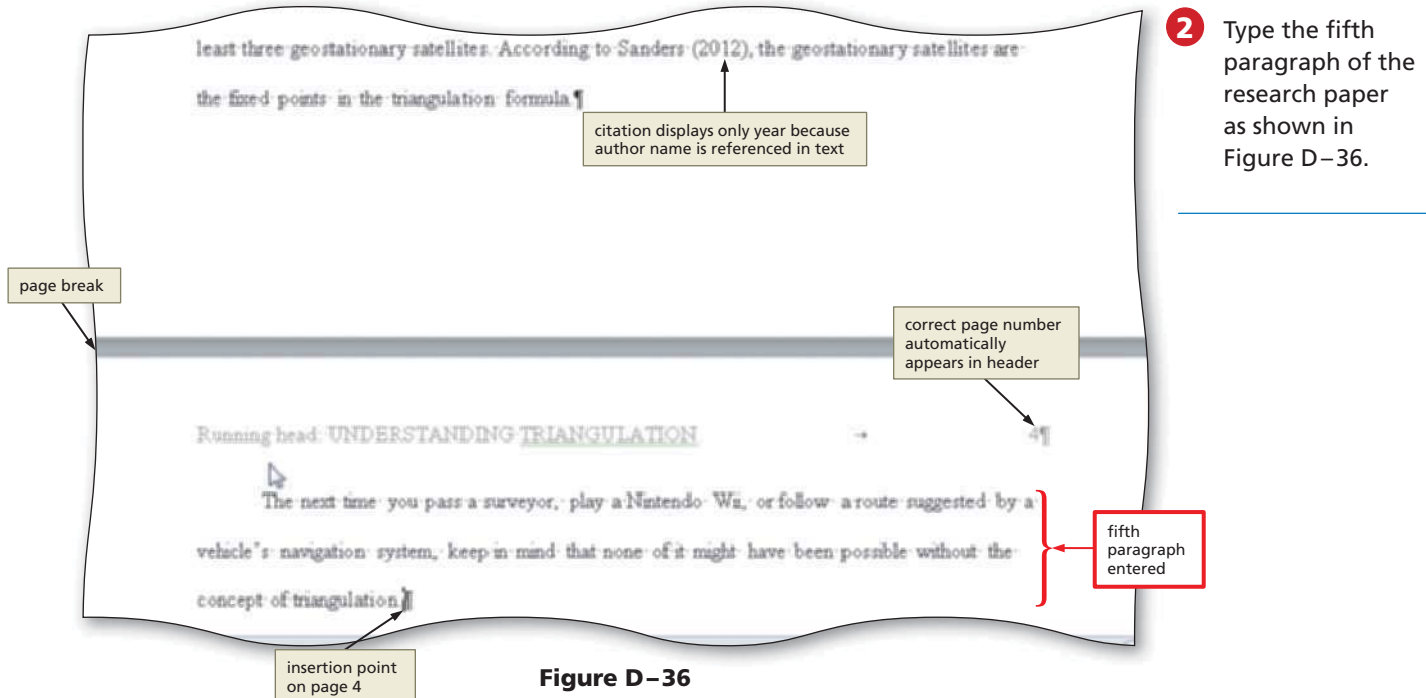


Figure D–36

To Save an Existing Document with the Same File Name

You have made several modifications to the research paper since you last saved it. Thus, you should save it again. The following step saves the document again.

- 1 Click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

To Page Break Manually

The research paper text is complete. The next step is to create the references on a separate numbered page. The following steps insert a manual page break.

- 1 Click Insert on the Ribbon to display the Insert tab.
- 2 Click the Page Break button (Insert tab | Pages group) to insert a manual page break immediately to the left of the insertion point and position the insertion point immediately below the manual page break (shown in Figure D–37).

To Apply the Normal Style

The references title is to be centered between the margins of the paper. If you simply issue the Center command, the title will not be centered properly. Instead, it will be one-half inch to the right of the center point because earlier you set the first-line indent for paragraphs to one-half inch from the left margin.

So that you can properly center the title of the reference page, you will apply the Normal style to the location of the insertion point. Recall that you modified the Normal style for this document to 12-point Times New Roman with double-spaced, left-aligned paragraphs that have no space after the paragraphs.

To apply a style to a paragraph, first position the insertion point in the paragraph and then apply the style. The following step applies the modified Normal style to the location of the insertion point.

- 1
 - Click Home on the Ribbon to display the Home tab.
 - With the insertion point on the paragraph mark at the top of page 5, as shown in Figure D–37, even if Normal is selected, click Normal in the Quick Style gallery (Home tab | Styles group) to apply the selected style to the paragraph containing the insertion point (Figure D–37).

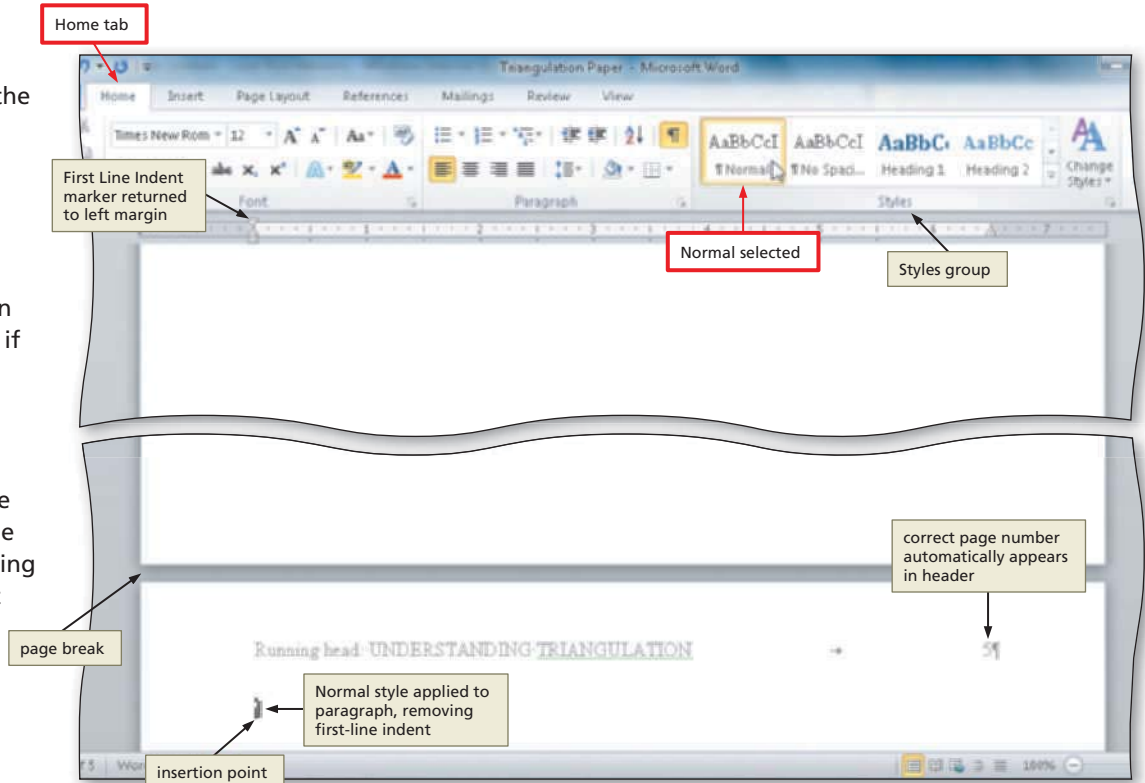


Figure D–37

To Enter the References Page Title

The next step is to enter the title, *References*, centered between the margins of the paper. The following steps use shortcut keys to format the title.

- 1 Press CTRL+E to center the paragraph mark.
- 2 Type **References** as the title.
- 3 Press the ENTER key.
- 4 Press CTRL+L to left-align the paragraph mark (shown in Figure D–38).

To Create the Bibliographical List

While typing the research paper, you created several citations and their sources. Word can format the list of sources and alphabetize them in a **bibliographical list**, which spares you the task of looking up style guidelines. That is, Word will create a bibliographical list with each element of the source placed in its correct position with proper punctuation, according to the specified style. For example, in this research paper, the book source will list, in this order, the author name(s), publication year, book title, publisher city, and publishing company name with the book title italicized and the correct punctuation between each element according to the specified APA documentation style. The following steps create an APA-styled bibliographical list from the sources previously entered.

- 1
 - Click References on the Ribbon to display the References tab.
 - With the insertion point positioned as shown in Figure D–38, click the Bibliography button (References tab | Citations & Bibliography group) to display the Bibliography gallery (Figure D–38).

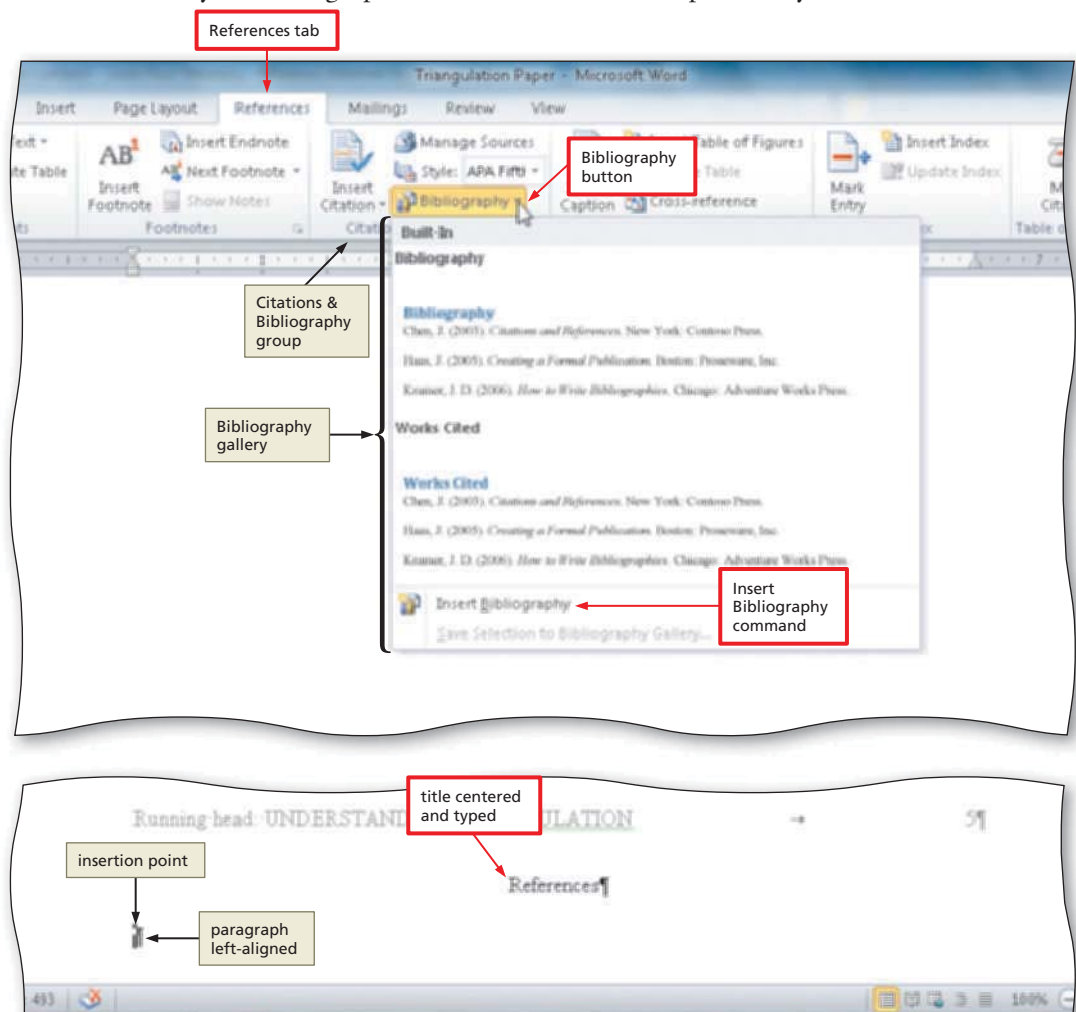
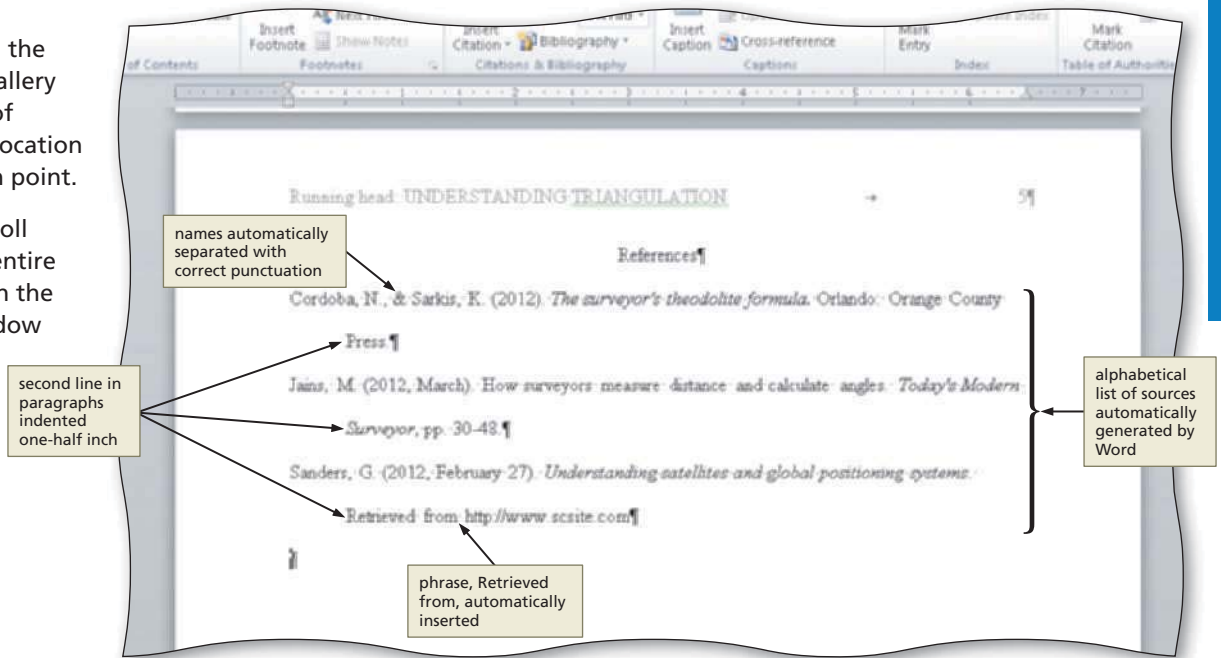


Figure D–38

2

- Click Insert Bibliography in the Bibliography gallery to insert a list of sources at the location of the insertion point.
- If necessary, scroll to display the entire list of sources in the document window (Figure D–39).


Figure D–39

To Convert a Field to Regular Text

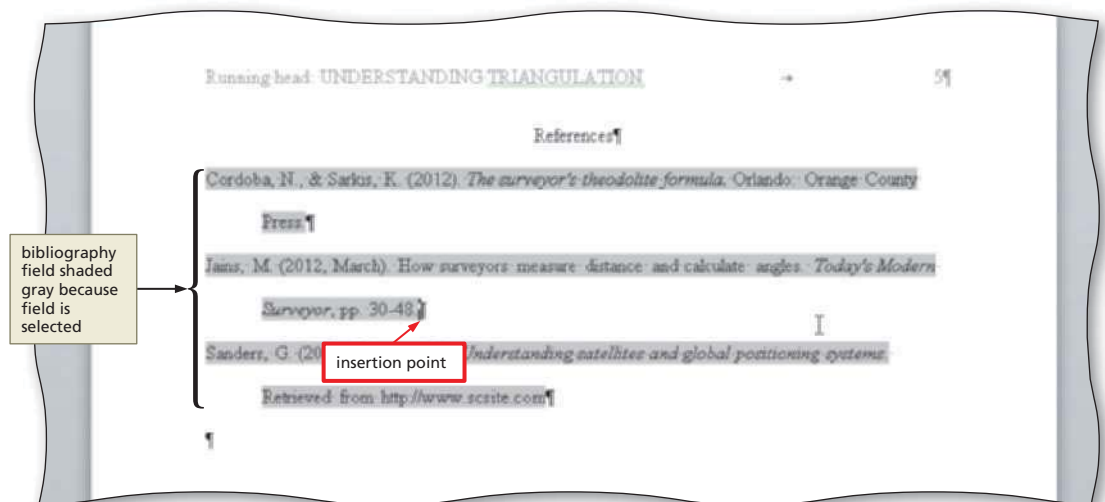
Word may use an earlier version of the APA documentation style to format the bibliography. The latest guidelines for the APA documentation style, for example, state that the page number in magazine articles should not be preceded with the pp. notation. If you edit the bibliography, Word automatically will change it back to the Bibliography style's predetermined text and formats when the bibliography field is updated. To preserve modifications you make to the format of the bibliography, you can convert the bibliography field to regular text. Keep in mind, though, once you convert the field to regular text, it no longer is a field that can be updated. The following step converts a field to regular text.

1

- Click somewhere in the field to select it, in this case, somewhere in the bibliography (Figure D–40).

2

- Press CTRL+SHIFT+F9 to convert the selected field to regular text.
- Click anywhere in the document to remove the selection from the text.


Figure D–40

To Format the References as Specified by the Latest APA Documentation Style

The following steps remove the pp. notation in front of the page number, as specified by the latest APA guidelines.

- 1 Drag through the pp. notation in the magazine entry to select it.
- 2 Press the DELETE key to delete the selected text (Figure D–41).

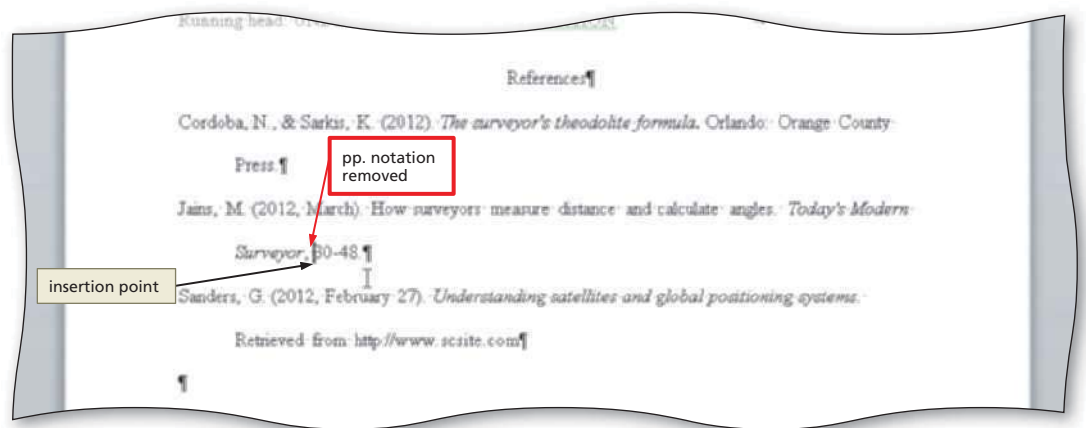


Figure D–41

To Change Document Properties

Before saving the research paper again, you will add your name, course information, and some keywords as document properties. The following steps use the Document Information Panel to change document properties.

- 1 Click File on the Ribbon to open the Backstage view and, if necessary, select the Info tab.
- 2 Click the Properties button in the right pane of the Info gallery to display the Properties menu and then click Show Document Panel on the Properties menu to close the Backstage view and display the Document Information Panel in the Word document window.
- 3 Click the Author text box, if necessary, and then type your name as the Author property. If a name already is displayed in the Author text box, delete it before typing your name.
- 4 Click the Subject text box, if necessary delete any existing text, and then type your course and section as the Subject property.
- 5 Click the Keywords text box, if necessary delete any existing text, and then type **surveyor, Wii, GPS** as the Keywords property.
- 6 Click the Close the Document Information Panel button so that the Document Information Panel no longer is displayed.

To Save an Existing Document, Print the Document, and Quit Word

The document now is complete. You should save the research paper again before quitting Word. The next steps save the document again and then quit Word.

- 1** Click the Save button on the Quick Access Toolbar to overwrite the previously saved file.
- 2** Click File on the Ribbon to open the Backstage view and then click the Print tab in the Backstage view to display the Print gallery.
- 3** Verify the printer name that appears on the Printer Status button will print a hard copy of the document. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer.
- 4** Click the Print button in the Print gallery to print the research paper on the currently selected printer (shown in Figure D–1 on page APP 14).
- 5** If you have one Word document open, click the Close button on the right side of the title bar to close the document and quit Word; or if you have multiple Word documents open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit Word.
- 6** If a Microsoft Word dialog box appears, click the Save button to save any changes made to the document since the last save.

Appendix Summary

In this appendix, you have learned how to create the same research paper as the one shown in Chapter 2, except you used the APA documentation style instead of the MLA documentation style. This appendix presented only the steps required to create this research paper.

Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address **scsite.com/wd2010/learn**. When the Word 2010 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.