Word for Short Papers

Background

Writing a short essay is an essential part of your academic career. Although there are many things to consider in writing your paper, it is critically important that you know how to format, cite, quote, and present your ideas according to the standards of your discipline or field.

This workshop will help you develop the tools and skills needed to format your paper according to the following two most commonly used style guides:

- Modern Language Association (MLA)
  - Literature, architecture, art, religion, philosophy, foreign languages, cultural studies, and English, among other subjects that may be considered to be within arts and humanities
- American Psychological Association (APA)
  - Generally for papers in sociology, political science, law, geography, education, criminal justice, communication, economics, business, among other fields.

Required Skills

The following skills are required to take this workshop:

- General operating knowledge of a PC (Windows or Mac OS X)
- Ability to use a keyboard and mouse
- Basic knowledge or experience in using Microsoft Word
  - Opening and saving files

Helpful Skills to Have

- Familiarity with writing short essays or research papers
- Familiarity with referencing and citation style guides

Agenda: Word for Short Paper

From this workshop, you will be able to perform the following:

- Create, search, and apply APA and MLA formatting templates
- Gain knowledge concerning the principles of APA or MLA style
- Use the Outline view to structure your paper
- Manage, insert, and modify your citations
- Create an automated works cited/reference/bibliography page
- Update your sources
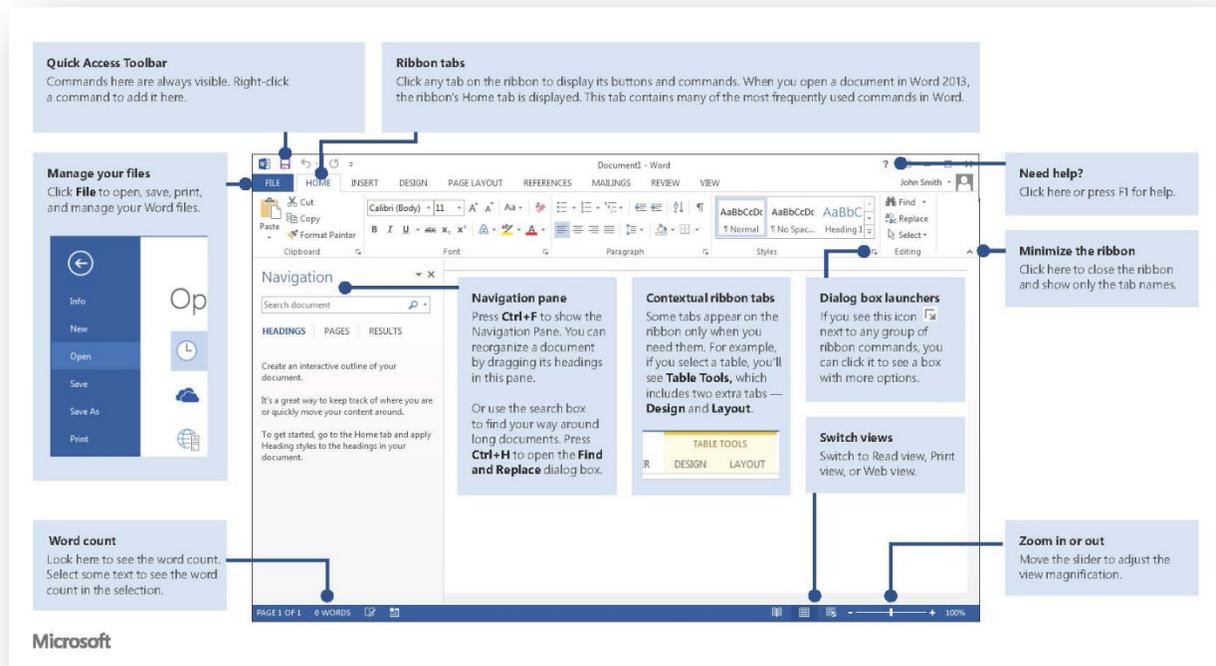- Save and export your paper

Workspace overview

Figure 1. Word workspace overview

Manage your files	Click **File** to open, save, print, and manage your Word files.
Quick Access toolbar	Commands here are always visible. Right-click a command to add it here.
Ribbon tabs	Click any tab on the ribbon to display its buttons and commands. When you open a document in Word 2013, the ribbon's Home tab is displayed. This tab contains many of the most frequently used commands in Word.
Need help?	Click here or press F1 for help.
Zoom in or out	Move the slider to adjust the view magnification.
Switch views	Switch to Read view, Print view, or Web view.
Navigation pane	Press Ctrl+F to show the Navigation Pane. You can reorganize a document by dragging its headings in this pane. Or use the search box to find your way around long documents. Press Ctrl+H to open the Find and Replace dialog box.
Word count	Look here to see the word count. Select some text to see the word count in the selection.

Useful keyboard shortcuts

A keyboard short cut is a series of combination of keys that, when pressed, will allow you to easily and quickly perform specific program functions. The following is a list of useful keyboard shortcuts available in Word 2013:

File Commands	
Open a Document	Ctrl + O
Create New	Ctrl + N
Save a Document	Ctrl + S
Print a Document	Ctrl + P
Close a Document	Ctrl + W
Navigation	
Up One Screen	Page Up
Down One Screen	Page Down
Beginning of Line	Home
End of Line	End
Beginning of Document	Ctrl + Home
End of Document	Ctrl + End
Open Go To dialog box	F5
Edit Commands	
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y
Text Options	
Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Double underline	Ctrl + Shift + D
Word underline	Ctrl + Shift + W
Small caps	Ctrl + Shift + K
All caps	Ctrl + Shift + A
Superscript	Ctrl + Shift + (+/=)
Subscript	Ctrl + (+/=)
Paragraph Alignment	
Align left	Ctrl + L
Center	Ctrl + E
Align Right	Ctrl + R
Justify	Ctrl + J

Beginning your paper

Manual formatting options

The Home tab gives you access to some of the most commonly used commands for working with Word 2013, including copying and pasting, formatting, aligning paragraphs, and choosing document styles. The Home tab is selected by default whenever you open Word.
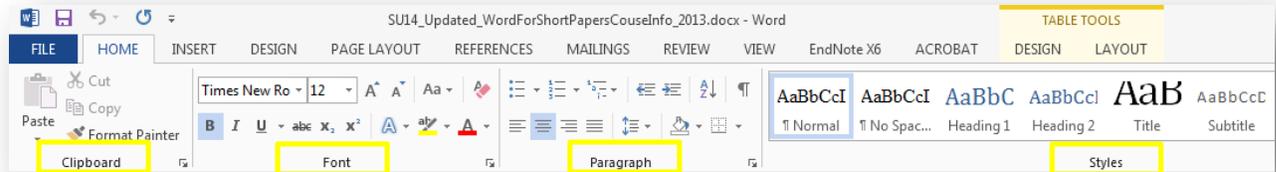

Figure 2. Different editing groups

You will be able to perform the following options from the Home tab:

- Modify the appearance of your text through the Font group.
    - Bolding, italicizing, underlining text.
    - Changing your font size and typeface.
    - Inputting text as subscripts or superscripts.
    - Highlighting your text or changing its color.
    - Apply text effects and typographic options.
- Modify the spacing and paragraph properties of your document in the Paragraph group.
- View items that you have copied and pasted in the Clipboard group.
- Create, modify, or edit Word Styles as necessary.

For the purposes of your short paper or essay however, the default MLA/APA template font properties should be sufficient.

Activity: Manually verify that Font, Paragraph, and Styles options meet citation style.
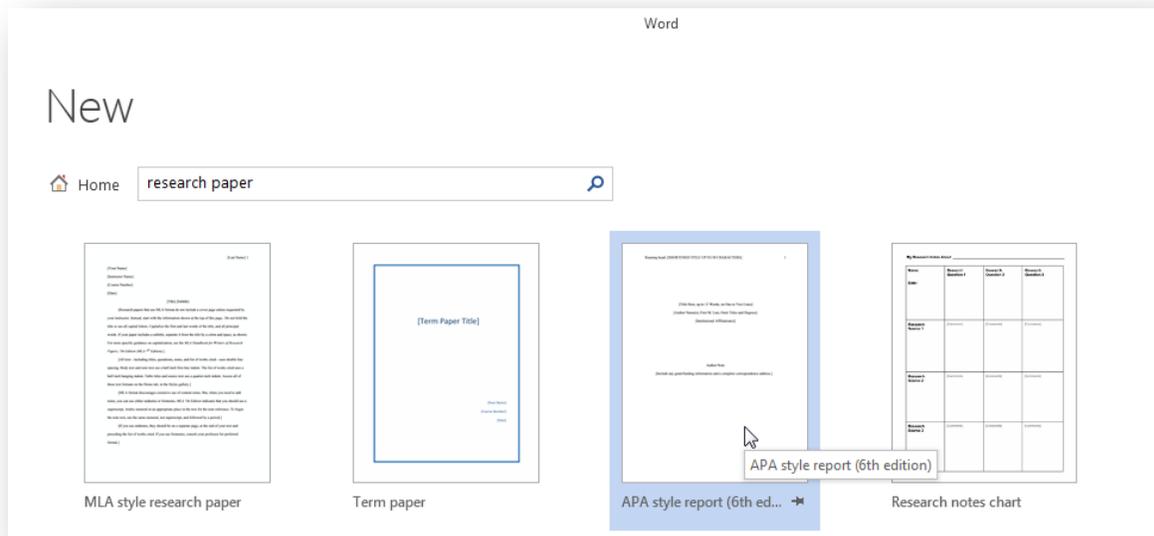
Applying the MLA/APA template

Figure 3. Template search and download screen

1. In the Word 2013 start screen, type one of the following—research paper, APA, or MLA—in the search box. Depending on your need, select either "MLA style research paper" or "APA style report (6th edition)."
2. Then click "Create" to download and install the template on your computer.

Figure 4. Create and apply template

3. A document, with the MLA template applied, will be created.
4. Type your name, instructor name, course number, and date into the appropriate fields.
5. Type the title and subtitle (if applicable) of your paper into the appropriate field.
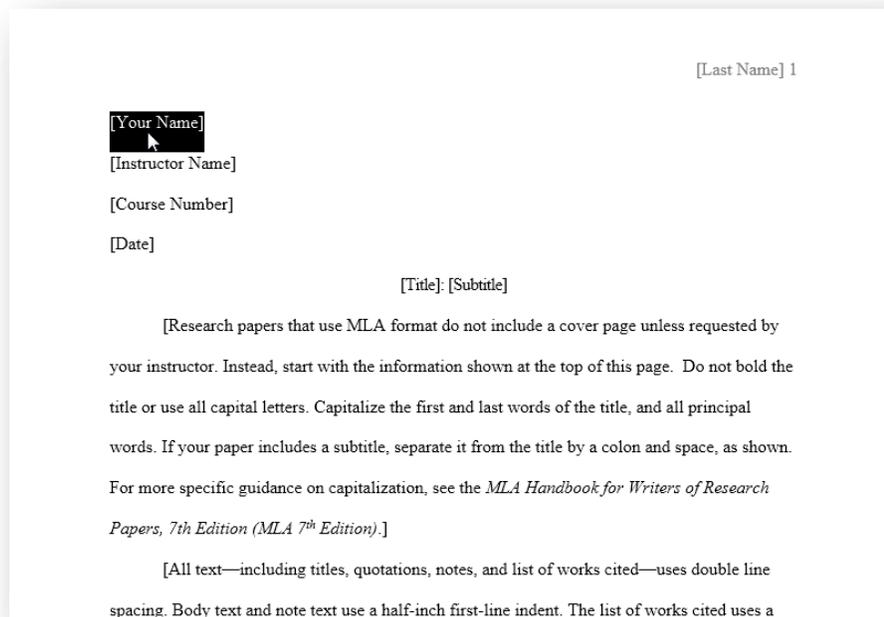
Figure 5. Inputting information into your template

6. Read and follow the instructions provided in the template.
7. If you have applied the MLA template, your paper will have the following format:
   - Double-line spacing
   - Body text and note text with half-inch first-line indent
   - Lists with half-inch hanging indent
   - Table titles and source text with quarter-inch indent
8. You will also be able to choose from the set of predetermined Word styles.

   To access styles, select Home and select the appropriate style from the Styles tab in the menu. To access more Styles, select the More option.
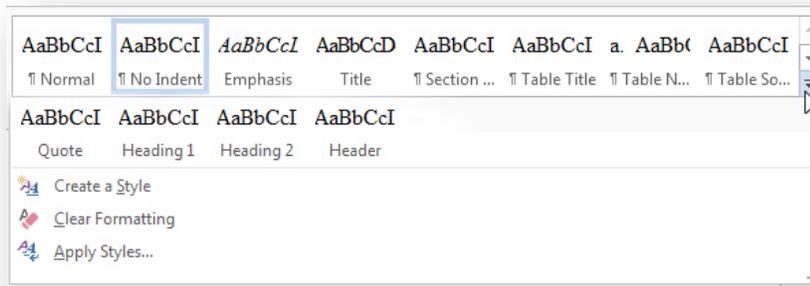

Figure 6. Selecting styles

> **Activity:** Search, create, and apply the APA/MLA template. Browse through different styles.

Page and layout options

Word automatically inserts a page break when you reach the end of a page. If you want the page to break in a different place, you can insert a manual page break. This is especially helpful if you are working in a long document and wish to manually section your paper.

Insert a manual page break

1. Click where you want to start a new page.
2. On the Insert tab, in the Pages group, click Page Break. (or)
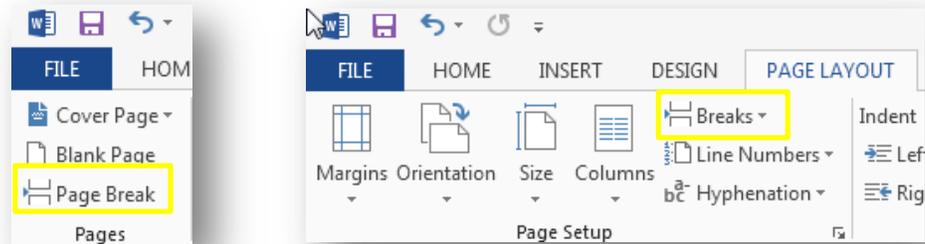3. On the Page Layout tab, in the Page Setup group, click Breaks, and click Page.

Figure 7. Insert manual page breaks

Different view options

There are a variety of view options that may add you in formatting your paper and performing tasks such as ensuring your margins are correct, in arranging multiple open documents, zooming in an out, and previewing your document.

Ruler and Gridlines

Enabling the Ruler and Gridlines allow you to view the alignment and spacing of your document as you are working.
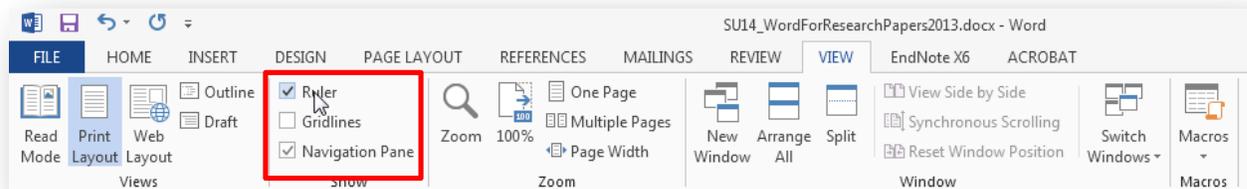
1. Select the View tab in the ribbon.
2. In the Show group, check the Ruler option.
3. If you wish to view Gridlines, check the Gridlines option.

Zoom

Zooming in or out on your document can be performed easily in Word 2013. You can do so using either of the following two methods:

1. Adjust the zoom slider, in the bottom right area of your screen, to your desired magnification.
2. The second method: Select the View tab in the ribbon.
    a. Click the Zoom icon to bring up the Zoom options window.
    b. Click the 100% icon to view the document's actual size.
    c. Click either One Page (to fit the document to your window), Multiple Pages (to view facing or adjacent pages together), and Page Width (to fit the width of the paper to your screen).
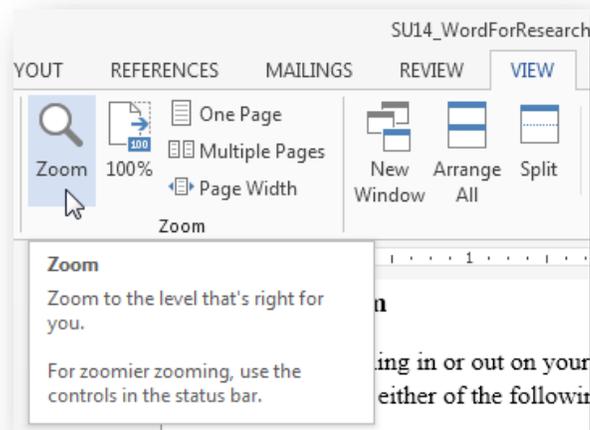

Figure 9. Zoom options

Viewing multiple documents

If you have multiple Word documents open, instead of switching back and forth, you can view them side by side.

1. In the Views tab, click the View Side by Side icon.
2. In Side by Side mode, you can simultaneously scroll through both documents by clicking the Synchronous Scrolling icon.
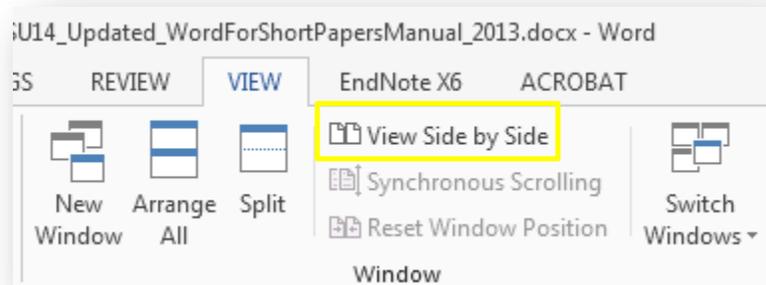
Figure 10. Viewing Side by Side

Activity: Insert page breaks. Open another document and use the View Side by Side option. Enable Synchronous Scrolling. Explore various zoom options.

Formatting marks

Nonprinting formatting marks show you where certain kinds of formatting have been applied in. For example, you can see where the tab key has been pressed and where a page break has been inserted. They are not visible by default do not appear when your document is printed.
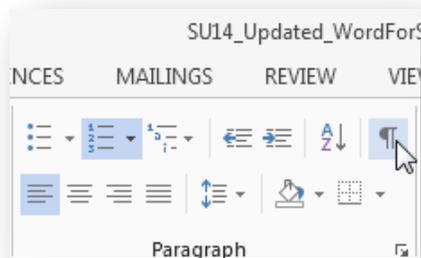

1. To show formatting marks, on the Home tab, find and click the Formatting symbol.
2. Formatting marks will now appear on your page. To hide them, click the symbol again.

Figure 11. Show/hide formatting marks

Outlining your paper

Outlining a paper before you begin writing helps ensure your paper has a clear overall structure and logical order. A strong outline details each topic and subtopic in your paper, organizing these points so that they build your argument toward its conclusion. Writing from an outline can help you avoid tangents, logical fallacies, and underdeveloped paragraphs.

For research papers, an outline may help you keep track of large amounts of information. For creative writing, an outline may help organize the various plot threads and help keep track of character traits. Below are the primary reasons for creating an outline:

- Helps you organize your ideas
- Constructs an ordered overview of your writing
- Determines the audience and purpose of your paper.
- Develops the thesis of your paper.

Beginning your outline

1. To begin your outline, select the Home tab in the Ribbon.
2. In the Styles gallery, click No Indent.
3. In the Paragraph tab, click the Multilevel List option, and select the MLA Outline style.
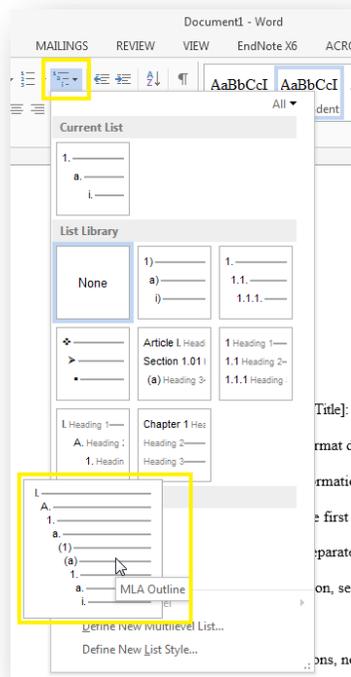

I. Introduction
    A. Background Information
    B. Thesis/Problem Statement
II. Body
    A. Topic Sentence/Claim 1
        1. Quote/Evidence
        2. Analysis
    B. Topic Sentence/Claim 2
        1. Quote/Evidence
        2. Analysis
III. Conclusion/Summary
    A. Summary
    B. Relevancy
IV. Works Cited/Bibliography

Figure 12. MLA Outline list style

4. Select the main body of your paper and being typing your outline.
    a. In creating your outline, you may consider the above structure.
5. To convert your outline to standard text, select the outline and choose Normal in the Styles gallery. Your outline will then follow MLA paragraph formatting.

Activity: Construct a paper outline using the provided list style.

Editing the Header and Footer

Although the MLA/APA template will configure the formatting of your header and footer for you, there may be times that you wish to edit the content or formatting yourself. To do so, perform the following:

1. Select the Insert tab in the ribbon.
2. Find the Header & Footer group and click the Header or Footer icon.
   a. If you clicked the Header icon, select the Edit Header option from the list.
   b. If you clicked the Footer icon, select the Edit Footer option from the list.
3. You will now be in the Design tab under Header & Footer Tools.
   a. From here, you can choose between different options such as inserting page numbering, dates and times, and the position/margins of the header and footer.
4. To exit the header and footer, click on the Closer Header and Footer icon located within the Design tab.
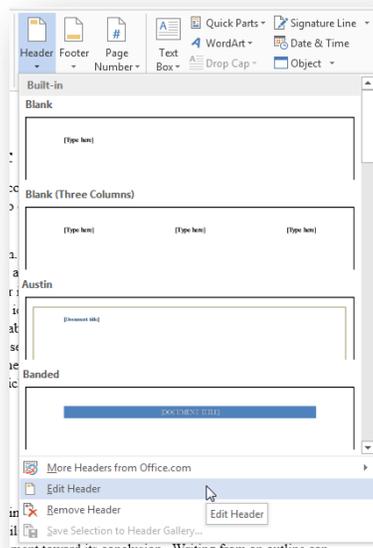

Figure 13. Edit Header options

Activity: Inserting and modifying header and footer.

Citations & Bibliography

It's important to cite sources you used in your research for several reasons:

- To show that you've done proper research by listing sources you used for information.
- To be a responsible by giving credit to other researchers and acknowledging their ideas.
- To avoid plagiarism by quoting words and ideas used by other authors
- To allow your reader to research the sources you used by citing them accurately in your paper through a references/works cited/bibliography list.

Citations consist of standard elements, and contain all the information necessary to identify and track down publications, including but not limited to:

- Author name(s)
- Titles of books, articles, and journals
- Date of publication
- Page numbers
- Volume and issue numbers (for articles)

Citations may look different, depending on what is being cited and which style was used to create them. Choose an appropriate style guide for your needs. Citing sources in Word 2013 can be done quickly through the Citations & Bibliography feature.

Inserting Sources

To insert a source into your paper, do the following:

1. Select the References in the Ribbons tab.
2. In the Citations & Bibliography group, from the Style drop-down menu, select the appropriate reference style (i.e. MLA, APA, Turbian, etc.)
3. Click the Manage Sources icon to bring up the Source Manager options.
4. Click New in the Source Manager.
5. In the Create Source options, select your Type of Source from the menu.
   a. Fill out the indicated fields such as Author, Title, Year, etc., and click OK when finished.
      i. Your reference style will be indicated under Type of Source.
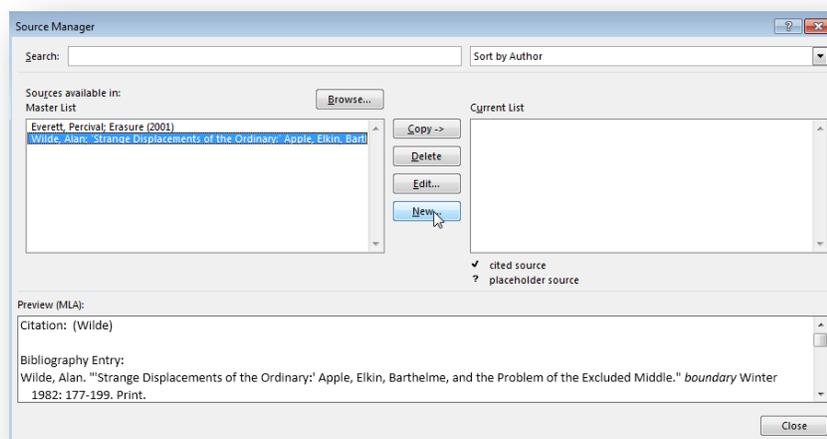   ii. If needed, you can show additional options by checking the Show All Bibliography Fields.

Figure 14. Source Manager window

6. Your source will appear in the left Master Column of the Source Manager.
   a. When you select your source, a preview of its citation and bibliography entry will appear in the below Preview window.
7. With your source selected, click Copy to add it to your Current List.
   a. Adding it to the Current List allows you to insert it into your current document.
   b. You can edit your Current List sources by clicking Edit.

Inserting Citations

After you have inserted your source into Source Manager, you can proceed to insert in-text citations using that source.

1. In the Citations & Bibliography group, select Insert Citation.
   a. Your sources will be listed according to your chosen reference style.
2. Select your quoted or cited source from the list.
3. Insert page numbers by clicking on your citation (in parenthetical), clicking on the downward arrow, and selecting Edit Citation.
   a. In the Edit Citation options, insert the cited page numbers.
      i. If your reference style requires it, you can suppress (hide) Author, Year, and Title.
   b. You can edit your source by selecting the Edit Source option.
   c. If you need to convert your entry to standard text, select the Convert citation to static text option.
4. To delete your citation, click on your citation, then click on the left tab (with 3 dot icons) and press Backspace or Delete on your keyboard.
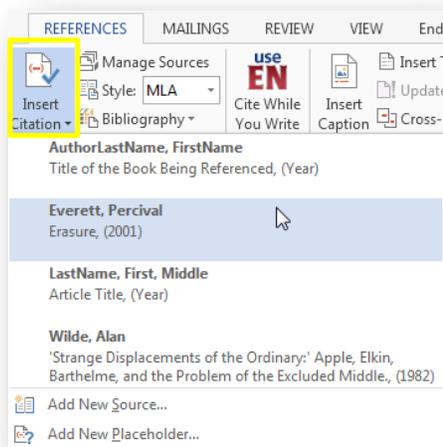

Figure 15. Insert in-text citation

Changes are automatically made to your sources and citation if you select a different style.

Generating Works Cited/Bibliography page

You can insert an automated Works Cited/Bibliography/References page once you have your sources inserted in the source manager.

1. Create a blank page at the end of your paper.
    a. Select the Page Layout tab.
    b. Click where you want your page break to occur.
    c. Click the Breaks icon and select Page.
2. Select the References tab.
3. In the citations & Bibliography group, click on the Bibliography icon.
4. From the list, select either Works Cited or Bibliography.
    a. If you do not wish to title your references page, simply select Insert Bibliography.
5. Your references page is generated for you on the page.
    a. If you edit or make changes to your sources, you can update your references pages by clicking inside your Works Cited/Bibliography section and clicking the Update Citations and Bibliography icon.
    b. To convert the section to standard text, click on the left icon of the Works Cited/Bibliography section and select Convert bibliography to static text.
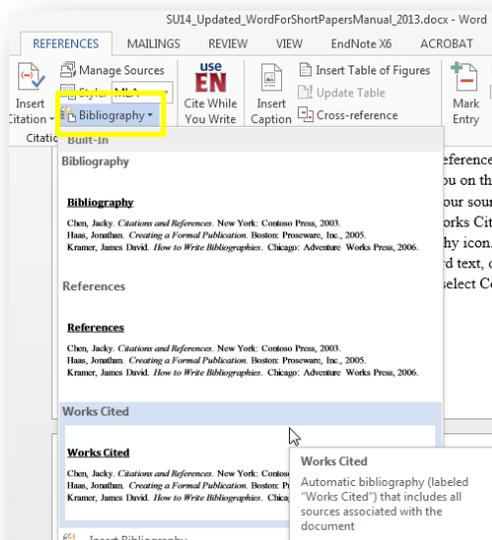

Figure 16. Insert automate bibliography or references page

Activity: Insert sources into your source manager, insert citations, and generating works cited.

<u>Updating your sources</u>

You can edit your existing sources at any time by clicking on the Manages Sources icon in the References tab. After you have entered a source, it will be saved to your Master List column. Follow the previous outlined steps to Copy, Delete, Edit, or create new sources.

1. You can search through your sources by inputting your search terms into the Search field.
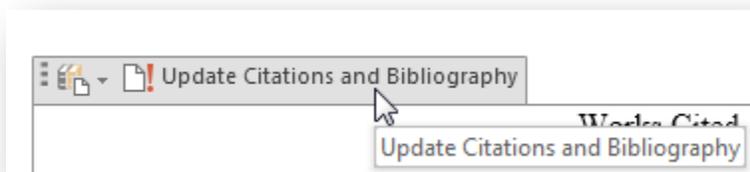2. You can also sort your sources by Author, Tag, Title, or Year.

Figure 17. Update sources

<u>Saving and exporting your file</u>

Depending on the intended use of your file—for example, printing, emailing, or uploading to an online course tool such as Blackboard/SacCT or Turnitin—there are two primary file formats that you can save your paper in.

Adobe PDF (*.PDF)	PDF documents are fixed and preserve the original formatting and layout of your document. It is also one of the more universal file formats in that it can be opened across many different devices, platforms, and operating systems. If you are uploading your document to a website or emailing it, this may be more suitable than a Word document.
Microsoft Word Docoument (*.docx)	Word documents are used as your standard working file or archive. When saved as a Word document, you or the holder of the file can edit or make changes to the document at any time.

1. To save your file, select the File tab.
    a. This will return you to the Word home screen.
2. Select File Save or File Save As (if you do not want to save over your previous or working file). You can choose either PDF or DOCX as your file type.
3. Choose a folder or location to save your file by selecting Computer and browsing to your desired folder or location.
    a. To save directly to PDF, you can select Save as Adobe PDF in the home screen.
4. To return to your document, click on the arrow in the top left corner of the home screen.

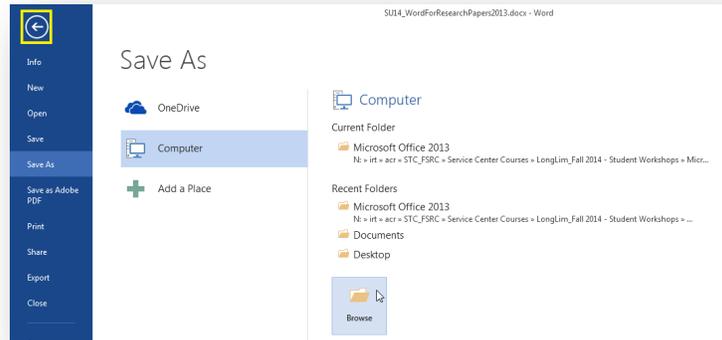**Activity:** Save and export your file.

Figure 18. Backstage view for file saving

What you have learned?

- Applying and using the MLA/APA template.
  - Using the Home tab to edit your document.
- Navigating Word 2013 and using different view options.
- Inserting and editing headers and footers.
- Outlining your paper using the Multi-level list options.
- Managing citations and bibliography and inserting a Table of Contents (if required).
- Saving your file for different mediums.