

# Research Paper Project

## Objectives

By the end of this lesson, you will be able to:

- Apply and format headers and footers
- Modify and update styles
- Add page numbers
- Modify page numbering
- Add a cover page
- Format text
- Create a new source
- Apply reference tools
- Use search tools
- Generate a works cited "References" list
- Insert and edit citations
- Use track changes
- Format text
- Apply heading styles
- Markup a document

You will **Format** a research paper in the APA style (American Psychological Association) according to the guidelines provided below. You are provided with the text of the research paper and information about what citations and sources to include. You will then use Word's **Reverence tools** to create and cite references, and the **Review tools to markup** and **correct errors**. The APA style is the most commonly used to format papers and cite sources in disciplines within the social sciences, such as psychology and sociology, as well as business and technology.


## Part 1: Format Document


Format the document formatting text, applying styles, and adding headers and pages numbers.

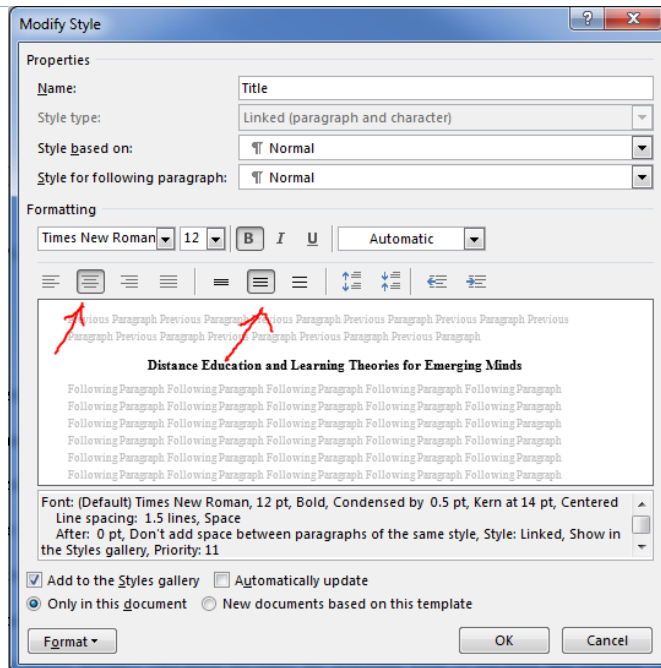
### Steps:

1. Start Word, open the file **Research Paper Data.docx** from the drive and folder where you store your Data Files, Save it as **Research Paper Project.docx** to the location where you save the files for this class, then format the paper according to the guidelines listed in the table below:

1 - 8  
Points

Guideline	Description
<b>Margins</b>	Set all four margins to 1" Click Margins in the Page Setup group of the Page Layout tab, click <b>Normal</b> .
<b>Spacing</b>	<b>Double-space</b> all content. Click the Home tab, click <b>Select</b> from the Editing group, click <b>Select All</b> , click the <b>launcher</b>  in the Paragraph group to open the Paragraph dialog box. Set the alignment to <b>left</b> , and the <b>special indent of the first line by .5"</b> . Set the <b>spacing before</b> and

	<p>after to <b>Opt.</b>, the line <b>spacing to Double</b>, and check the <b>Don't add space between paragraphs of same type</b> box. Click <b>OK</b>.</p>
<b>Title page</b>	<p>Format the title page as shown in image below. Start the title about 10 lines from the top margin (press <b>[Enter] 9 times</b>). Click the <b>Show/Hide button</b>  on the Paragraph group to verify there are 9 returns before the title. Click the <b>Show/Hide button</b> again to hide the paragraph and other marks, <b>Center</b> the title page text using the <b>Center Text button</b>.</p> <p>Click <b>Insert</b>, click <b>Header</b>, Click on <b>Different First Page</b> in the Options group to check the box. Click <b>Blank (Three Columns)</b>. <b>Delete the middle text</b>. For the left text type: <b>Running Head: Distance Education for Emerging Minds and Theories</b>, type <b>your name</b> on right side of the header. Make sure both the title and your name are on the same line. You may have to place your curser after the "s" of the word Theories, and hit the Delete key once or twice to remove the extra spaces. <b>Highlight</b> the words <b>Distance Education for Emerging Minds and Theories</b>, right-click the highlighted text, click <b>Font</b> from the menu and select the <b>All caps effect check box</b>. The title page example is show at the end of part 1.</p> <p><b>Note:</b> Page numbers are omitted from title pages.</p>
<b>Header on Subsequent pages</b>	<p>Create a header that is different from page 1 that includes only the title of the paper in uppercase at the left margin of the page header (<b>without</b> the text "<b>Running Head:</b>") and the page number (starting at <b>page 2</b>) at the right margin of the page header.</p> <p>To include the page number, click the <b>Type here</b> text field, click the <b>Page Number button</b> on the Header &amp; Footer group, and click <b>Current Position</b>.</p>
<b>Abstract</b>	<p><b>Center</b> the title "<b>Abstract</b>," and remove the indent from the first line of the paragraph by placing your curser before the "E" of E-Learning and hitting the <b>Backspace key once</b>.</p> <p>Note: APA style papers are left justified, double-spaced, with the first line of each paragraph indented by a half inch. An abstract is an exception, in that the first line is not indented. Similar to an abstract, direct quotes of 40 or more words do not indent the first line of the first paragraph, but are placed at a new half inch margin from the left. You then type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin.</p>
<b>Research Paper Text</b>	<p><b>Highlight</b> the <b>first line</b> of the first page following the abstract title, click the <b>Title style</b> from the Styles group, right-click the <b>Title style</b>, click <b>Modify</b>, format as shown below as <b>Times New Roman, 12pt, bold, centered</b>, (the first letter of each word is capitalized except the words such as "and" and "for") 1.5 line space above the paragraph.</p>



Click the **Subtitle** style and **modify** it to be same, but **left justified** and **single spaced**, click **OK**, and save the document.

**Note:** It is important to use document styles whenever possible.

Distance Education for Emerging Minds and Theories

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Fall 2011

Abstract

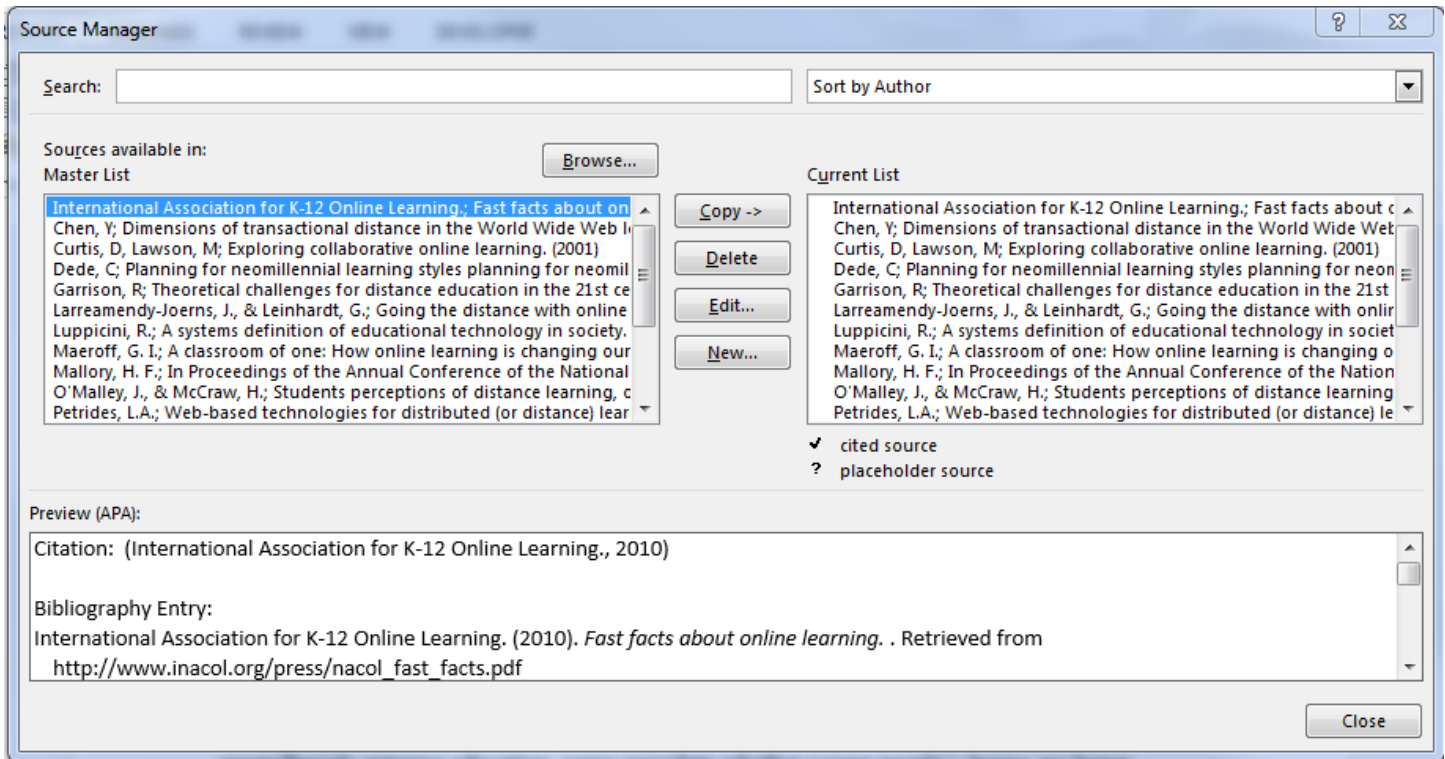
Distance education has gained a prominent presence in education. Students have a variety of public, private, state, federal, and for-profit options for their education. The delivery options range from hybrid online courses with some in class attendance required, to completely online. Any location in the world with access to the Internet now has the opportunity for quality

## Part 2: Cite and Reference Sources

### Steps

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1. Click on the **References** tab, double-click the **Manage Sources** button in the Citations & Bibliography group to open the Source Manager dialog box as shown below.



**Note:** You are presented with a Master List of reference sources on the left and a Current List of sources on the right. The sources in the Current List are the list of references already copied to the document from the Master List. In the next few steps, you are going to create two new sources for the Master List and place citations within the document.

2. Click the **New...** button. Click the down arrow and select either **Web Site** or **Document From Web Site** on the Source Type menu. **Copy** the Uniform Resource Identifier (URL) below and paste it into the URL field:

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<http://www.irrodl.org/index.php/irrodl/article/view/890>

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Click on the **Source Type** down arrow again and change the source type to **Journal Article**. Click **Edit**, Type the name **Terry Anderson** into the fields, and click **Add**. Type the name **Jon Dron** into the fields, and click **Add**. Enter the title of the article (**Three generations of distance education pedagogy**) and the name of the journal (**International Review of Research in Open and Distance Learning**) and the date (**2011**), click **OK** to add the Source to the Master List.

**Note:** Because this was an article retrieved from a web site, it is important to add the URL to the source record using one of the web source options. When you generate a list of references, the URL will be listed properly on the reference.

3. From the Home tab, click the **Find button** in the Editing group. Type **3.0 technology** in the Navigation field. You may have to hit **[Enter]** depending on your version of Office. Place your cursor between the “y” and the **ending punctuation**. Click the **Insert Citation button** on the Citations and Bibliography group. Click the reference you created for Anderson, Terry Dron, Jon. Notice the citation includes only the last names of both authors and the date of publication.

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4. Create a new book section source with the following information:

- **Author:** Michael G. Moore
- **Book Section:** Theory of transactional distance. In D. Keegan (ed)
- **Title:** Theoretical Principles of Distance Education
- **Pages:** 22–38
- **Year:** 1997
- **City:** Routledge, New York
- **URL:**  
<http://www.aged.tamu.edu/research/readings/Distance/1997MooreTransDistance.pdf>

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**Reminder:** You must enter the URL in the Document From Web Site source type in order to add the URL to the source reference. It may be easier to copy the URL to your clip board before creating a new source.

5. Click the **Home tab**, click the **Find button**. Search for the name “Michael Moore.” **Insert** a citation for **Moore, M** between the “e” and the **comma**. Right-click on the (Moore, 1997) citation field, click **Edit citation**, check the boxes to **suppress Author** and **Title**, click **OK**, then click elsewhere in the body of the text to exit the citation control field. Because the author’s name was used in the sentence, only the year is required for a proper citation.

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6. Find the words “**absolute variable.**”, click between the “e” and the **ending punctuation** of the sentence (the period within the quote). **Insert** a citation for

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Moore, M. Suppress the Author, Date, and Title, but type the number "22" in the pages text field, click OK, and click out of the field.

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7. Find the word "programme" and insert a citation between the "e" and the ending punctuation within the quotation that displays the author, date, and pages 26-27.

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8. Scroll down to the end of the document and place your cursor after the period following the last word of "Internet", press [Ctrl+Enter] to create a page break and to start a new page at the end of the document. Click the References tab. Verify the Style is set to APA sixth edition in the Citations & Bibliography group, click the Bibliography button Choose the References option. You have just generated APA style reference list. Center the "References" title and change the font color from blue to Automatic (black). Save the document.

**Note:** The references are listed in alphabetical order with hanging indents, and the Anderson and Moore sources should look like the ones indicated below.

### References

- Anderson, T., & Dron, J. (2011). *Three generations of distance education pedagogy*. Retrieved from <http://www.irrodl.org/index.php/irrodl/article/view/890>
- Chen, Y. (2001). Dimensions of transactional distance in the World Wide Web learning environment: A factor analysis. *British Journal of Educational Technology*, 32(4), 459-470. Retrieved from <http://web.ebscohost.com.libproxy.boisestate.edu/ehost/pdfviewer>
- Curtis, D., & Lawson, M. (2001). Exploring collaborative online learning. *Journal of Asynchronous Learning Networks*, 5(1). Retrieved from <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.130.2039&rep=rep1&type=pdf>
- Dede, C. (2005). Planning for neomillennial learning styles planning for neomillennial learning styles. *Educause Quarterly*, 28(1). Retrieved from Educause Quarterly: <http://www.neiu.edu/~sdundis/t...Styles.pdf>
- Garrison, R. (2000). Theoretical challenges for distance education in the 21st century: A shift from structural to transactional issues. *International Review of Research in Open and Distance Learning*. Retrieved from <http://www.irrodl.org/index.php/irrodl/article/viewFile/2/22>
- International Association for K-12 Online Learning. (2010). *Fast facts about online learning*. Retrieved from [http://www.inacol.org/press/nacol\\_fast\\_facts.pdf](http://www.inacol.org/press/nacol_fast_facts.pdf)
- Larreameydy-Joerns, J. &. (2006). Going the distance with online education. *Review of Educational Research*, 76(4),567-605.
- Luppini, R. (2005). A systems definition of educational technology in society. *Educational Technology & Society*, 8 (3), 103-109. Retrieved from [http://www.ifets.info/journals/8\\_3/10.pdf](http://www.ifets.info/journals/8_3/10.pdf)
- Maeroff, G. I. (2003). *A classroom of one: How online learning is changing our schools and college*. New York, NY: Palgrave McMillan.
- Mallory, H. F. (1916). In Proceedings of the Annual Conference of the National University Extension Association. . In *Correspondence-study teaching in the University of Chicago*. (pp. 41-49). Boston:: Wright & Potter.
- Moore, M. G. (1997). Theory of transactional distance. In D. Keegan (ed). In *Theoretical Principles of Distance Education* (pp. 22-38). Routledge, New York. Retrieved from <http://www.aged.tamu.edu/research/readings/Distance/1997MooreTransDistance.pdf>


## Part 3: Review, Track Changes, and Markup the document.

### Steps

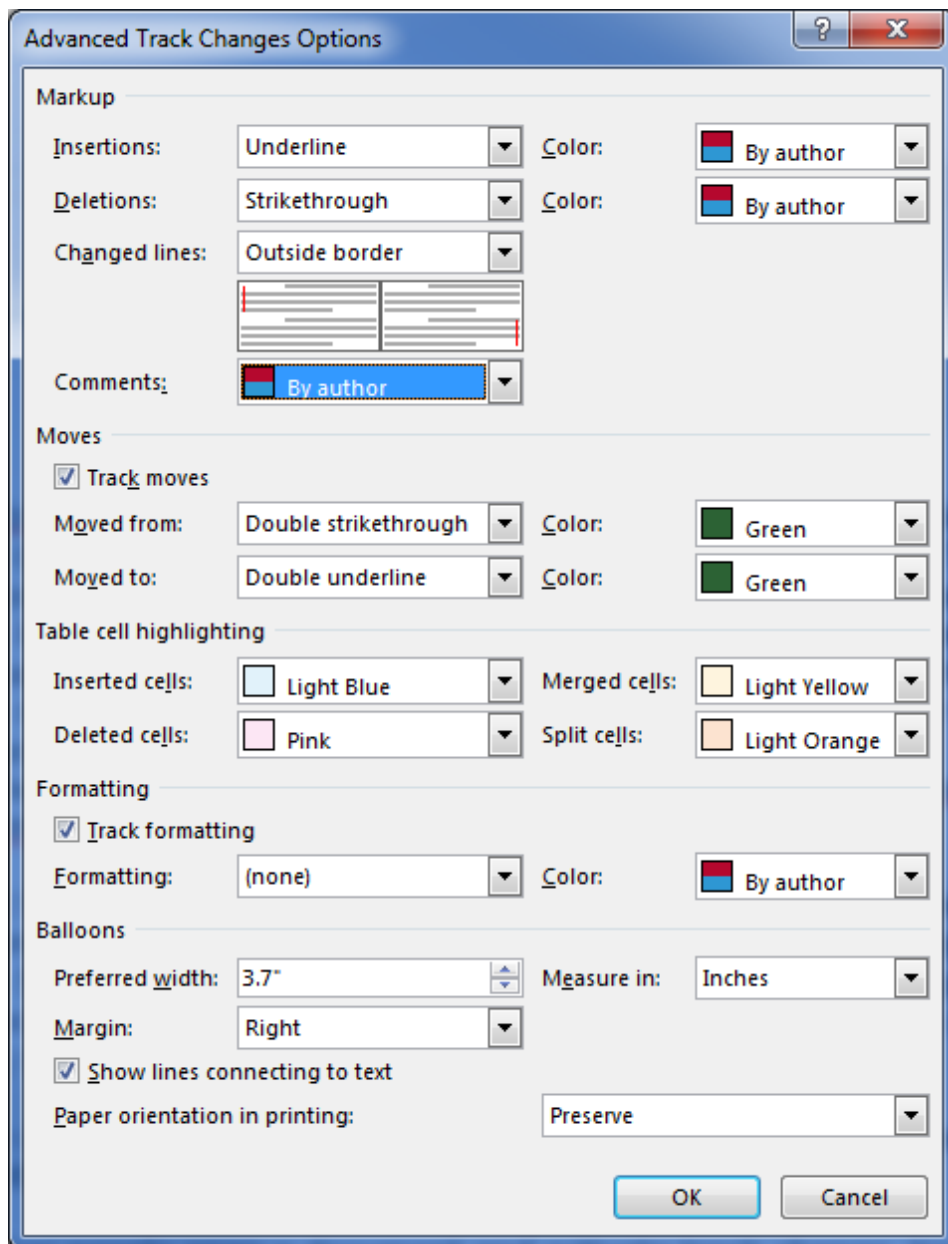
1. Press [Ctrl+Home] to move to the beginning of the document. Click the **Review** tab, and click the **Track Changes** button, and click **Track Changes**. The button should now be darker indicating Track Changes is activated.

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**Note:** You can add the Track Changes indicator to your Status bar by right-clicking the Status bar and selecting Track Changes. Your Status bar will then indicate whether Track Changes is on or off when reviewing a document.

2. Click the **dialog box launcher**  for the Tracking group. Click **Advanced Options**. Change the **Comments** color to **Violate**, click **OK** to close the Advanced Track Changes Options dialog box show below, and **OK** again to close the Track Changes Options dialog box.

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3. Click the [ABC Spelling & Grammar button](#) and correct any spelling or grammar errors in the document.

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**Note:** The all of the theories, author's names, and the words cafemom, programme meomillennial, are spelled correctly.

4. [Highlight](#) the [author's name](#) on the first page, Click the [New Comment button](#) on the Comments group and write a new comment about your learning experience. Click the [Show Comments button](#) to activate the comment review pane to the right of the document. [Change](#) the first word of the first sentence in the Abstract ([E-learning](#)) to "[Distance education.](#)"

1  
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5. Save the document, submit a copy to your instructor, and then close all open documents.

**Note:** When other people open a document and turn on track changes, track changes will keep track of each person who makes changes to the document. Comment balloons will indicate each person who makes Comments or changes. You can navigate changes, and either accept or reject changes using the features of the Changes group. Hover your mouse over the Compare and Restrict Editing buttons. Notice you can compare different revisions of the same document or even restrict editing capabilities on the document.