Module 8, Video 2: Using A Microsoft Word™ Template To Apply APA Format And Help You Write In APA Style

In the first video of this module, I talked about how a document template can help you efficiently format and organize a document. In this demonstration, I’m going to show you how that can be done. There are two documents in the course’s Zotero space, in the Collection, APAFormatPaper: APATemplate.docx, and APATemplateDemo.docx. You should go ahead and download a copy of each. You’ll practice moving, adding, and editing text in the example paper. You will then upload that to your Zotero library so that it can be reviewed.

Let me just briefly say that there are plenty of web-based resources to help you understand styles, including some very detailed ones developed by Microsoft. I don’t think you’ll need that in order to succeed in using styles, so long as you remember the following.

First, don’t change the styles in the template; they’re consistent with APA format, which is what you want.

Second, make sure you start with the template, versus just opening a brand-new document.

Finally, I will ask you to read some information at the Purdue OWL during this video. The link is with the rest of the links, and if you like, you can go ahead and find that and get it ready.

Style (in APA) versus Style (in Microsoft Word)

This word, Style, is used in two different contexts and means two really different things. In APA format, style refers to the issues of voice, of writing style—the sort of thing we discussed in the prior video. But in the world of Microsoft Word, style has a really different meaning. First, there is the matter of styled text. Things like taking something you’ve typed and making it bold. Or italicized. Or both. Most people who’ve used a word processor do this and it’s no big deal.

What fewer people realize, though, is that while styling your text is helpful, when at all possible, it’s better to apply text formatting by using Styles. These refer to the attributes of the text for different parts of the document. You can see them by first, making sure that the styles are visible, and then, depending on your version of Word, hovering over the list to expose them. I’ll do that now. And you can see what’s there. These are limited to what you need in an APA-format document.

For example, notice that there’s a style, Abstract. That’s because in APA format, the abstract’s first line is not indented, but throughout the body of the paper, it is indented. You may be thinking well why don’t I just type a tab at the start of every paragraph. Because that’s a bad habit, as it’s more reliable to let the style do the work for you.
Styles for Headers

For most people writing APA-format papers, the major category of styles that you’ll want to apply is for the headers. I’m going to navigate toward the bottom of the APATemplate and show you a table that summarizes them, so you can see what they look like in one screen. Notice that part of what this summarizes is that APA-format headers are hierarchical. They visually express relationships of subordination and supremacy. To review this, pause the presentation, go to the Purdue OWL’s discussion of headers, then come back. Note that you don’t have to read the material on seriation at this time.

Welcome back. Now, to the matter of how headers styles get applied to text in your document. Again you may think, why don’t I just apply character-level formatting to do this? You know, make it bold, then centered, or whatever? A couple of reasons.

First, you have to then remember what the character attributes are; frankly, I think you’ve got better uses for your brain. But second, that then robs you of the chance to also use Word’s outline-view features, which I will get to in short order. But first, let me show you how styles are different than selecting the text then changing its attributes. To do this, I’m going to move over to my example document, which is a draft of a section of a book chapter I worked on a few years ago. Note that this is NOT a great example of how to use Zotero and Word’s Zotero plug-in to manage in-line citations and your reference section; that will come later. Let’s just focus now on styles.

I’m going to scroll through, and as I see headers at different levels, I’m going to highlight them. Notice that I’ve got the document so that I can see the invisible characters—setting the pilcrow, which I’ll now toggle—and this is especially helpful with styles.

Here is a Heading-1-level header. Notice also the little black box at the left-hand margin? That’s a visual cue that it’s a style, not character-level formatting. I’m going to scroll until I find a Heading-2-level header. Here’s one. And notice how the style, Heading 2, is now selected. I’ll keep going and do the same thing when I find a Heading-3-level style.

So far so good? Okay, now I want you to try it. Open the file, APATemplateDemo.docx. Scroll through, and look for obvious headers. When you find them, select them, and see how the style is then selected. Do that for the whole document. Then re-start the presentation.

Hopefully that gives you a sense of how this works. Now I’m going to change some headers. Let’s say an editor thought that this section was a little too fussy, and instead of having 3 levels, I just need two, because the items that I had at the third level weren’t really that clearly subordinate to the sections above. Also, there was only one sub-section (at level 3) for each level-2 item, and in general, when that’s the case—when there are fewer than 2 subordinate items—then it really doesn’t
clarify things much. So I’m going to select them, and instead of changing the text’s attributes, I change the style from Heading 3 to Heading 2.

And again.

Okay, now in your copy, do the same thing. Demote the Heading-3 styled text to Heading 2. Then restart the presentation.

**Styles and Outline View**

As I already mentioned, I think that a big bonus in carefully using styles is that it then lets use employ another of Word’s seldom-used features: outline view. Before I demonstrate this, however, let me again caution you against messing with the styles in the document, *APATemplate.docx*. Because in addition to having the proper character-level formatting, it also has the outline levels set properly so that this whole outline-view thing works as intended. On to outline view!

Outline View is available under the View menu (big shock). I’m going to switch to it now. I’m also going to set the check box that shows only the first line of text. As a result, I now see what should look to most of you as a familiar thing: an outline. Right?

Notice how it is now visually expressing the hierarchy of my headers. They appear to be indented further to the right, the further down the hierarchy (which translates into larger numbers: one is at the top, then two, then three, and so on).

If I select a Heading-1 header, then look: it highlights all the elements from it to the next Heading-1 header.

Pause, and try that. See what happens.

I’m going to do some things with the section, *Definition of Decision-Making*. Let’s say that I wanted to re-order these items. I can do that by selecting one, and just dragging it to its new place.

Like this.

Pause and try that.

Pretty neat? Okay, you can also change the levels of a header and the content it summarizes this way. Let’s say I want to make the section on “Recognizing the Signs of the Abilene Paradox” subordinate to the prior section – even though we just changed this. I select it, then tap the Tab key, which demotes it.

Like that.
I can hold down the shift key, tap the Tab key again, and it goes back to where it started. In fact, I can take it up and down the hierarchy. And notice that it automatically re-formats the headers. How cool?

Okay, pause and play with that a bit.

In addition, I can re-order sections by just selecting, and dragging them. This is like what we did before, but with a whole section, not just an item in a line of paragraphs that start with the same header level.

So I’m going to move Group Decision-Making above Organizational Decision-Making. Pause, then you try it.

I think that this can be very useful as you are developing your document, but now let’s turn back to Galvan’s advice in Guideline 3, to create an outline. My advice would be to follow his. But I wouldn’t do it by typing it in, with, you know, tabs, or even using Word’s built in hierarchical numbering features.

Instead, do it by using headers in the template. Now, to demonstrate this, I typed in some of the start of Galvan’s example 8.3.1. And to make it a bit more interesting, I added some headers to be subordinate at the Heading-3 level. Now I’m going to apply the headers and recreate the example, plus the ones I added. I’ll apply the section-level header to the title, then keep going. Okay, so you can give that a try.

**Assignment**

So that’s the end of this video. Here’s your assignment.

Start with the copy of APATemplateDemo.docx, that you’ve been playing with. Or, if you are afraid you’ve messed it up, just get a clean one. You may notice that it’s set to track changes, but not show them. Don’t change this setting, as that’s intended to make it easier to review your work.

In outline view, change the level of at least 2 items by demoting them

Then, select and move at least one section to another part of the document.

Finally, in the Example 8.3.1., which we worked on at the end of the video, apply the formatting the way I did, so you make it look more or less like it does in the book, with the addition of formatting the items that I added under “attitudes toward donating.” They are Cultural differences, Religious aspects, and Influence of popular media.

When you’re done, save a copy of the file so it ends in your last name (thus, APATemplateDemoRudiger.docx. Upload it to Zotero the same way you have done for other assignments, putting it in the library your manage and where your UTF and the class account can download it. Post by the assignment deadline.