OBJECTIVES
Session 2.2
• Review the APA style for research papers
• Indent paragraphs
• Insert and modify page numbers
• Create citations
• Create and update a bibliography
• Modify a source

Navigating and Formatting a Document

Editing an Academic Document According to the APA Style

Case | Rivas-Garcia College

Kaya Cho, a student at Rivas-Garcia College, works part-time in the college’s Media Studies department. She has written a handout describing the requirements for a Media Studies major, and asks you to help her finish it. The text of the handout needs some reorganization and other editing. It also needs formatting so the finished document looks professional and is easy to read.

Kaya is also taking a Media Studies class this semester, and is writing a research paper on the history of newspapers. To complete the paper, she needs to follow a set of very specific formatting and style guidelines for academic documents.

Kaya has asked you to help her edit these two very different documents. In Session 2.1, you will review and respond to some comments in the handout, and then revise and format that document. In Session 2.2, you will review the APA style for research papers, and then format Kaya’s research paper to match the APA specifications.

Note: This document, which provides an alternative Session 2.2 for New Perspectives Word 2013 Tutorial 2, explains how to format a document according to APA specifications.

STARTING DATA FILES

<table>
<thead>
<tr>
<th>Word2APA</th>
<th>Tutorial</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Newspaper APA.docx</td>
<td>Situation APA.docx</td>
</tr>
<tr>
<td>Case2</td>
<td>Hamlet APA.docx</td>
<td>Case4 Movie APA.docx</td>
</tr>
</tbody>
</table>
Session 2.2 Visual Overview:

- Use an easy-to-read font, such as the default Calibri, set to 12 point.
- The entire paper should have 1-inch margins.
- Every page includes a running head in the upper-left corner, with a shortened version of the paper’s title in all uppercase letters. The text “Running head:” only appears on the title page.
- The title page contains the paper’s title, the author’s name, and the author’s school; center this information, and position it in the upper half of the title page, as shown here.
- Every page includes a page number in the upper right.
- The second page contains an abstract, or summary, of the paper’s contents.
- A set of keywords after the abstract is optional.

This paper discusses the history of news publications, starting with the *acta diurna* of ancient Rome, and continuing on through contemporary news websites. It describes early forms of news media, including the talking drums of Africa, the stone tablets used in Rome. It goes on to describe the current state of modern news-gathering organizations.
APA Formatting Guidelines

Indent the first line of each paragraph in the main body of the paper.

The text is left-justified, with a ragged right margin.

The entire document is double-spaced, with no extra space between paragraphs.

Include citations to tell readers that you are referring to information from a book, a journal, or some other source. By default, an APA-style citation includes the author’s last name and the year the source was published.

The paper itself begins on the third page, with the title centered at the top. Do not add any other formatting to the title except to italicize the names of other works.

Center headings and format them in bold.

The REFERENCES tab includes options that help you create a research paper.

Center the reference list title, but add no other special formatting.

In the Style box, specify the style of research paper you are creating, so that Word can create citations and a bibliography that match your chosen style. For research papers in the behavioral sciences, the APA style is commonly used.

Word inserts a bibliography, or reference list, in a content control. You can use the buttons at the top of the content control to make changes to material inside the content control.

Entries in the reference list should have a hanging indent, with the entire list formatted like the rest of the research paper, in the same font type and size. Paragraphs should have 2.0 line spacing with no extra paragraph spacing.

After you create all the citations, click the Bibliography button to create a list of all the sources mentioned in your citations. This list is known as a bibliography or, in the APA style, a reference list.
Reviewing the APA Style

A style guide is a set of rules that describe the preferred format and style for a certain type of writing. People in different fields use different style guides, with each style guide designed to suit the needs of a specific discipline. For example, journalists commonly use the Associated Press Stylebook, which focuses on the concise writing common in magazines and newspapers. In the world of academics, style guides emphasize the proper way to create citations, which are formal references to the work of others. In the humanities, the Modern Language Association (MLA) style is widely used. Researchers in the social and behavioral sciences use the American Psychological Association (APA) style, which is designed to help readers scan an article quickly for key points and emphasizes the date of publication in citations.

Because Kaya’s school requires the APA style for all research papers, she followed the guidelines specified in the Publication Manual of the American Psychological Association, Sixth Edition, published by the American Psychological Association. These guidelines focus on specifications for formatting a research document and citing the sources used in research in the behavioral sciences, but the guidelines are also sometimes used in other fields. The major formatting features of an APA-style research paper are illustrated in the Session 2.2 Visual Overview. The main features of the APA style include a title page, an abstract summarizing the contents of the research paper, brief parenthetical citations to references within the text, and a complete, alphabetized list of references at the end of the research paper. Although Kaya’s research paper, written for a humanities class, does not include any tables or figures, the APA style strongly encourages writers to use these elements in scientific writing as a means of quickly summarizing data.

Formatting an APA-Style Research Paper

The APA guidelines were developed, in part, to simplify the process of transforming a manuscript into a journal article. The style calls for minimal formatting; the simpler formatting in a manuscript, the easier it is to turn the text into a published document. Headings should be centered and formatted in bold, with no colored fonts.

Kaya has started writing a research paper on the history of newspapers for her Media Studies class. You’ll open the draft of Kaya’s research paper and determine what needs to be done to make it meet the APA style guidelines for a research paper.

To open the document and review it for APA style:

1. Open the document named Newspaper APA located in the Word2APA Tutorial folder included with your Data Files, and then save the document as Newspaper History APA in the location specified by your instructor.

2. Verify that the document is displayed in Print Layout view, and that the rulers and nonprinting characters are displayed. Make sure the Zoom level is set to Page width.

3. Review the document to familiarize yourself with its structure. First, notice the parts of the document that already match the APA style. Kaya included a cover page with the paper’s title, her name, and the name of her school. The title page text meets the APA guidelines in that it is centered horizontally, is positioned in the upper-half of the page, and does not have any special formatting except for “New York Times,” which is italicized because it is the title of a publication. The abstract, on page 2, includes the word “Abstract” centered at the top of the page, with no other special formatting. Note also
that the first line of the abstract is not indented. The list of keywords at the end of the abstract is optional. The main body of the research paper includes the paper’s title centered at the top. The headings (“Early News Media,” “Merchant Newsletters,” “Modern American Newspapers,” and “Looking to the Future”) are formatted in bold and centered. The body text is left-aligned with a ragged right margin, and the entire document is formatted in the same font, Calibri, which is easy to read. Note, however, that some instructors prefer Times New Roman. Finally, the first and second pages include page breaks. You will learn how to insert page breaks later in this tutorial.

Now what needs to be changed in order to make Kaya’s paper consistent with the APA style? Currently, the entire document is formatted using the default settings, which are the Normal style for the Office theme. To transform it into an APA-style research paper, you need to complete the checklist shown in Figure 2-22.

<table>
<thead>
<tr>
<th>Figure 2-22</th>
<th>Checklist for formatting a default Word document to match the APA style</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Double-space the entire document.</td>
<td></td>
</tr>
<tr>
<td>✓ Remove paragraph spacing from the entire document.</td>
<td></td>
</tr>
<tr>
<td>✓ Increase the font size for the entire document to 12 points.</td>
<td></td>
</tr>
<tr>
<td>✓ Indent the first line of each body paragraph .5 inch from the left margin.</td>
<td></td>
</tr>
<tr>
<td>✓ Add the paper’s title, in all uppercase letters, as a running head in the upper-left corner of each page. On the title page header, include “Running head:” before the title.</td>
<td></td>
</tr>
<tr>
<td>✓ Add the page number in the upper-right corner of each page.</td>
<td></td>
</tr>
</tbody>
</table>

You’ll take care of the first three items in the checklist now.

To begin applying APA formatting to the document:

1. Press the Ctrl+A keys to select the entire document.
2. Make sure the HOME tab is selected on the ribbon.
3. In the Paragraph group, click the Line and Paragraph Spacing button and then click 2.0.
4. Click the Line and Spacing button again, and then click Remove Space After Paragraph. The entire document is now double-spaced, with no paragraph spacing, and the entire document is still selected.
5. In the Font group, click the Font Size arrow, and then click 12. The entire document is formatted in 12-point font.
6. Click anywhere in the document to deselect the text.
7. On the title page, replace Kaya’s name with your first and last name, and then save the document.

Now you need to indent the first line of each body paragraph.
**Indenting a Paragraph**

Word offers a number of options for indenting a paragraph. You can move an entire paragraph to the right, or you can create specialized indents, such as a **hanging indent**, where all lines except the first line of the paragraph are indented from the left margin. As you saw in the Session 2.2 Visual Overview, starting with page 3, all the body paragraphs (that is, all the paragraphs except the title and the headings) have a first-line indent in APA research papers. Figure 2-23 shows some examples of other common paragraph indents.

To quickly indent an entire paragraph .5 inch from the left, position the insertion point in the paragraph you want to indent and then click the Increase Indent button in the Paragraph group on the HOME tab. You can continue to indent the paragraph in increments of .5 inch by repeatedly clicking the Increase Indent button. To move an indented paragraph back to the left .5 inch, click the Decrease Indent button.

To create first line, hanging, or right indents, you can use the indent markers on the ruler. First, click in the paragraph you want to indent, or select multiple paragraphs. Then drag the appropriate indent marker to the left or right on the horizontal ruler. The indent markers are small and can be hard to see. As shown in Figure 2-23, the **First Line Indent marker** looks like the top half of an hourglass; the **Hanging Indent marker** looks like the bottom half. The rectangle below the Hanging Indent marker is the **Left Indent marker**. The **Right Indent Marker** looks just like the Hanging Indent marker except that it is located on the far-right side of the horizontal ruler.

Note that when you indent an entire paragraph using the Increase Indent button, the three indent markers, shown stacked on top of one another in Figure 2-23, move as a unit along with the paragraphs you are indenting.

In Kaya’s paper, you will indent the first lines of the body paragraphs .5 inch from the left margin, as specified by the APA style.
To indent the first line of each paragraph:

1. Scroll down to the third page of the document, and then, just below the title, click anywhere in the first main paragraph, which begins “Wherever people gather....”

2. On the horizontal ruler, position the mouse pointer over the First Line Indent marker. When you see the ScreenTip that reads “First Line Indent,” you know the mouse is positioned correctly.

3. Press and hold the mouse button as you drag the First Line Indent marker to the right, to the .5-inch mark on the horizontal ruler. As you drag, a vertical guide line appears over the document, and the first line of the paragraph moves right. See Figure 2-24.

4. When the First Line Indent marker is positioned at the .5-inch mark on the ruler, release the mouse button. The first line of the paragraph containing the insertion point indents .5 inch and the vertical guide line disappears.

5. Scroll down, if necessary, click anywhere in the next paragraph in the document, which begins “These days, it’s not hard to know....,” and then drag the First Line Indent marker to the right, to the .5-inch mark on the horizontal ruler. As you move the indent marker, you can use the vertical guide line to ensure that you match the first line indent of the preceding paragraph.

You could continue to drag the indent marker to indent the first line of the remaining body paragraphs, but it’s faster to use the Repeat button on the Quick Access Toolbar.
Next, you need to insert page numbers as well as a running head, which is text that appears at the top of every page in the document.

**Inserting and Modifying Page Numbers**

When you insert page numbers in a document, you don’t have to type a page number on each page. Instead, you insert a page number field, which is an instruction that tells Word to insert a page number on each page, no matter how many pages you eventually add to the document. Word inserts page number fields above the top margin, in the blank area known as the header, or below the bottom margin, in the area known as the footer. You can also insert page numbers in the side margins, although for business or academic documents, it’s customary to place them in the header or footer.

After you insert a page number field, Word switches to Header and Footer view. In this view, you can add your name or other text next to the page number field, or use the HEADER & FOOTER TOOLS DESIGN tab to change various settings related to headers and footers.

The APA style requires a page number in the upper-right corner of each page. The APA style requires a shortened version of the paper’s title, in all uppercase letters, as a running head in the upper-left corner of each page. On the title page, this running head should start with “Running head:” followed by the shortened version of the title in all uppercase letters.

**To add a running head and page numbers to the research paper:**

1. Press the Ctrl+Home keys to move the insertion point to the beginning of the document.
2. On the ribbon, click the INSERT tab. The ribbon changes to display the Insert options, including options for inserting page numbers.
3. Double-click in the blank area at the top of page 1. The Word window switches to Header and Footer view. The HEADER & FOOTER TOOLS DESIGN tab is displayed on the ribbon, giving you access to a variety of formatting options. The insertion point blinks next to a paragraph symbol on the left side of the header. The text in the main document area is a lighter shade of gray, indicating that it currently can’t be edited. See Figure 2-25.
Next, you need to select the Different First Page check box so that you can create a header on the title page that is different from the header on other pages.

4. On the HEADER & FOOTER TOOLS DESIGN tab, in the Options group, click the Different First Page check box to insert a check.

5. Type Running head: GETTING THE NEWS, and then press the Tab key twice to move the insertion point to the right side of the header. Now you can insert the page number.

6. In the Header & Footer group, click the Page Number button, point to Current Position, and then click Plain Number. The number “1” is inserted in the header. Note that the number is not text, but a field, which is an instruction that tells Word to display the correct page number on each page.

You’ve finished creating the header for the title page. Now you need to create the header for the rest of the document.

7. In the Navigation group, click the Next button to move the insertion point to the header on the next page, type GETTING THE NEWS, press the Tab key twice to move the insertion point to the right side of the header, click the Page Number button, point to Current Position, and then click Plain Number. The number “2” is inserted on the right side of the header. See Figure 2-26.
8. Scroll down and observe the running head and page number at the top of pages 3 and 4.

9. In the Close group, click the Close Header and Footer button. You return to Print Layout view, and the HEADER & FOOTER TOOLS DESIGN tab is no longer displayed on the ribbon.

10. Scroll down to review the running head and page number in the headers. In Print Layout view, the text in the header is light gray, indicating that it is not currently available for editing.

You have finished all the tasks related to formatting the APA-style research paper. Now Kaya wants your help with creating the essential parts of any research paper—the citations and the bibliography.

Creating Citations and a Bibliography

A bibliography (or, as it is called in the APA style, the reference list) is an alphabetical list of all the books, magazine articles, websites, movies, and other works referred to in a research paper. The items listed in a bibliography are known as sources. The entry for each source includes information such as the author, the title of the work, the publication date, and the publisher.

Within the research paper itself, you include a parenthetical reference, or citation, every time you quote or refer to a source. Every source included in your citations then has a corresponding entry in the reference list. A citation should include enough information to identify the quote or referenced material so the reader can easily locate the source in the accompanying reference list. The exact form for a citation varies depending on the style guide you are using and the type of material you are referencing.

An APA citation typically includes the author’s name, followed by a comma and the date of publication. However, if the sentence containing the citation already includes the author’s name, you only need to include the year of publication in the citation. Finally, when citing a direct quote, you need to include the relevant page number. Figure 2-27 provides some sample APA citations, with and without the author’s name, and with and without page numbers. Note that citations involving multiple authors, multiple sources, and other variations take different forms. For detailed guidelines, consult the Publication Manual of the American Psychological Association, Sixth Edition, which includes many examples.
Word greatly simplifies the process of creating citations and a bibliography. You specify the style you want to use, and then Word takes care of setting up the citation and the reference list appropriately. Every time you create a citation for a new source, Word prompts you to enter the information needed to create the corresponding entry in the reference list. If you don’t have all of your source information available, Word also allows you to insert a temporary, placeholder citation, which you can replace later with a complete citation. When you are finished creating your citations, Word generates the bibliography automatically. Note that placeholder citations are not included in the bibliography.

### APA citation guidelines

<table>
<thead>
<tr>
<th>Citation Rule</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the sentence does not include the author’s name, the citation should include the author’s name and the publication year.</td>
<td>Recent research suggests that elementary school children benefit from this approach (Peterson, 2009).</td>
</tr>
<tr>
<td>If the sentence includes the author’s name, the citation should only include the publication year.</td>
<td>Peterson suggests that elementary school children benefit from this approach (2009).</td>
</tr>
<tr>
<td>When citing a quotation, include the page number in the citation.</td>
<td>Recent research suggests that “elementary school children benefit from this approach” (Peterson, 2009, p. 111).</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>As Peterson persuasively argues, “elementary school children benefit from this approach” (2009, p. 111).</td>
</tr>
</tbody>
</table>

Written Communication: Acknowledging Your Sources

A research paper is a means for you to explore the available information about a subject and then present this information, along with your own understanding of the subject, in an organized and interesting way. Acknowledging all the sources of the information presented in your research paper is essential. If you fail to do this, you might be subject to charges of plagiarism, or trying to pass off someone else’s thoughts as your own. Plagiarism is an extremely serious accusation for which you could suffer academic consequences ranging from failing an assignment to being expelled from school.

To ensure that you don’t forget to cite a source, you should be careful about creating citations in your document as you type. It’s very easy to forget to go back and cite all your sources correctly after you’ve finished typing a research paper. Failing to cite a source could lead to accusations of plagiarism and all the consequences that entails. If you don’t have the complete information about a source, you should at least insert a placeholder citation. But take care to go back later and substitute complete citations for any placeholders.

Creating Citations

Before you create citations, you need to select the style you want to use, which in the case of Kaya’s paper is the APA style. Then, to insert a citation, you click the Insert Citation button in the Citations & Bibliography group on the REFERENCES tab. If you are citing a source for the first time, Word prompts you to enter all the information required for the source’s entry in the bibliography or reference list. If you are citing an existing source, you simply select the source from the Insert Citation menu.
By default, an APA citation includes the author’s name and the year of publication in parentheses. However, you can use the Edit Citation dialog box to add a page number. You can also use the Edit Citation dialog box to remove, or suppress, the author’s name, so only the year appears in the citation. However, because Word will replace the suppressed author name with the title of the source, you need to suppress the title as well, by selecting the Title check box in the Edit Citation dialog box.

Creating Citations

- On the ribbon, click the REFERENCES tab. In the Citations & Bibliography group, click the Style button arrow, and then select the style you want.
- Click in the document where you want to insert the citation. Typically, a citation goes at the end of a sentence, before the ending punctuation.
- To add a citation for a new source, click the Insert Citation button in the Citations & Bibliography group, click Add New Source, enter information in the Create Source dialog box, and then click the OK button.
- To add a citation for an existing source, click the Insert Citation button, and then click the source.
- To add a placeholder citation, click the Insert Citation button, click Add New Placeholder, and then, in the content control, type placeholder text, such as the author’s last name, that will serve as a reminder about which source you need to cite. Note that a placeholder citation cannot contain any spaces.
- To add a page number to a citation, click the citation in the document, click the Citation Options button, click Edit Citation, type the page number, and then click the OK button.
- To display only the year in an APA citation, click the citation in the document, click the Citation Options button, and then click Edit Citation. In the Edit Citation dialog box, select the Author and Title check boxes to suppress this information, and then click the OK button.

So far, Kaya has referenced information from two different sources in her research paper. You’ll select the APA style and then begin adding the appropriate citations.
6. In the Citations & Bibliography group, click the **Insert Citation** button to open the menu. At this point, you could click Add New Placeholder on the menu to insert a temporary, placeholder citation. However, because you have all the necessary source information, you can go ahead and create a complete citation.

7. On the menu, click **Add New Source**. The Create Source dialog box opens, ready for you to add the information required to create a bibliography entry for Adam Taylor’s book.

8. If necessary, click the **Type of Source** arrow, scroll up or down in the list, and then click **Book**.

9. In the Author box, type **Adam Taylor**.

10. Click in the **Title** box, and then type **Newspapers as Modern Media in a Modern Media World**.

11. Click in the **Year** box, and then type **2005**. This is the year the book was published. Next, you need to enter the name and location of the publisher.

12. Click the **City** box, type **New York**, click the **Publisher** box, and then type **Warrington and Reeves Academy Press**. See Figure 2-29.

### TIP

When entering information in a dialog box, you can press the Tab key to move the insertion point from one box to another.

---

**Figure 2-28**  
APA style selected and insertion point positioned for new citation

**Figure 2-29**  
Create Source dialog box with information for the first source

---

As one historian has observed, “the ability to distribute news to a geographically diverse group of people” depends on the availability of a reliable medium. But what is a medium exactly? Leona Sanford defines “medium” as a way or a means of accomplishing something.
13. Click the OK button. Word inserts the parenthetical “(Taylor, 2005)” at the end of the sentence in the document.

Although the citation looks like ordinary text, it is actually contained inside a content control, a special feature used to display information that is inserted automatically and that may need to be updated later. You can only see the content control itself when it is selected. When it is unselected, you simply see the citation. In the next set of steps, you will select the content control, and then edit the citation to add a page number.

**To edit the citation:**

1. In the document, click the citation (Taylor, 2005). The citation appears in a content control, which is a box with a tab on the left and an arrow button on the right. The arrow button is called the Citation Options button.
2. Click the Citation Options button. A menu of options related to editing a citation opens, as shown in Figure 2-30. To edit the information about the source, you click Edit Source. To change the information that is displayed in the citation itself, you use the Edit Citation option.
3. On the Citation Options menu, click Edit Citation. The Edit Citation dialog box opens, as shown in Figure 2-31.

To add a page number for the citation, you type the page number in the Pages box. If you want to display only the year in the citation (which would be necessary if you already mentioned the author’s name in the same sentence in the text), then you would select the Author and Title check boxes in this dialog box to suppress this information.
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Next, you will add two more citations, both for the same online journal article. For an online publication, you need to include either the publication’s digital object identifier (DOI) or its uniform resource locator (URL). As you probably know from using a browser like Internet Explorer, a URL appears in the box at the top of the browser window (for example, http://www.cengage.com). A DOI is a code made up of numbers and letters that always starts with the number 10.

For most online periodicals, a URL is sufficient. For academic journals, the APA recommends using a DOI instead, because, unlike a URL, a DOI never changes and will always link directly to the source. You can sometimes find an article’s DOI by looking in the article’s abstract. If you can’t find the DOI for an academic article, you can use its URL instead. In fact, some professors might prefer that you use URLs instead of DOIs, because DOIs are still relatively new and using a DOI to find an article sometimes requires more steps than simply typing a URL in a browser. Check with your instructor about this before you begin creating citations.

To insert two more citations:

1. Click at the end of the second-to-last sentence of the current paragraph (which begins “Leona Sanford defines…”), between the word “something” and the period. This sentence mentions historian Leona Sanford; you need to add a citation to one of her journal articles.

2. In the Citations & Bibliography group, click the Insert Citation button to open the Insert Citation menu. Notice that Adam Taylor’s book is now listed as a source on this menu. You could click Taylor’s book on the menu to add a citation to it, but right now you need to add a new source.

3. Click Add New Source to open the Create Source dialog box, click the Type of Source arrow, and then click Journal Article.

The Create Source dialog box displays the boxes, or fields, appropriate for a journal article. The information required to cite a journal article differs from the information you entered earlier for the citation for the Taylor book. For journal articles, you are prompted to enter the page numbers for the entire article. If you want to display a particular page number in the citation, you can add it later.

By default, Word displays boxes, or fields, for the information most commonly included in a bibliography. In this case, you also want to include the volume and issue numbers for Leona Sanford’s article, so you need to display more fields.

4. In the Create Source dialog box, click the Show All Bibliography Fields check box to select this option. The Create Source dialog box expands to allow you to enter more detailed information. Red asterisks highlight the fields that are recommended, but these recommended fields don’t necessarily apply to every source.

5. Enter the following information, scrolling down to display the necessary boxes:

   Author: Leona Sanford

   Title: News Media in History: A Study of Newsgathering from the Roman Empire to the Modern Day
Journal Name: *Journal of Media Policy Studies International*
Year: 2008
Pages: 122–145
Volume: 30
Issue: 5
DOI: 10.5555/555-555/ab555-55

When you are finished, your Create Source dialog box should look like the one shown in Figure 2-32.

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**Figure 2-32** Create Source dialog box with information for the journal article

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Journal Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliography Fields for APA</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>Year Accessed</td>
<td></td>
</tr>
<tr>
<td>DOI</td>
<td></td>
</tr>
</tbody>
</table>

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6. Click the *OK* button. The Create Source dialog box closes, and the citation “(Sanford, 2008)” is inserted in the text. Because the sentence containing the citation already includes the author’s name, you will edit the citation to suppress the author’s name. To prevent Word from replacing the author’s name with the title, you will also suppress the title.

7. Click the *(Sanford, 2008)* citation to display the content control, click the *Citation Options* button [], and then click *Edit Citation* to open the Edit Citation dialog box.

8. Click the *Author* and *Title* check boxes to select them. You need to suppress both the author’s name and the title because otherwise Word will replace the suppressed author name with the title.

9. Click the *OK* button to close the Edit Citation dialog box, and then click anywhere outside the content control to deselect it. The end of the sentence now reads “…accomplishing something (2008).”

10. Use the Navigation pane to find the sentence that begins “Throughout history…” on the second page. Click at the end of the sentence, to the left of the period after “news,” and then close the Navigation pane.

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11. On the REFERENCES tab, in the Citations & Bibliography group, click the **Insert Citation** button, and then click the **Sanford, Leona** source at the top of the menu. The sentence containing the citation does not include a direct quote, so there is no need to edit the citation to add a page number. The sentence does not include the author’s name either, so there is no need to edit the citation to display only the year.

12. Save the document.

You have entered the source information for two sources.

**Generating a Bibliography**

Once you have created a citation for a source in a document, you can generate a bibliography—or a reference list, as it’s called in the APA style. When you do, Word collects the source information for all the citations, and creates a list, with one entry for each unique source. The format of the entries in the bibliography reflects the style you specified when you created your first citation, which in this case is the APA style. The bibliography itself is a **field**, similar to the page number field you inserted earlier in this session. In other words, it is really an instruction that tells Word to display the source information for all the citations in the document. Because it is a field and not actual text, you can update the bibliography later to reflect any new citations you might add.

You can choose to insert a bibliography as a field directly in the document, or you can insert a bibliography field enclosed within a content control that also includes the heading “Bibliography,” “References,” or “Works Cited.” Inserting a bibliography enclosed in a content control is best because the content control includes a useful button that you can use to update your bibliography if you make changes to the sources.

In the APA style, the bibliography (or reference list) starts on a new page. So your first step is to insert a manual page break. A **manual page break** is one you insert at a specific location; it doesn’t matter if the previous page is full or not. The page breaks you noted earlier in Kaya’s research paper (between the title page and the abstract page, and between the abstract page and the first page of the paper itself) are manual page breaks. To insert a manual page break, use the Page Break button in the Pages group on the INSERT tab.

**To insert a manual page break:**

1. Press the `Ctrl+End` keys to move the insertion point to the end of the document.
2. On the ribbon, click the **INSERT** tab.
3. In the Pages group, click the **Page Break** button. Word inserts a new, blank page at the end of the document, with the insertion point blinking at the top. Note that you could also use the `Ctrl+Enter` keyboard shortcut to insert a manual page break.
4. Scroll up to see the dotted line with the words “Page Break” at the bottom of the text on page 4. See Figure 2-33.
To insert the bibliography:

1. Scroll down so you can see the insertion point at the top of page 7.
2. On the ribbon, click the REFERENCES tab.
3. In the Citations & Bibliography group, click the Bibliography button. The Bibliography menu opens, displaying three styles with preformatted headings—“Bibliography,” “References,” and “Works Cited.” The Insert Bibliography command at the bottom inserts a bibliography without a preformatted heading. See Figure 2-34.

Now you can insert the bibliography on the new page 5.

4. Click References. Word inserts the bibliography, with two entries, below the “References” heading.
The bibliography text is formatted in Calibri, the default font for the Office theme. The “References” heading is formatted with the Heading 1 style. To see the content control that contains the bibliography, you need to select it.

5. Click anywhere in the bibliography. Inside the content control, the bibliography is highlighted in gray, indicating that it is a field and not regular text. The content control containing the bibliography is also now visible in the form of a rectangular border and a tab with two buttons. See Figure 2-35.

As Kaya looks over the reference list, she realizes that she misspelled the last name of one of the authors. You’ll correct the error now, and then update the bibliography.

**Managing Sources**

When you create a source, Word adds it to a Master List of sources, which is available to any document created using the same user account on that computer. Word also adds each new source to the Current List of sources for that document. Both the Master List and the Current List are accessible via the Source Manager dialog box, which you open by clicking the Manage Sources button in the Citations & Bibliography group on the REFERENCES tab. Using this dialog box, you can copy sources from the Master List into the Current List, and vice versa. As you begin to focus on a particular academic field and turn repeatedly to important works in your chosen field, you’ll find this ability to reuse sources very helpful.

**Modifying an Existing Source**

To modify information about a source, you click a citation to that source in the document, click the Citation Options button on the content control, and then click Edit Source. After you are finished editing the source, Word prompts you to update
To edit a source in the research paper:

1. Click in the blank paragraph below the bibliography content control to deselect the bibliography.
2. Use the Navigation pane to find the phrase "Throughout history," and then click the (Sanford, 2008) citation you entered earlier at the end of the current sentence. The content control appears around the citation.
3. Click the Citation Options button [ ], and then click Edit Source. The Edit Source dialog box opens. Note that Word displays the author’s last name first in the Author box, just as it would appear in a bibliography.
4. Click the Author box, and then add an “e” to the last name “Sanford” to change it to “Sanforde.”
5. Click the OK button. A message dialog box opens, asking if you want to update the master source list and the current document.
6. Click the Yes button, and then click anywhere on the second page to deselect the citation content control. The revised author name in the citation now reads “Sanforde.”
7. Use the Navigation pane to locate “Sanford” on page 3, change “Sanford” to “Sanforde”, and then close the Navigation pane.
8. Save the document.

You’ve edited the document text and the citation to include the correct spelling of “Sanforde,” but now you need to update the bibliography to correct the spelling.

Updating and Finalizing a Bibliography

The bibliography does not automatically change to reflect edits you make to existing citations or to show new citations. To incorporate the latest information stored in the citations, you need to update the bibliography. To update a bibliography in a content control, click the bibliography, and then, in the content control tab, click Update Citations and Bibliography. To update a bibliography field that is not contained in a content control, right-click the bibliography, and then click Update Field on the shortcut menu.

To update the bibliography:

1. Scroll down to page 7 and click anywhere in the reference list to display the content control.
2. In the content control tab, click Update Citations and Bibliography. The reference list is updated, with “Sanford” changed to “Sanforde” in the first entry.

Kaya still has a fair amount of work to do on her research paper. After she finishes writing it and adding all the citations, she will update the bibliography again to include all her cited sources. At that point, you might think the bibliography would be finished. However, a few steps remain to ensure that the reference list matches the APA style. To finalize Kaya’s reference list to match the APA style, you need to make the changes shown in Figure 2-36.
To format the bibliography as an APA-style reference list:

1. Click in the References heading, and then click the HOME tab on the ribbon.
2. In the Styles group, click the Normal style. The “References” heading is now formatted in Calibri body font like the rest of the document. The APA style for a reference list requires this heading to be centered.
3. In the Paragraph group, click the Center button.
4. Select the entire reference list, including the heading. Change the font size to 12 points, change the line spacing to 2.0, and then remove the paragraph spacing after each paragraph.
5. Click below the content control to deselect the reference list, and then review your work. See Figure 2-37.

6. Save the document and close it.

Kaya’s research paper now meets the APA style guidelines.
Session 2.2 Quick Check

1. List the six tasks you need to perform to make a default Word document match the APA style.
2. How do you indent a paragraph one inch from the left margin using an option on the ribbon?
3. Explain how to remove a page number from the first page of a document.
4. What is a bibliography called according to the APA style?
5. Explain how to create a citation for a new source.
6. Explain how to edit a citation to display only the page number.
**Review Assignments**

**Data Files needed for the Review Assignments: Situation APA.docx**

Because the Media Studies document turned out so well, Kaya has been asked to help a student assistant in the Journalism department create a handout describing the classes required for a major in Broadcast Journalism. Kaya asks you to help her revise and format the document. She also asks you to create a document listing the prerequisites and core courses. Finally, as part of her Media Studies class, Kaya is working on a research paper on the history of situation comedy. She asks you to help her format the paper according to the APA style, and to create some citations and a bibliography. She has inserted the uppercase word “CITATION” wherever she needs to insert a citation. Complete the following steps:

1. Open the file **Broadcast** located in the Word2APA ▶ Review folder included with your Data Files, and then save the document as **Broadcast Journalism** in the location specified by your instructor.
2. Read the first comment, which provides an overview of the changes you will be making to the document in the following steps. Perform the task described in the second comment, and then delete both comments.
3. On page 2, in the second paragraph, revise the name of the first public speaking class so that only the first letter of each word is capitalized. Attach a comment to this paragraph that explains the change.
4. On page 2, move the “Senior Project” heading up to position it before the paragraph that begins “This project should incorporate....”
5. Replace the first instance of “journalism” with “media,” being sure to match the case.
6. On page 1, format the list of four prerequisite classes as a bulleted list with square bullets. Do the same for the list of core courses, and then indent the three symposium names so they are formatted with an open circle bullet.
7. At the top of page 2, format the list of three public speaking classes as a numbered list, using the “1), 2), 3)” numbering style.
8. In the numbered list, move paragraph 3 (“Broadcast Journalism 220: Video Reporting”) up to make it paragraph 2.
9. Format the title “Majoring in Broadcast Journalism” using the Title style. Format the following headings with the Heading 1 style: “Prerequisites,” “Core Courses,” “Electives,” “Public Speaking,” and “Senior Project.”
10. Change the document theme to the Integral theme.
11. Display the Clipboard task pane. Copy the bulleted list of prerequisites to the Clipboard, and then copy the heading “Prerequisites” to the Clipboard. To ensure that you copy the heading formatting, be sure to select the paragraph mark after “Prerequisites” before you click the Copy button.
12. Open a new, blank document, and then save the document as **Prerequisite List** in the location specified by your instructor.
13. At the beginning of the document, paste the heading “Prerequisites,” and then, from the Paste Options menu, apply the Keep Source Formatting option. Below the heading, paste the list of prerequisites, which begins with the text “Journalism 101....”
14. At the end of the document, insert a new paragraph, and then type **Prepared by:** followed by your first and last names.
15. Save the Prerequisite List document and close it.
16. In the Broadcast Journalism document, clear the contents of the Clipboard task pane, close the Clipboard task pane, save the document, and then close it.
17. Open the file **Situation APA** located in the Word2APA ➔ Review folder included with your Data Files.
18. Save the document as **Situation Comedy APA** in the location specified by your instructor.
19. In the first paragraph, replace Kaya’s name with your own.
20. Adjust the font size, line spacing, paragraph spacing, and paragraph indents to match the APA style.
21. Insert a running head and page number on the title page, and then on the remaining pages, using the appropriate style for an APA research paper. Use “TELLING AN OLD STORY” as the abbreviated version of the title.
22. If necessary, select APA Sixth Edition as the citations and bibliography style.
23. Use the Navigation pane to highlight all instances of the uppercase word “CITATION.” Keep the Navigation pane open so you can continue to use it to find the locations where you need to insert citations in Steps 24–28.
24. Delete the first instance of “CITATION” and the space before it, and then create a new source with the following information:
   - **Type of Source:** Book
   - **Author:** Cecile Webster
   - **Title:** The Comedy of Situations: A History in Words and Pictures
   - **Year:** 2008
   - **City:** Boston
   - **Publisher:** Boston Valley Press
25. Edit the citation to add 203 as the page number.
26. Delete the second instance of “CITATION” and the space before it, and then create a new source with the following information:
   - **Type of Source:** Journal Article
   - **Author:** Oliver Bernault
   - **Title:** How Slapstick Conquered the World
   - **Journal Name:** Pacific Film Quarterly: Criticism and Comment
   - **Year:** 2011
   - **Pages:** 68–91
   - **Volume:** 11
   - **Issue:** 2
   - **URL:** [www.pacific-film.cenage.com](http://www.pacific-film.cenage.com)
27. Edit the citation to display only the year.
28. Delete the third instance of “CITATION” and the space before it, and then insert a citation for the book by Cecile Webster.
29. At the end of the document, start a new page and insert a bibliography in a content control with the heading “References.”
30. In the second source you created, add an “e” to change the last name “Bernault” to “Bernaulte.” Also change “Bernault” to “Bernaulte” where necessary on page 3. and then update the bibliography.
31. Finalize the bibliography to create an APA-style reference list.
32. Save the **Situation Comedy APA** document and close it.
33. Close any other open documents.
Case Problem 2

Data File needed for this Case Problem: Hamlet APA.docx

South Valley Community College  Jaleel Reynolds is a student at South Valley Community College. He’s working on a research paper about Shakespeare’s tragic masterpiece, *Hamlet*. The research paper is only partly finished, with notes in brackets indicating the material Jaleel still plans to write. He also inserted the uppercase word “CITATION” wherever he needs to insert a citation. Jaleel asks you to help him format this early draft to match the APA style. He also asks you to help him create some citations and a first attempt at a bibliography. He will update the bibliography later, after he finishes writing the research paper. Complete the following steps:

1. Open the file Hamlet APA located in the Word2APA \ Case2 folder included with your Data Files, and then save the document as Hamlet Paper APA in the location specified by your instructor.
2. In the first paragraph, replace “Jaleel Reynolds” with your name, and then adjust the font size, line spacing, paragraph spacing, and paragraph indents to match the APA style.
3. Insert a running head and page number on the title page, and then on the remaining pages, using the appropriate style for an APA research paper. Use “SOUND OF HAMLET” as the abbreviated version of the title.
4. If necessary, select APA Sixth Edition as the citations and bibliography style.
5. Use the Navigation pane to find three instances of the uppercase word “CITATION.”
6. Delete the first instance of “CITATION” and the space before it, and then create a new source with the following information:
   - Type of Source: Book
   - Author: Andre Kahn
   - Title: Tragic Drama in a Tragic Age
   - Year: 2000
   - City: Chicago
   - Publisher: Houghton University Press
7. Edit the citation so that it displays only the page number 127.
8. Delete the second instance of “CITATION” and the space before it, and then create a new source with the following information:
   - Type of Source: Sound Recording
   - Performer: Avery Pohlman
   - Title: Live From New York’s Golden Arch Theater
   - Production Company: Prescott
   - Year: 1995
   - Medium: CD
   - City: New York
9. Edit the citation so it displays only the year.
10. Delete the third instance of “CITATION” and the space before it, and then insert a second reference to the book by Andre Kahn.
11. At the end of the document, start a new page, and then insert a bibliography with the preformatted heading “References.”
12. Edit the first source you created, changing the last name from “Kahn” to “Klann.” Also change “Kahn” to “Klann” in the fourth line of page 3.
13. Update the bibliography so it shows the revised name “Klann.”
14. Finalize the bibliography so that it matches the APA style.
15. Save the Hamlet Paper APA document and close it.
Case Problem 4

Data File needed for this Case Problem: Movie APA.docx

Winona College Tristan Giroux is a student at Winona College. She’s working on a research paper about disaster movies for Film Studies 105. The research paper is only partly finished, but before she does more work on it, she asks you to help format this early draft to match the APA style. She also asks you to help her create some citations, add a placeholder citation, and manage her sources.

Complete the following steps:

1. Open the file Movie APA located in the Word2APA • Case4 folder included with your Data Files, and then save the document as Movie Paper APA in the location specified by your instructor.

2. Revise the paper to match the APA style, sixth edition. Instead of Tristan’s name, use your own, and use BOX OFFICE DISASTERS as the abbreviated version of the title.

3. Locate the sentences in which the authors Dana Someya and Peter Williams are mentioned. Add citations for the following book and journal article:
   
   

   Hint: For the URL, type http://www.cengage.com in the URL box. You do not need to include the words “Retrieved from.”

4. At the end of the second-to-last sentence in the document, insert a placeholder citation that reads “Candela.” At the end of the last sentence in the document, insert a placeholder citation that reads “Goldman.”

5. Use Word Help to look up the topic “Create a bibliography,” and then, within that article, read the sections titled “Find a source” and “Edit a citation placeholder.”

6. Open the Source Manager, and search for the name “Someya.” From within the Current List in the Source Manager, edit the Dana Someya citation to delete “Society and” from the title, so that the title begins “Disaster in the Silent Era....” Click Yes when asked if you want to update the source in both lists. When you are finished, delete “Someya” from the Search box to redisplay all the sources in both lists.

7. From within the Source Manager, copy a source not included in the current document from the Master List to the Current List. Examine the sources in the Current List and note the checkmarks next to the two sources for which you have already created citations, and the question marks next to the placeholder sources. Sources in the Current list that are not actually cited in the text have no symbol next to them in the Current List.

8. Close the Source Manager, create a bibliography in the APA style, and note which works appear in it.

9. Open the Source Manager, and then edit the Goldman placeholder source to include the following information about a journal article:


10. From within the Source Manager, delete the uncited source from the current list, and then close the Source Manager.

11. Update the bibliography, finalize it so it matches the APA style, save the document, and then close it.