The Mechanics of Writing a Research Paper Using APA Style

Student Name
Mid-Continent University

MCU REQUIRED TITLE PAGE

Positioned in the upper half on the page (as shown above), include in this order:

• Title of Paper (Mixed upper and lower case letters; centered, see APA p. 23)
• Your Name (first and last, do not include academic or license information, i.e., DMin, Th.M.)
• Mid-Continent University

**All lines are double-spaced** (no single or triple-spacing) **throughout the entire document.**

***How-to’s** for making changes to most word processing programs are found in the appendices starting on page 11.
Abstract

A properly written paper is comprised of several different parts. Depending on the required academic style of a document will determine how it should look. After the completion of the coversheet, American Psychological Association (APA) style requires the author to put an abstract first before the introduction to the paper. “A good abstract is accurate, nonevaluative, coherent, readable and concise” (APA, 2010, p.26). Through the course of the abstract the author needs to put keywords within it that correspond to the topic of the paper. After the abstract comes the introduction of the paper which begins the body of the paper. American Psychological Association formatting requires the author to use section headings to divide up the information into logical easy to determine sections. The paper is suggested to be written using “Times New Roman typeface, 12-point font size” (APA, 2010, p.228). Throughout this paper the spacing between all lines from the first to the last is double, which is in accordance with APA style. (Appendix I demonstrates this.) This paper will demonstrate as well as explain the proper method of citing sources used in a paper not only in the body of the paper, but also in the references list. Since every person is not technologically savvy to know how to make all the changes to their document, appendices of this document will show how to change the settings of most word processing programs to fit the mechanics of the APA style.

Keywords: APA formatting, APA referencing, APA citing, Word Processor settings
APA Writing Style and Mechanics

All types of academic writing have a form or style that each different institution or profession accepts as a design for clearly conveying information. The *Publication Manual of the American Psychological Association*, herein referred to as *Publication Manual*, was first created through a “brief journal article in 1929 . . . to advance scholarship by setting sound and rigorous standards for scientific communication” (American Psychological Association [APA], 2010, p.xiii). The manual is in its sixth edition and is consulted by more than psychologists for proper dissemination of material within their individual field (APA, 2010). Although the stylebook is designed to prepare manuscripts for publication, many school and health care journals have adopted its use as a guide to achieve uniformity and consistency (Cuddy, 2002). As with all writing styles, students who wish to excel in their field must master the formatting and design of the acceptable style of that profession. As intimidating as that may sound, “the more you use APA style, the more mastery you will achieve” (Gelfand, 2002, p.5) or “perfect practice makes perfect” (I.R. Editor, personal communication, August 10, 2010). In this paper, a review of APA information and writing tips most often used by the Mid-Continent University undergraduate and graduate students is presented. For additional information not found in this paper, the student needs to consult the current APA manual.

**Format Considerations**

Some of the more commonly used rules and formats from the *Publication Manual* are presented and discussed in this section. Please note, however, that some assignments may require unique formatting, and students should consult with faculty for clarification. Even using the referencing tools of Microsoft Word 2007 and 2010 have different settings than full APA require.

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**APA does not permit use of the word “Introduction” as a level heading. Instead, begin the text of the paper by including the same title as the title on the title page (centered, upper, and lower case).**

**Indent the first line of each paragraph. Use the tab key, which should be set at five to seven spaces, or ½ inch.**

**Quotations:** All short quotes require a page number or paragraph symbol if no page number is available.

**TIP:** Conclude your introduction by including a sentence that provides a brief summary of the salient points to be addressed in the paper.

**Personal communication is not included on the reference page.**

**Level One Heading : p.62 section 3.03**
Correct Margins

Most word processing programs have a default setting of 1¼” on the left and right margins. For APA style the student will need to change that setting to one inch on all sides. This is demonstrated in Appendix H. The exception to this rule corresponds to not leaving a single line of a paragraph or a section heading without the information at the bottom of a page or not leaving a single line of text at the top of the next page, referred to as orphans and widows respectively.

Page Header

The header for the current version of the Publication Manual consists of two parts as demonstrated in this paper. The header must have the running head followed by a colon and an abbreviated title capitalized followed by the page number in Arabic numerals (1, 2, 3 etc.) starting with the title page (See Appendix A for format directions for the header/footer feature and Appendix G for the page number formatting.). The running head must be formatted aligned to the left margin with the page number on the right margin. Students should refrain from typing the page number in the header, but use the insert a page number function of the word-processing program.

Reference Page

The hanging indentation (See Appendix B for format directions for hanging indents) is the technical title for how the reference page is to be formatted. Some word processing programs have citation and referencing tools that will automatically make the formatting changes for a document. It is still the student’s responsibility to verify if the program has properly formatted the document correctly.

On the reference page the word “References” must be centered on the top line. As with all lines within an APA style paper, the lines within the references page must be double spaced.
The first line on all references is left aligned to the left margin with all following lines in each individual reference indented one half of an inch. Each reference is to be alphabetically organized within the references page. The different types of references require different information in a special order as shown in the Appendix C. Students should bookmark and frequently visit the APA Web site at www.apastyle.org for current formatting of electronic references since the electronic referencing method may change.

In Text Citations

Direct quotations. Direct quotations are utilizing the same exact words as they are in a source. When using a direct quote, if there is an error in the original quotation the use of \[sic\] notifies the reader that the error was in the original quotation. The following is an example of how one might use a direct quote from a Web site with an author: “But divorce harms many more lives than will be touched by homosexual marriage. Children are left without fathers, wives without husbands, and homes are forever broken” (Mohler, 2010, Divorce—The scandal of the evangelical conscience, ¶ 15). The author’s last name, the year of publication, the Web site title, and the paragraph number are included in the in-text citation when no page number is available. In addition, the following is an example of how one might use a direct quote from a book with one author: Polhill (1999) stated, “On the Damascus road Paul was literally seized by Christ” (p.44). If the author’s name is given prior to the quote, include the date of publication (in parentheses) after the author’s name, and follow the quote with the page or paragraph number. See page 179 in the Publication Manual for more information. Appendix C has additional examples of in-text citations when using direct quotes.

Quotations of less than 40 words are enclosed in double quotation marks. “Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks” (APA, 2010, p. 92). Quotations of 40 words or more are set
in a block format without quotation marks. The block quote is started on a new line, indented 1/2 inch from the left and right margins. A sample block quote is contained in this paper.

**Paraphrased material.** Paraphrasing allows the writer to be able to use material from a source without having to write the information word for word. Paraphrasing is essentially stating the same thing in your own words without summarizing. Summarizing is taking the material, analyzing it and presenting what the source stated in your own words. Even though the student may be paraphrasing the information, the material must be cited since the original thoughts and source is the work of another author. For example, if one were to paraphrase information from an article located in an online blog, one would format it in this way: Mohler (2010) expressed the unabashed trend of many evangelicals and evangelical churches to accepting divorce as normal. Or, for another example using the same article consider the following: Many evangelical churches have allowed the accepted practice of divorce as common place (Mohler, 2010). Both examples include the author’s last name and the date of publication. If the author’s name is not provided with the paraphrased text, it must be included in the in-text citation. Changing a few words would be considered a direct quote (Reinking, 2007). Paraphrasing a source by only changing a few words and not using quotation marks is plagiarism, which is explained below. Appendix C has additional examples of in-text citations when paraphrasing.

**Plagiarism.** Plagiarism is a serious academic offense. Plagiarism for the most part is done accidentally. It occurs when the writer borrows words, images, media or thoughts from another source without giving proper credit to the author. With the use of the Internet, writers have fallen into the easy trap of copying and pasting the material from a source without properly citing the source. Even if a student were to copy and paste an entire paper with quotes from another source while properly citing the sources, it would still be considered as plagiarism since there is no original work from the student. Plagiarism can cause a zero for an assignment, a
lower grade for a course, suspension from an academic institution or even expulsion. When in doubt, cite. Plagiarism is stealing and stealing is a sin, Ex. 20:15 (New American Standard Update). Appendix F has examples of plagiarism.

Other Format Issues

Although the Publication Manual (2010) suggests that an abstract of an article precede the text, an abstract is not used in most papers submitted by Mid-Continent University students. Faculty members may require an abstract if students are submitting very lengthy papers or project proposals. In those cases, the direction to submit an abstract will be in the assignment guidelines. Students should avoid using any software settings that reduce spacing between words or letters.

Writing Mechanics

Besides formatting, correct grammar, punctuation, spelling, and sentence structure are essential components of scholarly writing. Strunk (1999) emphasized the importance of being succinct:

Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that every word tell. (¶1)

Grammar

Formatting and the proper citation of sources is not the only information found in the Publication Manual. The Publication Manual provides the student a section on the proper use of grammar. Due to the limitations of space provided, the student is also advised to seek other references such as those used in English courses to assist in the use
of proper grammar while writing. Chapter three of the Publication Manual covers the topic of grammar. Only a few grammar issues will be addressed in this paper.

**Subject and verb agreement.** Subject and verb agreement refers to both agreeing in number. If the subject is singular, then the verb must also be singular. Also if the subject is plural, then the verb must be plural (APA, 2010). Words that intervene between the noun and verb do not change that basic rule.

**Noun and pronoun agreement.** While writing sentences the student must observe the proper pronoun for the noun used. If the noun is gender specific, then the pronoun must also be the same gender specific. If the noun is singular, then the pronoun must also be singular. To prevent the necessity of using the him/her phrase in a sentence, it is better rephrase and use plural nouns. The use of plural nouns also prevents the sexist bias found in some writings.

**Punctuation.** Punctuation throughout the paper should be checked for their proper use. As a part of the punctuation is the single-spacing after periods, commas, colons, semi-colons and question marks to name a few. There is no spacing either before or after a hyphen (APA, 2010).

Since some students are challenged by the use of some punctuation, the student should check for the correct use of commas. Writers are encouraged to proofread their papers to ensure proper use of commas (*Proofreading for commas*, n.d.).

**Capitalization.** Capitalization is used to designate a proper noun or trade name, as well as major words in titles and headings. Exceptions to capitalizations are “laws, theories, models, or hypotheses, such as ethical decision-making models; names of conditions or groups in an experiment, such as experimental or control groups; or nouns that designate parts of a book, such as chapter 8” (APA, 2010, p.101-4). A common error
in capitalization is its use with the name of a job title or department. An example is Sunday school versus F.B.C. Sunday School Department.

**Seriation.** Series information must be listed for clarification. The use of organizational tools such as a numbered list is allowed in APA style, whereas bulleted lists are not. Numbered lists must use Arabic numerals (1, 2, 3 etc.) followed by a period and not a parenthesis. Seriation within a paragraph must be designated with the use of lowercase letters in parenthesis.

**Numbers.** Spell numbers one through nine in the body text. Use Arabic numerals to express numbers 10 and above. However, there are many exceptions to this rule and these can be found on pages 111-114 in the *Publication Manual.*

**Third person versus first person.** Some third person writing can be ambiguous and give an impression not intended for the reader. Although writing, “The author informed the patients of the upcoming movie,” will allow the writer to be able to prevent the use of first person. It may give the reader the impression that the person informing the patients was not the author of the paper. When giving details from the first person use first-person pronouns, but this should be limited to personal narratives. Third person writing is explaining the information while leaving the writer of the paper in any form completely out of the story (Reinking, 2007).

**Conclusion**

Understanding the mechanics, usage requirements, and referencing materials of APA formatting will help improve and communicate clearly the content. The intent of this paper is to help explain the different components necessary for development of scholarly papers. However, not all of the content of the *Publication Manual* is reviewed, and it would be beneficial to the student to refer to that resource when in question.
References


*Proofreading for commas*. (n.d.). Retrieved from Purdue University Online Writing Lab Web site: http://owl.english.purdue.edu/handouts/grammar/g_commaproof.html


*The Holy Bible*, NASU.

See Appendix C for additional sample references, including Mid-Continent University simulations, and other electronic sources.
Appendix A: Header/Footer Feature

Page Headers:
The Running head goes in the header on the left side. Identify each page with the page number on the right side. Do not use your name to identify each page. Again, use the automatic function of the word-processor as illustrated in this picture. Do not type the page number into the header. Instead use the insert a page number feature. Be sure the font type and size is the same as that used in the document.

Header Microsoft Word

Header Microsoft Works
<table>
<thead>
<tr>
<th>WordPerfect Header</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="WordPerfect Header Image" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GoogleDocs Header</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="GoogleDocs Header Image" /></td>
</tr>
</tbody>
</table>
Appendix B: Directions for a Hanging Indent (References page)

Select the text that requires a hanging indent. Follow the steps in the boxes below.
Microsoft Word 2007 & 2010

WordPerfect

WordPerfect X3 - [Document1 (unmodified)]

- File
- Edit
- View
- Insert
  - Format
  - Table
  - Tools
  - Window
  - Help

- Times New Roman
- WordPerfect

2. Hanging Indent can be accessed through the Paragraph menu.
3. Hanging Indent can also be modified using the Indents and Spacing dialog box.
**Microsoft Works and Open Office Hanging Indent**

**What is a hanging indent?**

In a hanging indent, the text below the first line of a paragraph indents to the right of the first line.

Hanging indents are useful when you want to add a pull quotext displayed in quotations next to a paragraph rather than in the body of a document or a picture to a paragraph.

Select the insertion point to the beginning of the information you want, click and hold down the mouse button as you move the insertion point to highlight the information, and then release the mouse button the paragraph you want to indent. On the ruler, drag the information, click and hold down the mouse button, move the information, and then release the mouse button the hanging indent marker to the location where you want it. The text in the document moves as you move the hanging indent marker.

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**GoogleDocs Hanging Indent**

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**AbiWord Hanging Indent**

Picture one

(Continued on next page)
AbiWord
Hanging
Indent
Picture two
Appendix C: Additional Reference and In-Text Citation Examples

The first words of the in-text citation should mirror the first words of the source on the References page.

Remember the following:
1. Never use the URL (website address) in the in-text citation. It is used in the References page.
2. Never use the first or middle initials of the author(s) in the citation.
3. Always include the year in the citation if there is no date (n.d.).
4. Always use p. or pp. for page numbers or para. or ¶ (pilcrow) for paragraph numbers with direct quotations.
5. Use the author’s name or title of the work when no author is listed, year, and page or paragraph number (for a direct quotation) within the parentheses.
6. Punctuation goes after the final parenthesis of the citation unless it is a block quote.
7. Follow the rule of capitalization of the first title mentioned within the reference. Titles of books and articles: capitalize the first word, the first word following a colon, and proper nouns.
8. References that have the same author for multiple works see the APA Manual (2010, p. 182).

The following examples provide information about how to format in-text citations and the corresponding source on the reference page.

A book with one author

A book with one author could be formatted in any of the following ways:

In-Text Citation

**Sample 1**

According to Polhill (1999), Paul wanted to speak in Rome.

**Sample 2**

Paul wanted to speak in Rome (Polhill, 1999).

**Sample 3**

Polhill (1999) stated, “Paul’s greatest desire was to witness in the capital city of Rome itself” (p. 378).

[Note: Page or paragraph numbers are always included with the in-text citation when direct quotations are used.]
Reference Page Citation


In-Text Citation

*Sample 4*  
Yancey (1995) noted that many wanted to get rid of Jesus without getting their hands dirty.

*Sample 5*  
Getting rid of Jesus without being guilty of the deed was the intent of many according to Philip Yancey (1995).

*Sample 6*  
“No one seems willing to accept full responsibility for executing Jesus, yet everyone wants him disposed of” (Yancey, 1995, p. 197).

Reference Page Citation


A book with two or more authors

A book with two or more authors could be formatted in any of the following ways:

In-Text Citation

*Sample 1*  
House and Mitchell’s book (2007) points out the necessity of change in Israel’s attitude and actions.

*Sample 2*  
The necessity of Israel’s attitude and action change was evident (House & Mitchell, 2007).

*Sample 3*  
“No Isaiah 1-39 constantly warns Israel and Judah to repent or face defeat” (House & Mitchell, 2007).

Reference Page Citation

**In-Text Citation**

**Sample 4**  
Geisler and Turek (2004) compared two well-known people to demonstrate the evidence of absolute morals.

**Sample 5**  
Absolute morals can be demonstrated through the use of two very well-known people when one is noted as good and the other as bad (Geisler & Turek, 2004).

**Sample 6**  
“Hitler liked killing people, and Mother Teresa liked helping them. Unless there’s a standard beyond Hitler and Mother Teresa, then no one is really right or wrong—it’s just one person’s opinion against that of another” (Geisler & Turek, 2004, p. 192).

**Reference Page Citation**

Geisler, N., & Turek, F. (2004). *I don’t have enough faith to be an Atheist*. Wheaton, IL: Crossway Books.

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**A book with a group author**

**A book with a group author could be formatted in any of the following ways:**

**In-Text Citation**

**Sample 1**  
A statement explaining the importance of a discussion section of the paper is necessary (American Psychological Association, 2010).

**Sample 2**  
In the *Publication Manual of the American Psychological Association*, explaining the importance of the information should follow the discussion section (American Psychological Association, 2010).

**Sample 3**  
“End the Discussion section with a reasoned and justifiable commentary on the importance of your findings” (American Psychological Association, 2011, p. 36).

**Reference Page Citation**

DOI (Digital Object Identifier)

The following link is a free service to help find a DOI for Internet journal articles: http://www.crossref.org/guestquery/

A journal article without a DOI (Digital Object Identifier)

A journal article could be formatted in any of the following ways:

In-Text Citation

*Sample 1*  Scheller (2010) pointed out the necessity of forgiveness since only God can remove the guilt associated with the bad deed.

*Sample 2*  Forgiveness from the offended individual does not remove the debt of the action requiring it (Scheller, 2010).

*Sample 3*  “Who am I to say I won’t forgive, when I know forgiveness does not mean to condone others’ actions or to absolve them—since God alone can absolve” (Scheller, 2010, p. 43).

Reference Page Citation


A journal article from an online database with a DOI (Digital Object Identifier)

A journal article from an online database with a DOI could be formatted in any of the following ways:

In-Text Citation

*Sample 1*  Matthysse (1969) noted that faith is more than something a person states.

*Sample 2*  Faith is more than something a person states (Matthysse, 1969).

*Sample 3*  “Faith turns out not to be a simple state at all, but is composed of three distinct elements. The first element is an intuition that what is proposed for belief is true, which is accompanied by hesitation and fear of error. The second element is the infusion of a doubt-free state, in which doubts, while not resolved, are removed to the periphery of consciousness, and lose their power to cause anxiety. The third element is an intuition which makes the believer certain that he is morally required to allow this state to continue” (Matthysse, 1969, ¶ 1).

[Note: No page number was listed in this particular article because of the way the article is written. When no page number is available, count the paragraphs and use the paragraph number, as above. In long documents, you can count the]
paragraphs of a particular section and indicate that within the citation: (Matthysse, 1969, Praying section, para. 1).

Reference Page Citation


A journal article from an online database without DOI (Digital Object Identifier)

A journal article from an online database could be formatted in any of the following ways:

In-Text Citation

Sample 1 Guenther (2008) noted that Jesus gave a spatial time for the kingdom of God.

Sample 2 Jesus explained when the kingdom of God would be (Guenther, 2008).

Sample 3 “Jesus reminds us that the kingdom is both coming and already here. He reminds us that the power of God can be and is working in us if we let ourselves be open to it and take it into ourselves” (Guenther, 2008, ¶ 4).

[Note: No page number was listed in this particular article because of the way the article is written. When no page number is available, count the paragraphs and use the paragraph number, as above. In long documents, you can count the paragraphs of a particular section and indicate that within the citation: (Guenther, 2004, Praying section, para. 4).]

Reference Page Citation

A journal article from an online database—anonymous author without DOI

An anonymous journal article from an online database could be formatted in any of the following ways:

In-Text Citation

Sample 1  In “Hunting Bountiful” (2004), *Economist* magazine pointed out an area in Canada that does not believe in monogamous relationships.

Sample 2  Some Canadians do not hold to a monogamous relationship (“Hunting Bountiful,” 2004).

Reference Page Citation


A newspaper article

A newspaper article could be formatted in any of the following ways:

In-Text Citation

Sample 1  Richard Land stated that there is a need for sustained prayer by believers (Hastings, 2010).

Sample 2  In Hastings (2010) article Richard Land insisted on prayer.

Sample 3  “A great movement of the Holy Spirit will not happen without sustained prayer from God’s people, Land added” (Hastings, 2010, p. 2).

Reference Page Citation

A Web site with no author

A Web site with no author could be formatted in any of the following ways:

In-Text Citation

Sample 1  The Web site for Lifeway (2004) has many resources to help people and institutions grow spiritually.

Sample 2  Spiritual growth can be gained through many biblical resources (Lifeway, n.d.).

Sample 3  “We will help people and churches know Jesus Christ and seek His Kingdom by providing biblical solutions that spiritually transform individuals and cultures” (Lifeway, n.d., Vision section, para. 1).

Reference Page Citation


In-Text Citation

Sample 4  The Southern Baptist Theological Seminary (2010) seeks to educate ministers with the guidance of God’s Word.

Sample 5  With God’s Word as a guide, there is a seminary that seeks to prepare ministers for service (The Southern Baptist Theological Seminary, 2010).

Sample 6  “Under the lordship of Jesus Christ, the mission of The Southern Baptist Theological Seminary is to be totally committed to the Bible as the Word of God, to the Great Commission as our mandate, and to be a servant of the churches of the Southern Baptist Convention by training, educating, and preparing ministers of the gospel for more faithful service” (The Southern Baptist Theological Seminary, ¶ 1).

Reference Page Citation

A Web site with an author

A Web site with an author could be formatted in any of the following ways:

In-Text Citation

Sample 1  
According to Sproul (n.d.), many believers have difficulty understanding the man of Jesus.

Sample 2  
Jesus in human form is a difficult concept for many believers (Sproul, n.d.).

Sample 3  
“One of the great crises in evangelical Christianity today is a lack of understanding about the person of Christ” (Sproul, n.d., ¶ 1).

[In a long online document with no page numbers, you can list the title of the section and the paragraph number within that section (see above).]

Reference Page Citation


In-Text Citation

Sample 4  
According to Hastings (n.d.), there are other religions with some of the same beliefs as Christianity.

Sample 5  
Christianity holds beliefs that other religions believe in also (Hastings, n.d.).

Sample 6  
“Christianity shares a number of beliefs and practices with other religions, particularly Judaism and Islam” (Hastings, n.d., Major beliefs section. para. 4).

Reference Page Citation

Mid-Continent University e-text authored by individuals

A Mid-Continent University e-text authored by individuals could be formatted in any of the following ways:

In-Text Citation

**Sample 1** Anderson (1991) noted a correlation between the decline in the family and the decline in a nation.

**Sample 2** The decline of the family assists in the decline of a nation (Anderson, 1991).

**Sample 3** Anderson (1991) stated, “Nations most often fall from within, and this fall is usually due to a decline in the moral and spiritual values in the family” (Chap. 3 handout, p. 2).

[Note: In the e-text, you may need to include the chapter or week to clarify the source.]

Reference Page Citation


Retrieved from Mid-Continent University, Moodle Web site.

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Software

[Note: Reference entries are not needed for off-the-shelf software and programming languages. In text, give the proper name of the software and the version number.] Do provide reference entries for specialized software or computer programs with limited distribution.

Software could be formatted in any of the following ways:

In-Text Citation

**Sample 1** According to the Wycliffe Bible Commentary (Biblesoft), believers have no worries after death.

**Sample 2** Because of the price that was paid, believers have no problems according to the Wycliffe Bible Commentary (Biblesoft).
Sample 3  “The believer in Christ does not come into judgment for his sins either now or in the future” (Biblesoft, Wycliffe Bible Commentary).

Reference Page Citation


Television Series

A television series could be formatted in any of the following ways:

In-Text Citation

Sample 1  The 7th Heaven series (Hampton, 1996) presented a behind the scenes look at events possibly found in a minister’s life, family and home.

Sample 2  A minister’s life if viewed objectively could give some people a different understanding of what it could be like (Hampton, 1996).

Sample 3  “From Spelling Television and Brenda Hampton comes 7th Heaven, a critically acclaimed family drama about a minister and his wife sharing love, laughter, and life with their seven children” (Hampton, 1996).

Reference Page Citation


Majority of the idea and some of the material were obtained through a student attending University of Phoenix.
Appendix D: Conversion to RTF format

<table>
<thead>
<tr>
<th>WordPerfect to RTF format</th>
<th>Microsoft Works to RTF format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click File at top of screen</td>
<td>1. Click File at top of screen</td>
</tr>
<tr>
<td>2. Click Save As…</td>
<td>2. Click Save As…</td>
</tr>
<tr>
<td>3. You will see this picture to the right.</td>
<td>3. You will see this picture to the right.</td>
</tr>
<tr>
<td>4. Change the file type to Rich Text Format (RTF) (this box is left and down from the save button)</td>
<td>4. Change the Save as type to Rich Text Format (RTF) (this box is beside the save button)</td>
</tr>
</tbody>
</table>

(Continued on next page)
Microsoft Word 2007 to Word 2003

1. Click Office Button at top of screen
2. Click Save As…
3. You will see this picture to the right.
4. Change the Save as type to Word 97-2003 Document (this box is above the save button)

Open Office to RTF

(Continued on next page)
Open Office to RTF
1. Click File at top of screen
2. Click Save As…
3. You will see this picture to the right.
4. Change the Save as type to Rich Text Format (RTF) (this box is left of the save button)

Google Docs to RTF
1. After typing document.
2. Click check box next to name of document.
3. Click More actions.
4. Click Export
5. Change to RTF and click download.
6. Click save as
7. Name file.
9. Click Save

(Continued on next page)
AbiWord to RTF
1. Click File at top of screen
2. Click Save As…
3. You will see this picture to the right.
4. Change the Save as type to Rich Text Format (RTF) (this box is left of the save button)
## Appendix E: Removing extra spacing in Word 2007

Microsoft Word 2007 & 2010 automatically gives a 10 pt after spacing. To remove it:

<table>
<thead>
<tr>
<th>Click on the down arrow next to the 10 pt after until it reads 0 pt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Screenshot of Word interface showing paragraph settings]</td>
</tr>
<tr>
<td>When it looks like this. You will no longer have the extra spacing between paragraphs.</td>
</tr>
<tr>
<td>![Screenshot of Word interface showing zero pt after spacing]</td>
</tr>
</tbody>
</table>
Appendix F: Types of Plagiarism

Anyone who has written or graded a paper knows that plagiarism is not always a black and white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step towards effective prevention.

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

Sources Not Cited

1. "The Ghost Writer"
   The writer turns in another's work, word-for-word, as his or her own.

2. "The Photocopy"
   The writer copies significant portions of text straight from a single source, without alteration.

3. "The Potluck Paper"
   The writer tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing.

4. "The Poor Disguise"
   Although the writer has retained the essential content of the source, he or she has altered the paper's appearance slightly by changing key words and phrases.

5. "The Labor of Laziness"
   The writer takes the time to paraphrase most of the paper from other sources and make it all fit together, instead of spending the same effort on original work.

6. "The Self-Stealer"
   The writer "borrows" generously from his or her previous work, violating policies concerning the expectation of originality adopted by most academic institutions.

Sources Cited (But Still Plagiarized)

1. "The Forgotten Footnote"
   The writer mentions an author's name for a source, but neglects to include specific information on
the location of the material referenced. This often masks other forms of plagiarism by obscuring source locations.

2. "The Misinformer"
   The writer provides inaccurate information regarding the sources, making it impossible to find them.

3. "The Too-Perfect Paraphrase"
   The writer properly cites a source, but neglects to put in quotation marks text that has been copied word-for-word, or close to it. Although attributing the basic ideas to the source, the writer is falsely claiming original presentation and interpretation of the information.

4. "The Resourceful Citer"
   The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The paper contains almost no original work! It is sometimes difficult to spot this form of plagiarism because it looks like any other well-researched document.

5. "The Perfect Crime"
   Well, we all know it doesn't exist. In this case, the writer properly quotes and cites sources in some places, but goes on to paraphrase other arguments from those sources without citation. This way, the writer tries to pass off the paraphrased material as his or her own analysis of the cited material.

http://www.plagiarism.org/plag_article_types_of_plagiarism.html
http://owl.english.purdue.edu/owl/resource/589/02/
Appendix G: Inserting a Page Number

Follow the pictures by the number.

Microsoft Word 2007 & 2010

WordPerfect

(Open header first, then put cursor where you want the page number, then follow these pictures)

(continued on next page)
Microsoft Works
(Open header first, then put cursor where you want the page number, then follow these pictures)

1. Choose Insert - Header and select the page style that you want to add the header to.
2. Place the cursor in the header where you want the page number to appear and choose Insert - Fields - Page Number.

Open Office
(Open header first, then put cursor where you want the page number, then follow these pictures)

1. Choose Insert - Header and select the page style that you want to add the header to.
2. Place the cursor in the header where you want the page number to appear and choose Insert - Fields - Page Number.
Google Docs
(Open header first, type the Running Head in the correct place, Type the rest of the document and when the document is totally done, then follow these pictures)
Appendix H: Changing Margins

Before you type your first letter, follow the instructions for your word processing program. Margins are to be at one inch on all four sides.

Microsoft Word 2007 & 2010

Because you need a header for APA formatting, you use .5 for the top and 1.0 for the other three settings.

WordPerfect
Microsoft Works

Open Office

(continued on next page)
Google Docs

Page setup

Orientation:
- Portrait
- Landscape

Paper Size:
- Letter (8.5" x 11")

Margins:
- Top: 1 inches
- Bottom: 1 inches
- Left: 1 inches
- Right: 1 inches

Page Color:
Appendix I: Setting Line Spacing

**Microsoft Word 2007 & 2010**

1. Click on the 'Line Spacing' option in the 'Paragraph' section of the 'Home' tab.
2. Select '2.0' from the line spacing options.

**WordPerfect**

1. Click on 'Spacing...' in the 'Line' section of the 'Format' menu.
2. Select '2' for the line spacing.

**Microsoft Works**

1. Click on 'Line Spacing' in the 'Format' menu.
2. Select '2' for the line spacing.

(continued on next page)
Appendix J: Different First Page (for removing the words Running Head from the header)

Microsoft Word 2007 & 2010

1. Go to page 2.
2. Double click the area in the header.
3. Remove the words Running Head:
4. Click the box for different first page.
5. Retype the Running Head on the first page and insert the page number.

WordPerfect

When you get to page 2. Click discontinue to stop the header from page one, then click the bubble for Header 2 and Create. Type the Running Head without the words Running Head and insert the page number.
Microsoft Works

The only way to do this in Microsoft Works is to start the Header on the second page and put a text box on the first page, but the text box border will be viewable. Or create two documents: one for the cover sheet and the other for the rest of the paper.

Open Office

1. Click Format
2. Click Styles and Formatting
3. Click Page Styles
4. Click First Page
5. Click insert
6. Click header
7. Click first page
8. Type first
9. When you reach the second page click insert
10. Click header
11. Click default
12. Type header for pages 2 until whatever.

Google Docs This cannot be done in Google Docs. You will have to use another program to accomplish this. If your document requires APA 6th edition, find another word-processing program.
AbiWord

1. Insert Header.
2. Type header with words Running Head:
3. Insert page number.
4. Format Header/Footer.
5. Choose Different Header for first page.
6. Go to page 2 and remove words Running Head from header.

(Continued on next page)
Running Head: LIFE IS GOOD

(Continued on next page)
LIFE IS GOOD