

Microsoft Word 4.0 Template for the Editorial Style Required by the American
Psychological Association, Version 4.1,

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The Fielding Institute

Author identification notes (acknowledgements, expanded affiliation or change of address, address for inquiries or requests for reprints) go here only if the paper is to be blind reviewed; otherwise they are entered on a page by themselves near the end of the paper.

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Running head: MS WORD TEMPLATE: APA STYLE

Abstract

Use the *Block* Style (flush left) for the abstract. It should be a single paragraph on a separate page.

Microsoft Word 4.0 Template for the Editorial Style
Required by the American Psychological Association

Much of this template is a review of the major aspects of APA style, itself formatted as the element being discussed is supposed to be formatted. First, however, I want to present a brief user's guide for this template. The instructions are specific to the Macintosh version of Microsoft Word version 4.0. The same functions are available in MS-DOS versions of Word, but the particular keystrokes to invoke the functions will be different. These instructions apply both to documents not yet written and to documents previously written, to which you want to add APA formatting style.

1. Open Microsoft Word, and your document (if it already exists). Choose Full Menus from the Edit menu, if you haven't already (the Full Menus selection will change to Short Menus).

2. Choose Define Styles from the Format menu. While the Define Styles dialog box is open, choose Open from the File menu, and open this template file. The styles from this template will be copied into your document and saved with it the next time you Save it. Click OK to close the dialog box. You only need to do this step once for each document to be formatted.

This step will redefine the Normal Style, but it doesn't remove Right Justification if you have that specified (APA style specifies Left Justification only). If you are applying these Styles to an existing document that is already Right Justified, choose Define Styles from the Format menu, select the Normal Style, select Show Ruler from the Format menu, and click on the Left Justified icon. Click OK to close the dialog box.

3. Choose Document from the Format menu and change the dialog box to look like the example Format/Document dialog box in Figure 1. Click OK to close the dialog box.

Insert Figure 1 about here

4. Choose Open Header from the Document menu and replace the text there with a short version of the paper title. Close the Header's window.

Insert Figure 2 about here

5. Choose Section from the Format menu and change it to look like the example Section format dialog box in Figure 3 (note particularly that the Include Endnotes option is specified). Click OK to close the dialog box. (Note: In my system, there is a discrepancy between the positioning of

page numbers in the Page View mode on the screen and the printed version. Printed page numbers come out 0.5 inches too far to the left. If this happens to you, change the From Right specification in the Section format from 2 in. to 1.5 in.)

Insert a Section Break after the Footnotes section of the document (if you have one), instead of a Page Break. This will assure that any footnotes you use appear in the Footnotes page(s) of the document. To insert a Section Break, hold down <Command> and type <Enter>. After inserting the Section Break, check to make sure the Header is right in each Section by clicking inside the Section (before the Section Break for Section 1; after the Section Break for Section 2) and choosing Open Header under the Document menu in each place. Word allows Headers to be different in different Sections; they should be the same in all Sections of an APA-style document.

Insert Figure 3 about here

6. Most of the rest of this manual is a discussion of the available styles and their appropriate uses. You may want to read the rest of this manual now, and mark on a printed copy of your document which blocks of text should be

formatted according to the various Styles available. To format text according to a particular Style, make sure the insertion point (blinking vertical bar) is in the paragraph to be formatted, or the text to be formatted is selected (shows in light text on dark background, which happens when you click and drag over text). Choose Styles from the Format menu, select the appropriate Style, and click on OK. Alternatively, the Ruler shows a popup list of the available Styles in its lower left-hand corner; click and hold on this list, and drag to the appropriate selection. Any selected text, or the paragraph in which the insertion point resides, will be reformatted according to your selection.

7. To insert a Page Break into the document, click where you want it to go. This places the insertion point (blinking vertical bar) there. Hold down <Shift> and type the <Enter> key. Page Breaks show as horizontal lines of dots. The ones inserted automatically by Word's repagination feature (these are "soft" Page Breaks which move as you change your document) have more space between dots than the page break markers that appear when you put in a "hard" Page Break (one that doesn't move unless you move it).

8. If you are formatting an existing document, you may have already formatted it in ways that conflict with

the techniques used in these Styles, and will therefore end up with a terrible-looking document when these Styles are applied. For instance, you may have double-spaced by entering double Carriage Returns at the end of every line. The Normal Style included with this template specifies Double Spacing, which means that your document will be quadruple-spaced. For correct spacing, you should remove all Carriage Returns except those at the ends of paragraphs.

Another common problem is caused by using tabs or spaces to indent the first lines of paragraphs or whole paragraphs (for long quotes, for example). The Styles included here use Word's automatic indent feature, and paragraphs beginning with tabs or spaces will be double-indented. Remove the tabs or spaces for best results. Similarly, text or headings that have been centered by adding spaces or tabs to the beginning will not look good after application of the appropriate Style, unless the tabs or spaces are removed.

Tables should be created with Word's powerful Table facility, instead of manually with spaces. This is one of Word's most powerful features, and is well worth the effort to learn.

9. It is not necessary to enter your references in alphabetical order. Just be sure that there is only one

Carriage Return for each reference (at the end), select all your references, and choose Sort from the Utilities menu. All selected references will be sorted alphabetically by the first characters in each reference, which should be the last name of the lead author.

The rest of this document is an overview of APA style, appropriately formatted, and information about the creation and distribution of this template. We begin with examples of the five different levels of headings:

LEVEL 1 HEADING: CENTERED CAPS

Level 2 Heading: Centered; Major Words Capitalized

Level 3 Hdg.: Cntrd; Maj. Wrds Cap'd; Underl'd.

Level 4 Hdg.: Flush Left; Maj. Wrds Cap'd; Underl'd.

Level 5 heading: indented paragraph heading ending in a period (normal sentence), underlined. There is a Style defined for each level of heading (Hdg Lvl 1, Hdg Lvl 2, etc.). Underlining is removed in the Hdg Lvl 5 Style definition since that would apply underlining to the entire paragraph, and only the first sentence of the paragraph is to be underlined. Underline the first sentence manually.

Make Level 2 the top level heading for papers requiring less than five headings. For documents requiring two or three levels of headings, use Level 4 headings as subordinate to Level 2, and Level 5 headings as subordinate to Level 4.

If material under the Level 2 heading is short, or if many Level 4 headings are needed, Level 5 headings may be more appropriate than Level 4. Level 5 headings should apply to all the material between headings. Use Level 3 headings between Levels 2 and 4 only if four levels of headings are required. Use Level 1 headings only if five levels of headings are required.

This is an example of a quotation of more than 40 words. It should be formatted in a free-standing block of lines, omitting the quotation marks. Start such a *block quotation* like this one, on a new line (i.e. immediately precede it with a <Return>), and apply the Long Quote Style. This will cause the quote to be indented five spaces from the left margin, double-spaced on the new margin. Apply the Long Quote para 2 Style to the second and subsequent paragraphs, which will cause their first lines to be indented with respect to the new margin, unlike the first line of the first paragraph of a long quote.

When the long quote is imbedded in the middle of a paragraph of text, finish the long quote with a <Return> and format the following text with the Block Style (Normal Style without the first line indentation).

When quoting, always provide the author, year, and specific page citation in the text and include a complete reference in the reference list (e.g. Gardner, 1981, p. 75).

Insert Table 1 about here

Figure and table position markers, as above, consist of a blank line (<Return>), then the words *Insert Figure/Table <n> about here*, assigned the *Figure/Table Position* Style; this centers it and adds the required horizontal lines.

About This Template

This template was developed on a Macintosh 512E, Macintosh Plus, and Macintosh IIci, and ImageWriter I printer under Systems 4.1 - 6.04 and ImageWriter drivers 2.6 - 2.7, using Microsoft Word versions 3.01 and 4.0. It has not been tested on other configurations. The default font on my system, specified in the Normal Style, is Boston II-NY. It carries the same font ID number as Apple's New York font, and I assume without having tested it that this template will still work on systems without Boston II-NY. The Boston II suite of fonts is arguably the best available for the ImageWriter printers, and may be obtained from major

commercial and private users' groups and electronic bulletin boards, or directly from the author (Charles E. Maurer, 31 Forsyth Avenue South, Hamilton, Ontario, L8S 2A4, Canada. CIS PPN=74726,1201), for only \$10.50 US.

Styles have been defined in this template for most major formats required by the *Publication Manual of the American Psychological Association (3rd ed.)* (1983), published by the American Psychological Association, Washington, DC. This manual (document number 2450056) may be ordered from the APA for \$16.50 (\$12.50 for APA members; prices subject to change without notice). Contact the APA Order Department, P.O. Box 2710, Hyattsville, MD 20784. VISA or MasterCard orders may be placed at (703)247-7705 (collect calls cannot be accepted). This template is not an official publication of the APA and does not represent the entire contents of the publication manual. Users are urged to obtain their own copy of the current version of the manual, and to use it as the final authority.

I welcome suggestions for changes, especially bug reports. I also welcome shareware contributions of \$5 per user. Send contributions and/or suggestions to Dan Henderson, Toby Solomon Counseling Associates, 5011 Autumn Forest Drive, Houston, TX 77091-5001, (713)682-0358. I can also be reached via electronic mail on CompuServe

(72106,1460), GENie (DHENDERSON), Delphi (DJHENDERSON), PsychNet (DJ.HENDERSON), CONNECT (DHENDERSON), America Online (DHENDERSON), or the Fielding Electronic Network on TeleNet's TeleMail (DHENDERSON/HUMANOMICS). I accept MasterCard and VISA. If you wish to use a credit card, please tell me the type of card, account number, expiration date, and your name as it appears on the card. For an extra \$5 (\$10 total), I will send you one of my disks with the current version of this file on it. Please specify 400K or 800K disk.

Change History:

V 1.1: Added "Keep with next..." paragraph format to Heading Levels 1-4.

V 1.2: Expanded the instructions for long quotes; added instructions for applying APA format to existing documents.

V 2.0: Added more explicit user instructions (thanks to Professor Douglas Matheson, Ph.D., at University of the Pacific for the suggestion), cleared up the instructions for long quotes, and added examples of Figures.

V 4.0: Converted to Microsoft Word version 4.0 (there was no version 3 of the template).

V 4.1: Added many clarifications as a result of beta testing by other Fielding Institute students.

References

Journal article, paginated by volume:

Horowitz, L. M., Post, D. L., & French, R. S. (1981). The dingleberry in modern culture. American Journal of Fruit, 9, 581-593.

Journal article, paginated by issue:

Horowitz, L. M., Post, D. L., & French, R. S. (1981). Cathartic sneezing. Journal of Expulsive Bodily Functions, 9(2), 581-593.

Magazine article:

Gardner, H. (1981, December). Nose picking: Threat or menace? Psychology Today, pp. 70-76.

Book:

Bernstein, T. M., Jr. (Ed.). (1965). Author Voids Where Prohibited by Law (3rd ed.). New York: Athenum.

Article or chapter in edited book:

Hartley, J. T., Jr., & Walsh, D. A. (1980). What's a mother to do? In L. W. Poon (Ed.), Pitfalls of parenting (pp. 239-252). Washington, DC: American Psychological Association.

Book, no author or editor:

Cheating. (1979). Princeton, NJ: College Board Publications.

Dissertation, printed:

Pendar, J. E. (1982). The fineness of frog fur (Doctoral dissertation, University of Chicago, 1981). Dissertation Abstracts International, 42, 4370A.

Dissertation, microfilm:

Pendar, J. E. (1982). Distinguished American nerds. Dissertation Abstracts International, 42, 4370A-4371A. (University Microfilms No. 82-06,181)

Appendix

If there is more than one Appendix, start each on a separate page and identify it with a capital letter (Appendix A, Appendix B, etc.) in the order of mention in the text.

Author Notes

Author identification notes (acknowledgements, expanded affiliation or change of address, address for inquiries or requests for reprints) go here, unless the paper is to be blind reviewed, in which case these should appear on the title page (the manuscript is sent to reviewers without the title page). (Manuscripts for blind review should also avoid including the author's name in the *short title*, which is in the Header in this template, since the short title also appears on every page.) Enter acknowledgements first, if any, then the author identification information.

Footnotes

The footnotes page ends with a section break instead of a page break (hold down <Command> and type <Enter>) since the Include Endnotes option is specified for footnotes in the Section Format dialog box, which places them at the end of the Section in which the footnotes appear.

Table 1

Table Title

Begin each table on a separate page.

Figure Captions

Figure 1. Format/Document dialog box example.

Figure 2. Document/Header dialog box example.

Figure 3. Format/Section dialog box example.

Figure 4. All figure captions go on one page; should be brief and clear.

Figure 1

The image shows a dialog box titled "Document" with the following settings:

- Margins:** Top: 1.5in, Bottom: 1.5in, Left: 1.5in, Right: 1.5in
- Mirror Even/Odd Margins
- Even/Odd Headers
- Widow Control
- Gutter:** [Empty text box]
- Number Pages From:** 1
- Number Lines From:** 1
- Default Tab Stops:** 0.5in
- Footnotes:**
 - Position:** End of Section (with a dropdown arrow)
 - Number From:** 1
 - Restart Each Section

Buttons: OK, Cancel, Set Default, Next File...

Figure 2.

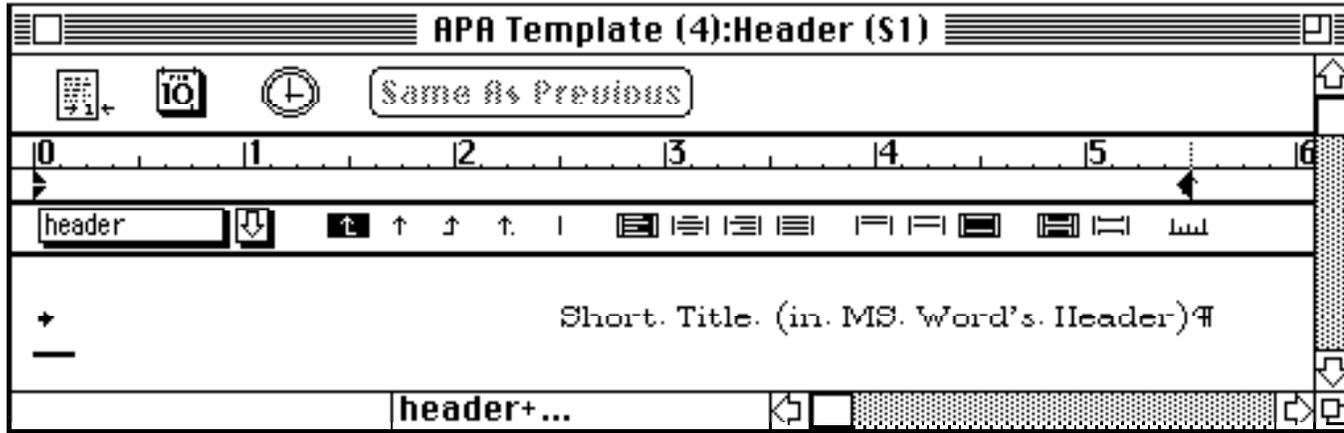


Figure 3.

The image shows a dialog box titled "Section" with several configuration options:

- Start:** A dropdown menu set to "New Page".
- Include Endnotes**
- Page Number:**
 - Auto**
 - Restart at 1**
 - A dropdown menu set to "1 2 3".
 - From Top:** 1 in
 - From Right:** 2 in
- Line Numbers:**
 - A dropdown menu set to "Off".
 - Count by:** (empty dotted box)
 - From Text:** Auto
- Header/Footer:**
 - From Top:** 0.5in
 - From Bottom:** 0.5in
 - First Page Special**
- Columns:**
 - Number:** 1
 - Spacing:** (empty box)

On the right side of the dialog, there are four buttons: **OK**, **Cancel**, **Apply**, and **Set Default**.