

# **APA EASY**

## **a Manual For Apaswen.Dot**

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**Y**

(Note: Y is the Greek letter Psi and stands for  
Psychology)

Running head: APA STYLE, WINWORD  
TEMPLATE

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## **Abstract**

I teach psychology and I wanted student papers with correct APA style formatting. This template was written in Word Basic (a type of visual basic included with Winword). Winword is basically a collection of macros so developing macros for special purposes is fairly straightforward. Microsoft, to my surprise, gave me a programming book, two diskettes filled with sample macros, and several faxed sections of code. I thank these support people. This document was produced using the APASwen2.dot template in WW2 and shows how nice the format looks. It includes additional suggestions for customizing the program and known problems.

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## Manual For Use Of APASwen2.Dot and APASwen6.Dot

### Basic Features

#### What the Program is:

The program is a macro template program for use with Microsoft Word for Windows (WINWORD). There are versions for both Word 2.0 (APASwen2.DOT) and 6.0 (APASwen6.DOT). **The differences between the versions for this program are minor. I note where different actions are required for each version.** This program sets up margins, headers, page numbers and headings for documents conforming to the style developed by the American Psychological Association (APA). It is designed to reduce the mechanical formatting time spent by anyone writing in the APA style. Psychology, some other social sciences, and some business programs require papers to conform to APA Style. It is written in *Word Basic*. A registration form is at the end of this document. I have extensively tested this version on my students and they report few problems.

#### How to use it:

First copy **APASwen.DOT** to your *Winword* directory or any alternative place you keep your template files. For most people this will be C:\WinWord\ for Version 2.0 and C:\WinWord\Templates\ for Version 6.0. Open MS *Winword* in the usual way. Select the file menu, click on "NEW" and you will be presented with a dialog box letting you select a template. Do not click on the default which is the Normal template. Instead scroll to the top of that box and you will see "APASwen2" or "APASwen6". Click on it. The program will then

begin to operate and you will see an initial welcome screen. Click on OK. The program present you with a second dialog box that asks if you wish to set up an APA style paper. If you click on "No" the program will stop and you will be ready to start typing on a blank page with APA style 1.5" margins, double spacing throughout and page numbers.

If you click on "Yes" you will be asked questions and asked to fill in blank spaces in dialog boxes. The program will ask what the title is, who the author of the paper is, your affiliation (normally the name of your college or university), if you want the date on your cover sheet, and what key words you want in the header at the top of each page. It will put all that information in the right places and nicely format it. Then it will ask if you are writing an experimental psychology paper. These papers have various headings and if you click on "yes" the program will set these up for you. Because headings for the Methods section of experimental papers are not always standardized, the program will ask if you want to consider alternative headings and if you say "yes", it will provide some for you.

### **Supplemental Macros for Extra Features:**

These are optional and are accessed from the Format Menu at the top of your screen. They are all in the bottom half of the Format Menu.

#### **QuotationBlock**

This optional subroutine indents 5 spaces from each side for block quotations. In APA style all quotations more than a couple of lines long should be presented as block quotations.

#### **StartNewChapter**

This is used only if you are writing a book or long article with multiple chapters. It sets up the words "Chapter \_\_," prompts you for a chapter title, and puts that title in uppercase letters. It also does some other formatting operations.

#### **TableOfContents**

This subroutine gathers information from your headings and puts a table of contents with page numbers at your cursor location.

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### Version 2.0:

It differs from the choice under the insert menu mainly in that this routine adds the words "TABLE OF CONTENTS." You will be presented with a dialog box asking if you wish to use paragraph headings. Just say yes.

Version 6.0: This last feature will only work if you are not in Page Layout view (controlled by the View menu). This is faster but less flexible than selecting Index-Table under the Insert menu.

If you put the Table of Contents at the beginning of your paper the length of the Table may throw your pagination off. If that happens select all the Table and just hit the F9 key. This will update the page numbers. The macro will include references to all your headings you add as long as you add them by making them a heading style and not by manually formatting lines in Normal style. This is a very fast way to generate a Table of Contents but less flexible than using the commands under the Insert menu. See more detailed instruction for the second method for developing a Table of Contents under the section on customizing the template. With any Table of Contents be careful about deleting anything from the beginning or end or you may delete the whole table (which is one big "field.")

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### AuthorAlphabetize

This finds the "References" heading if you entered them in the reference section at the end of the paper. It will automatically alphabetize them.

### InsertFigureHere

This sets up the lines above and below the words "insert figure \_\_\_ about here." In preparing documents for submission to APA journals and those having similar rules, this place holder marks where figures (and tables) will eventually be printed. APA journals and many psychology professors require this message in place of the actual graph or other graphic element. The figures are then submitted on separate sheets.

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Insert Figure \_\_\_ about here  
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### HelpNotesAPASwen

These are brief instructions for those not inclined to read helpme files or manuals.

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Version 2.0: There are also a couple of nice features under the Edit menu if you click on Glossary. You can insert the logo of my university at your cursor point if you select LMU logo from the list in the glossary.

Version 6: There are also a couple of nice features under the Edit menu if you click on Autotext. You can insert the logo of my university at your cursor point if you select LMU logo from the list in Autotext. Of course you should try to get a computerized version (PCX, BMP, TIFF or WMF format) of your school's logo and replace my logo by selecting my logo when the new logo is loaded in the windows clipboard. Then click on Edit/Autotext/Add. You can also use this feature to insert the Psychology symbol listed as Psi under the Autotext command.

Of course you should try to get a computerized version (PCX, BMP, TIFF or WMF format) of your school's logo and replace my logo by selecting my logo when the new logo is loaded in the windows clipboard. Then click on Edit/Glossary/Define. You can also use this feature to insert the Psychology symbol listed as Psi. This technique can be used to store any standard text or graphics you may use often in your documents.

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## **Cautions and Limitations**

### **How to avoid crashing this program**

If the program does not run because you do not have the standard Windows 3.1 TrueType fonts installed open the APASwen2.Dot file and change the fonts in each style to those on your system. If you do not know how to do this follow the instructions near the end of my section on Customizing the template.

While this program automates some aspects of APA style document production not all the headings will be located exactly

where you want them and you may have to manually remove empty lines above them. You may not wish to begin typing at the Abstract (the normal default) and may have to manually place your cursor at your desired starting place. I used the TrueType fonts that come with Windows 3.1 as my defaults. If you don't have these on your system you may have to change the fonts for each style.

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Version 2.0: Do this by selecting Format [menu at top of screen] / Style/ Define/ Character and put in the font you want.

Version 6.0: Do this by selecting Format [menu at top of screen] / Style/ Modify/ Format / Character and put in the font you want.

Make sure you answer all questions and click on all OK buttons while the program is running or it may malfunction. Do not edit anything until this program finishes and you are ready to begin typing. To edit your heading click on the View menu, select Header/Footer, and make your corrections.

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At the end of the program, if you have asked it to set up headings for experimental reports, it asks you if you wish to have alternatives to the **Apparatus** heading. If you say yes it will give you several alternatives and you can select several of these. It may add extra unwanted blank lines but these are easily deleted. If you hit Cancel you will get an “unexpected end of macro” message and end up with the cursor in the middle of your methods section.. Just move it manually to where you wish to begin typing.

## **Problems with the formatting of titles, author(s) or affiliations?**

When you put in the titles or list the authors be careful to NOT hit the **enter** key to add another line for long titles or names of authors. Let word-wrap work and just keep typing. Also avoid extremely long titles, lists of authors, or of affiliations. Otherwise my nice formatting will be lost because the program defaults back to the regular text type **normal style** if lines are too long or if a blank line is inserted by hitting **Enter**. You can of course click on the style box which is usually just below the File menu and select heading 2 for the



title and style 3 for the authors. I tried to overcome this but ended up with several extra blank lines inserted which was unsatisfactory.

## **SPECIAL INSTRUCTIONS for Users still learning Winword:**

Be careful about removing lines under a heading as you may convert the style of the heading to a normal text style. If this happens make sure you can see the "ribbon" which will have a style control box on the left side followed by a font control box (usually just under the File menu). If you can't see it click on view and select ribbon. Just select the appropriate Heading 1 through Heading 3 to restore a special heading style which will be in the Arial font and larger than normal text (which is Times New Roman). To convert something from a heading style to normal text select Normal from the style selection box.

## **Customizing the template:**

I use the heading styles to control formatting for all headings (of course). This also allows you to automatically generate a table of contents. Once you have your headings where you want them for all major paper sections just put your cursor where you want the table.

Version 2.0: Just click on the Insert menu and select Tables of Contents. Voile!

Version 6.0: Just click on the Insert menu and select Indexes and Tables. Select Tables of Content and your preferred style. Voile!

You may wish to change the defaults or just change the formatting in one document. To change the defaults for all documents created with my program open the APASwen.dot file. It will usually be in your Winword subdirectory (Version 2.0) or your Winword/Templates subdirectory (Version 6.0).

Make sure you select "Dot" files down at the bottom of the Open screen where it allows you to chose the type of file opened after you clicked on the File menu followed by Open. If you make changes in a particular document these will be confined to that document in

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Version 2.0. It is possible to make broader changes with Version 6.0 but the program will ask if you want the changes to apply globally.

Version 2.0: You can change my fonts, font sizes, alignments etc. by clicking on the Format menu, selecting Styles, and choosing the style you wish to modify. Then click on Define followed by what ever you wish to change when the next dialog box appears. Character will let you change fonts and font sizes. Paragraph will let you change alignment and indents. For example, APA style uses ragged right margins (left justified). It is easy to change this to justified which gives even left and right margins. Normal text is controlled by Normal style and it too can be modified. For example you may wish to have your text justified (even on both sides). Just click on Format, Styles, Normal, and Define. This will get you to another screen. Click on Paragraph and finally Alignment .

Version 6.0: You can change my fonts, font sizes, alignments etc. by clicking on the Format menu, selecting Styles, and choosing the style you wish to modify. Then click on Modify followed by Format when the next dialog box appears. Both of these commands will appear on the right side of the dialog box. Normal text is controlled by Normal style and it too can be modified. For example you may wish to have your text justified (even on both sides). Just click on Format, Styles, Normal, and Modify. This will get you to another screen. Click on Format (on the far right side) and it will offer you a choice of what to modify. Select Paragraph and then the text flow tab at the top and finally Alignment on the right side of the screen.

And remember- MS Word has built in programs for a wonderful outline view (which helps organizing material and the headings are usable to make a table of contents), fancy titles (word art), easy tables, graphs of data (the graphing module), a draw program, an equations generator and much more. Ultimately there is no substitute for learning a complex program well to benefit from it. If you are moving to MS Winword 6.0 either make sure you have APASwen6.DOT or put a copy of my version 2 template in the subdirectory with the rest

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of the version 6.0 templates. Use the macro under version 6.0 and it will be automatically converted to Word Basic 6.0. It will run OK in that form although I did some minor tweaking for my Version 6.0 template.

**REGISTRATION FORM For APASwen.Dot.**

PLEASE REGISTER to receive notices of updates and support. If you ask I will also send you a copy of the program without the requests to register (the nagware). The recommended license fee is only \$5.00 (five dollars) payable to L. Swenson/ Mindarts. At this price I can not provide telephone support but I will provide mail support and support on *American On-line* (AOL) via electronic mail. I am of course interested in hearing either about problems or successes with use of this program. I would also welcome improvements by any users.

Address AOL messages to Otterguy or MindArtist. Send this form with your check and any questions to:

MindArts c/o Leland C. Swenson,  
12615 Woodgreen Street,  
Los Angeles, CA 90066-2725

Thank you for registering.

Cut here-----

Your Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Other Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Version Used: APASwen6 \_\_\_\_ APASwen2 \_\_\_\_

Suggestions: \_\_\_\_\_