

# Using/changing the APA Style Templates

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You can download three different APA Style templates: which you can use to create any homework or term paper that requires you to follow the APA style rules.

APAStyle2003: compatible with Office 1997 to 2003

APAStyle2007: compatible with Office 2007 and above

APAStyle2010: compatible with Office 2010 and above (APA Sixth Edition by default)

This model can be USED to create new documents OR it can be modified if changes become necessary to the template, such as putting your name in it so you won't have to type it all the time. I suggest you copy this file into a convenient folder on any computer you use to write your papers.

**Important: make sure you understand the difference between USING and CHANGING the template.**

You **USE** the template to start a new, blank document preformatted using the APA Style template.

You **CHANGE** the template if you want to make a PERMANENT change to the template so that the next document you will create using the template will have the new updated look of the template.

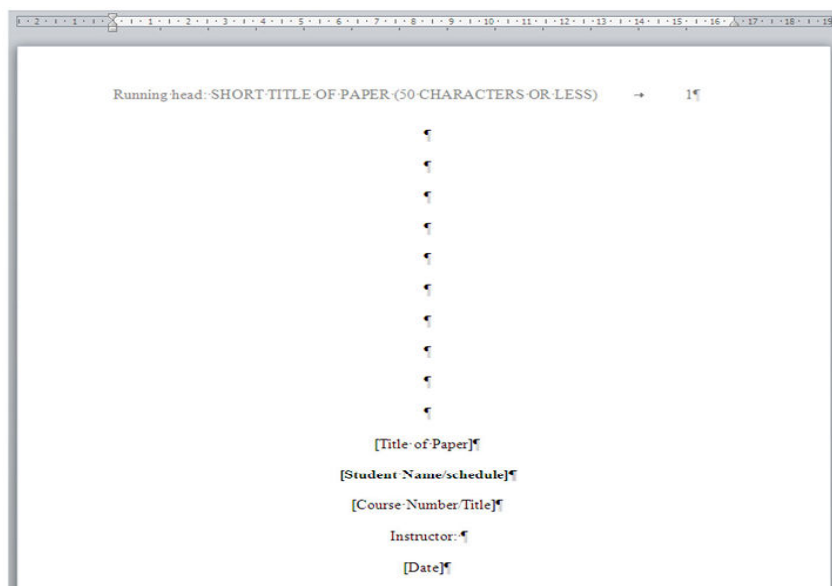
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## How to USE the template for a new document

Open your Windows Explorer and navigate to the folder where you saved your template. Find the template file you want to use (APAStyle2003, 2007 or 2010 depending on which version you downloaded) and double-click on it to open it. Word should start with a blank new document containing the text of the APA Style template.

Notice that Word creates a new document based on this template called something similar to *Document1*. Then, simply make these adjustments by following these simple steps:



- Double-click on the top left of the cover page where “Running head: SHORT TITLE OF PAPER (50 CHARACTERS OR LESS)” is showing. Erase the text after *Running head:* and type your work’s short title (maximum 50 characters). DO NOT ERASE “Running head:” just type your title after. DO NOT remove the page number on the right. There is an alignment tab that keeps the page number on the right. If you erase it by mistake, undo your mistake OR add a right alignment tab. MAKE SURE THE SHORT TITLE IS TYPED IN UPPER CASE, but Running head: should stay as it is, with only the R in uppercase.
- Close the Header/Footer mode by clicking the **Close Header and Footer** button on the top right – and replace the other lines with the right text: the title, your name in bold followed by the schedule in parenthesis and the course number (something like 420-BSF-LE) followed by the course title. Next, you write the instructor’s name in bold and finally, the date with the month first, written in full (January, not 01 or Jan.) followed by the day (1, 2, 3...), a comma and the year. Obviously, make sure you erase the sample text instead of just adding your data.

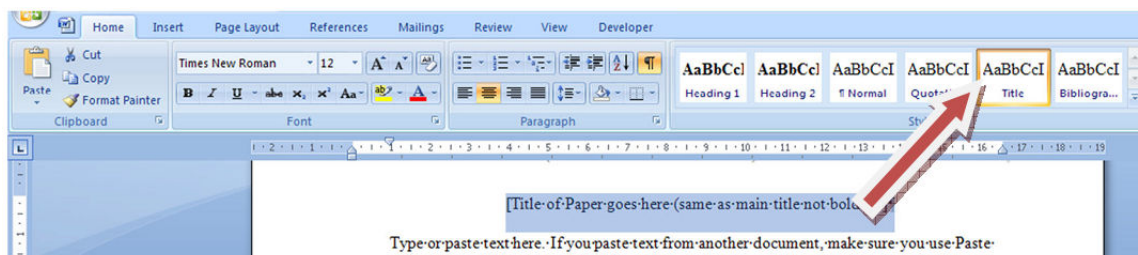
**Note: some teachers might ask for different information on the cover page. Edit your cover page accordingly.**

**John Doe** (M/W 9:00 – 10:30)

CIS 420-BSF-LE: Computer Skills for Social Sciences

Instructor: **Julien Lacombe**

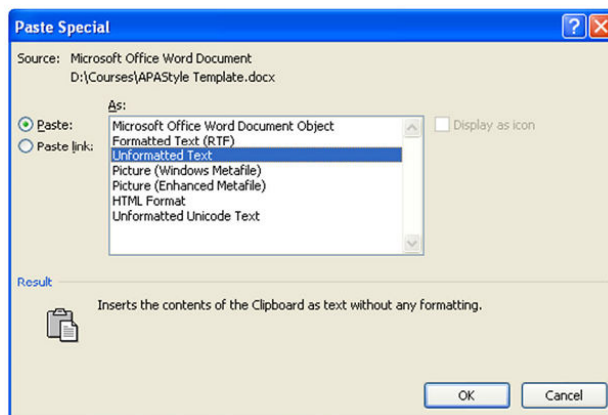
- Move to the second page. You'll have to double-click the header zone again and retype your short title ALL IN UPPER CASE WITHOUT the "Running head:" part this time. Notice that the page number still stays on the top right. You may copy the title from page 1 as long as you don't select "Running head:".
- Close the Header and Footer mode again.
- Next, type your full title again as the first paragraph of page 2. Make sure the title keeps the Title style. Remove the demo title.



- Then, start typing your report on the next paragraph. All regular paragraphs should use the Normal style.

## Pasting text from another document

If you want to paste text from another document, make sure you paste using the Paste Special option and NOT the regular paste. Also, make sure you use the "Unformatted text" choice and no other. This way, you will ensure you do not mess up the template styles. With Office 2010, you may choose the **Keep Text Only** option.



## Inserting headers

If you need headers in your document, use the Heading 1 to Heading 5 styles. Usually, you will use only the level 1 heading style (Heading 1) but APA Style allows up to 5 levels of headings.

## Inserting quotations

Follow your quotations with the source using the References tab as explained in the next section. If the quotation is more than 40 characters long, use a standalone paragraph formatted using the Quotation style, available from the Styles list.

- When you do quotations, make sure you insert a citation using the techniques explained later in this document. In short, use the References tab then choose the desired APA style then click **Insert Citations** then click on **Add New Source** (or use an existing source if you entered them already). Then, fill up the Source form and edit the citation in the text to add the page number. Don't forget the Manage source button if you want to double-check all sources.

## Inserting the references section

Once everything is checked, you need to insert your bibliography, following the instructions presented later on in this document. In short, you have to:

- Move to the END of the document (Ctrl+End) and insert your bibliography using the References tab then click Bibliography and Insert Bibliography. It's not recommended to use the two automatic built-in bibliography offered on top because they will add unnecessary text.

## What if you want to MODIFY the template?

If you're going to use this template a lot, there are a few things you might want to do. First, you may want to put your name in the template so you won't have to change it all the time. Next, maybe you'll want to get rid of some template text so you don't have to erase it all the time. To do this, start Word, click the Office button then click Open. Navigate to the folder where you saved the file APA Style template.

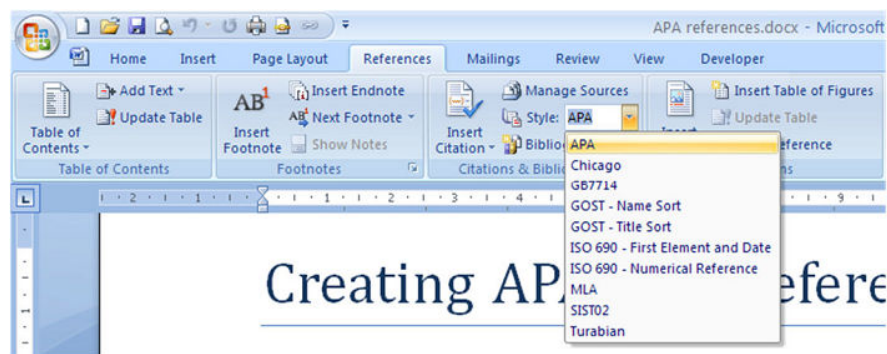
Double-click on it to open it. If you notice carefully, the filename stays APASStyle2010 and does not change to Document1 like it did earlier. That's because you actually opened the TEMPLATE file instead of creating a new file USING the template. So, any change you make to the template will be available next time. Edit the template, change what you want then save.

## Creating APA style references (Office 2007+)

These instructions will allow you to manage and insert references in your papers. They only work with Office 2007 or above. Older versions do not support these options.

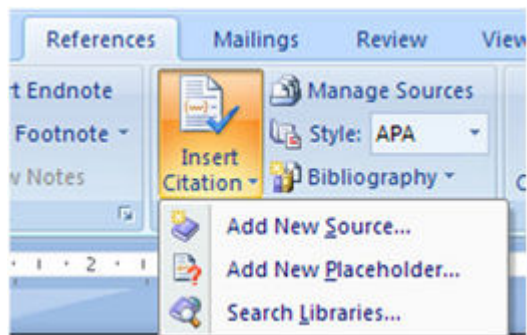
## Choosing the APA Style

Choose which reference style you want, generally APA, by clicking the References Tab then click the drop down box next to Style in the Citations & Bibliography Group. Select the APA style.

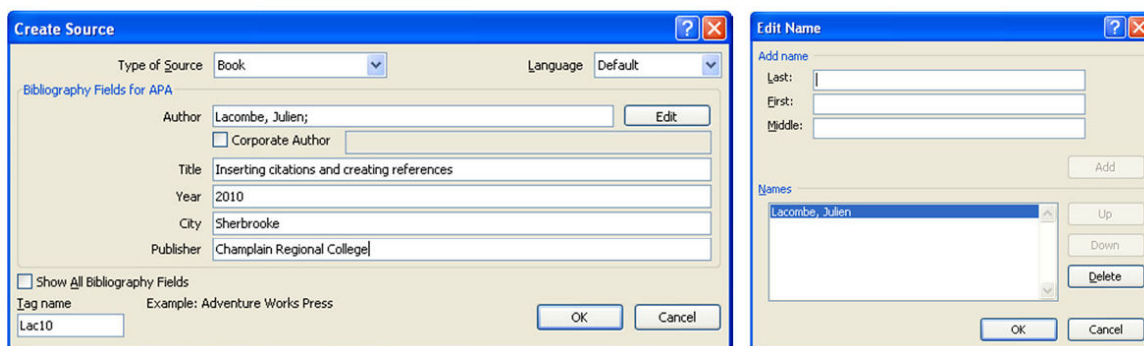


## Adding citations and link sources

Now, to insert a citation in your text, make sure the cursor is where you want the citation added. Click the References tab again then the Insert Citation button on the Citations & Bibliography Group. If you are inserting a new source, click Add New Source... Otherwise, you can choose an existing source. If you do not have the source information yet, use the Add New Placeholder... When you have the information, you can update the placeholder later.

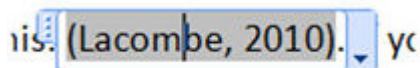


For a new source, fill in the blanks. For the author(s), I recommend using the Edit button to build the list. Type each author's Last Name, First Name and Middle Name then add him/her to the list. Add other others then click OK. The listed fields are mandatory. Some extra fields are optional. Once you click OK, a citation holder (or placeholder) is inserted in your document, where the cursor is.

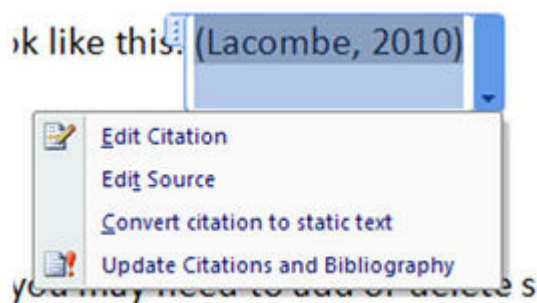


## Editing a citation for page references

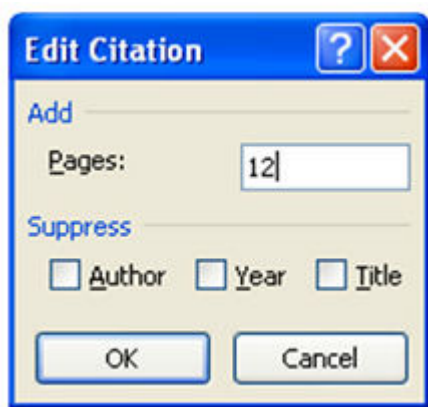
A newly inserted citation holder will look like this: (Lacombe, 2010). If you click on it, you will notice the following look:



If you click on the little arrow on the right, you will then have these choices:



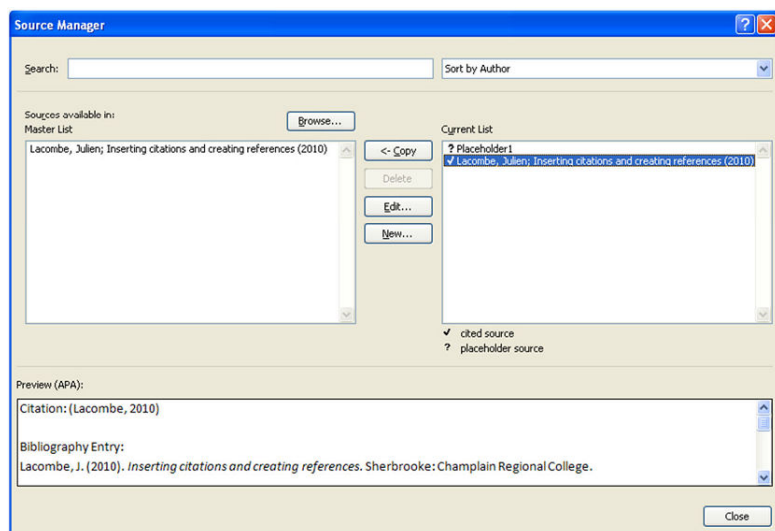
The Edit Citation option allows you to edit some citation options. You can specify the page or pages and suppress some undesired elements.



The Edit Source option allows you to update the source information that you created earlier.

## Managing Sources

You can use the Manage Sources button to add, edit or delete sources.

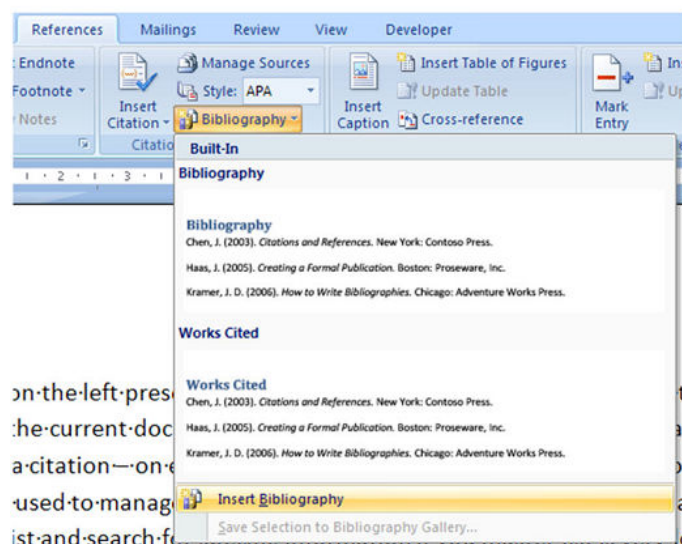


The list on the left presents all sources from the master list. The list on the right presents all sources used in the current document. Note that all unidentified placeholders are also listed on the right. If you click on a citation –

on either list – you will have a preview on the bottom of the screen. The different buttons used to manage sources are self-explanatory. Notice on top that you can change the sort order for the list and search for specific information if you master list is very long.

## Inserting the references list (Bibliography)

Now, to add a References section at the end of your document, move the cursor to the last page of your document and insert a new page if necessary. Then, type References and press Enter. If you are using the APAStyle templates explained earlier, simply use the Title style to center the title. The References title may already be typed in for you, in which case, simply put the cursor on the next line. Next, in the References tab, click the Bibliography button and choose Insert Bibliography. Stay away from the Built-in bibliography styles; you might not get what you want.



If you use the regular bibliography, you simply end up with the references, neatly formatted, similar to the sample below. Depending on which style you used (APA or MLA for example) the looks might change:

Gallagher, T. E. (1992). Vargas Llosa, The Storyteller, and the premature demise of

ethnography. *MACLAS Latin American Essays*, 7, 121-133.

Ozawa, T. (1999). The rise and fall of bank-loan capitalism: institutionally driven growth and

crisis in Japan. *Journal of Economic Issues*, 32, 351+. Retrieved October 6, 1999 from

Expanded Academic ASAP (InfoTrac) on the World WideWeb:

<http://www.infotrac.galegroup.com/itweb/>

If you change your sources or add new sources to your document, make sure you update the list by right clicking anywhere in the references and then you must click Update field.

## Included styles and their use

The template includes these styles. Note that all styles are double-spaced.

Style name	Looks like	Use for
<b>Normal</b>	Times New Roman, 12 points, 1,27 centimeters first line indent	Body text
<b>Title</b>	Centered	Main title, References title
<b>Heading 1</b>	<b>Bold, centered</b>	For heading 1 subtitles
<b>Heading 2</b>	<b>Bold, left aligned</b>	For heading 2 subtitles
<b>Headings 3 to 5</b>		If necessary, for headings level 3 to level 5
<b>Quotation</b>	1,27 centimeters left indent	For quotations of more than 40 characters, stand-alone paragraph
<b>Bibliography</b>	1,27 centimeters hanging indent so text on two lines returns like this.	For the bibliography section, on the last page

## Need more information?

For more information on the APA style, you can go to these websites:

Download templates from <http://apatemplates.weebly.com/>

<http://apastyle.org>

<http://owl.english.purdue.edu/owl/section/2/10/>