# Word formatting for APA and Chicago style

The formatting in this document complies with both APA and Chicago publication styles.

Instructions show you how to create and save a Master Template for all your work.

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**Template**

In Word, select **File** > **New** and type **APA** in the *Search for online templates* box to find APA templates.

Choose the *Professional APA style paper,* as it aligns with APA 7th rules, particularly around headings. All the instructions in this document are based on using that template as a starting point.

Before saving your **Master template** for future use, DELETE the running head title text on page 1 (title page) and the following page, but **retain** the page numbers as APA 7th and Chicago do not require running heads. To do this, double click inside the **Header** and delete the text.

All formatting should be set up and saved within this Master template, as this will prevent you repeating the process every time you wish to write.

To preserve this Master template for future and ongoing use, use the **Save As** function to save the newly edited document separate to the template.

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**Headings**

In the **Home** tab, see the **Styles** gallery



It is advised that you use the default **Styles** gallery for headings, without changing it unless directed in this document. This ensure consistency and compliance with APA rules.

It will also facilitate the set up of your Table of Contents, as the underlying Word code is used to format a table of contents.

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**Table of Contents**

ToCs pages come after any preliminary matter – title page, abstract, author declaration, acknowledgements – but this may depend on the discipline and the thesis type.

ToCs are automated in Word, with the structure derived from formatted **Headings** (see **Headings** section above).

With your cursor in the top left of the relevant blank page on which you wish to start your ToCs, go to the **References** tab and click the **Table of Contents** drop down arrow.

Choose from Automatic Table 2, or go to *Custom Table of Contents* and select either **Classic** or **Simple**. In any of these cases, you will need to modify the **Table of Contents heading** to reflect the correct style.

**Modify the Table of Contents Style Heading**

1. Place your cursor inside the **Table of Contents** heading

2. Go to **Home** tab > **Styles** group > click the dropdown arrow next to the **Styles** gallery, right click the **TOC Heading** style in the style choices, and choose **Modify**.
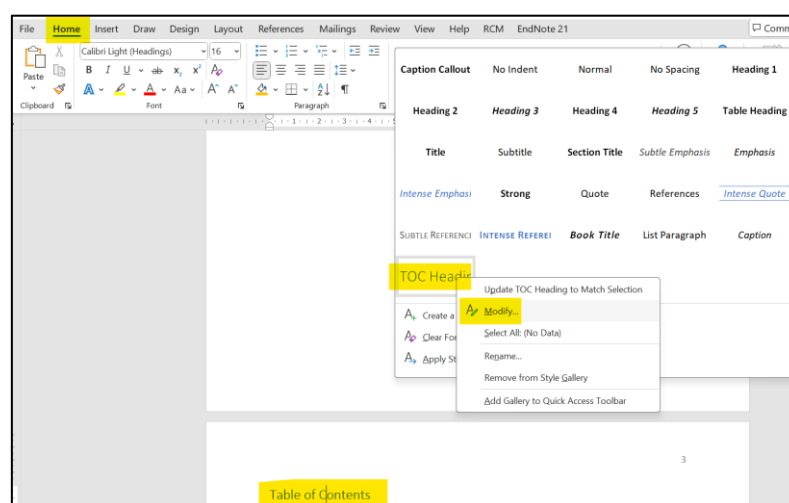


3. In the **Modify Style** dialog box, adjust to reflect the correct style in keeping with the document (note: Calibri is chosen here to be consistent with the template font style, but if your text is an alternative font, choose that style instead).

   o Style type: Linked (this will is
   o Style based on: Heading 1
   o Font type and size: Calibri, 12 font
   o Bold, italic, underline: Bold
   o Alignment (centre, left, right): Centre
   o Spacing: Double lined spacing
   o Any other formatting preferences
   See image below reflecting the above modifications:

Click OK.

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**Tables**

The table format should look like the image below. For full details on tables and figures style format, see the APA Style website.

*There are two options for the placement of tables (and figures) in a paper. The first is to embed tables in the text after each is first mentioned (or "called out"); the second is to place each table on a separate page after the reference list.*

*An embedded table may take up an entire page; if the table is short, however, text may appear on the same page as the table. In that case, place the table at either the top or bottom of the page rather than in the middle. Also add one blank double-spaced line between the table and any text to improve the visual presentation.* APA Style



**Table 1**

*Table Title*

| Column Head | Column Head | Column Head | Column Head | Column Head |
| --- | --- | --- | --- | --- |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |

*Note*: Place all tables for your paper in a tables section, following references and footnotes. Start a new page for each table, include a table number and table title for each, as shown. All explanatory text appears in a table note that follows the table, like this one. Use the **Table/Figure** style, available on the **Home** tab, in the **Styles** gallery, to get the spacing between table and note. Tables in APA format can use

**Embedding a Table in the Text:**

**Table Number and Table Title**

Place the cursor in the place where you want your table to be located.

1. Type Table 1 (for example). Highlight the table number text with your mouse, go to the **Home** tab > **Styles** gallery and choose **Caption Callout**. Your table number should now be left aligned and in bold.
2. Type the **table title**. Highlight the whole title. Go to the **Home** tab > **Styles** gallery and choose **Caption**. Your table title should be left aligned and in italics.

**Insert a Table**

1. Place your cursor below the **Table title**. Go to the Word **Insert** tab and select the **Tables** dropdown.
2. Choose the number of rows and columns for your table. By default, the document will insert a simple black and white table with black borders around each cell. You will need to adjust the table to suit APA style.

**Adjust Table Style**

1. Select the whole table by clicking the table management icon (appears when you hover near the top-left corner of the table) ⊕ . The table area will be highlighted in grey.
2. Go to **Table Design** tab > **Borders**.
3. Choose **No Borders** from the list.
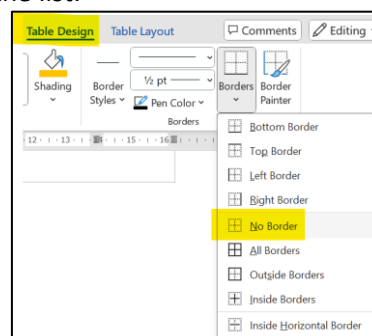


4. Now choose **Borders and Shading** from the list, and in the pop up **Preview** pane, choose horizontal lines from the displayed options. Select top and bottom border options, click OK.
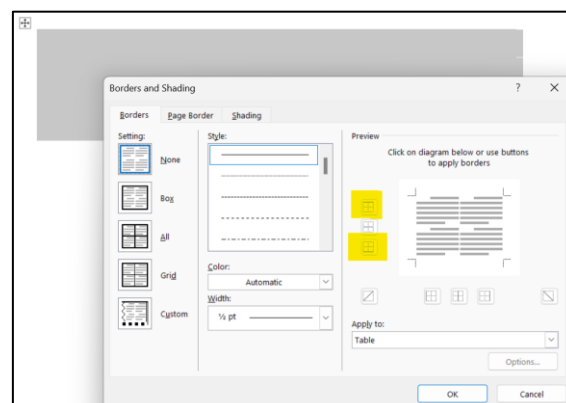


5. Click outside the table, and highlight the top row only by locating your mouse pointer to the left of the row and clicking to highlight the whole row:
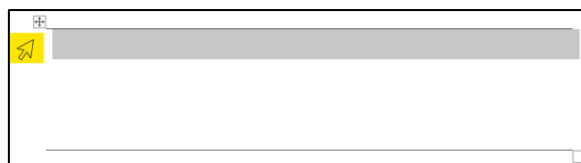
6. Choose **Borders and Shading** from the **Borders** list again and select the bottom horizontal line border. Click OK.
7. Your table will now look like this:
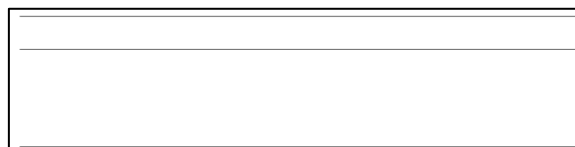


8. To add your data, you may wish to 'see' where the cells are. With your cursor anywhere inside the table, select **Table Layout** and click **View Gridlines**. Dotted or grey lines will appear in your table which will show in your layout, but will not print.
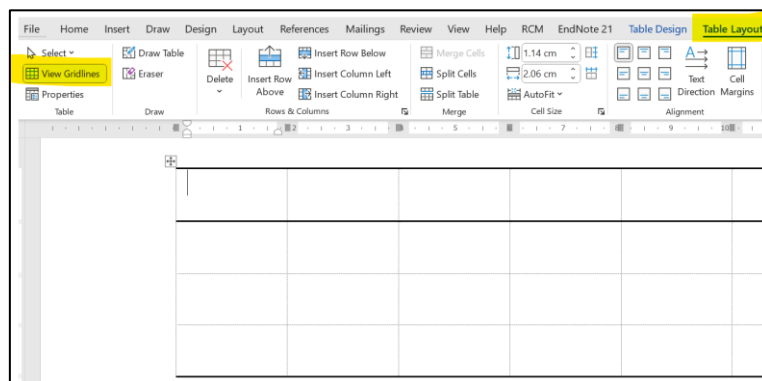


**Notes Below Table**

To add **Notes** below the table, place your cursor in the space below the table, and hit inter on your keyboard to create a space. Type the note, then highlight all note text. Go to the **Home** tab, **Styles** gallery, choose **No Indent**. This will right justify all text and automatically insert double line spacing as per APA conventions.

**Change or Remove Formatting**

If you copy and paste from a different document or online format, the copy may retain the original source's underlying code. When pasting, choose from the following options:

1. **Use right click and paste:**
   Paste your text using right click. A pop up will appear with **Paste Options**. Hover your mouse over the options to see what the icons mean, and how the text would look. You would ordinarily select the **Merge Formatting** option or the **Keep Text Only** option.
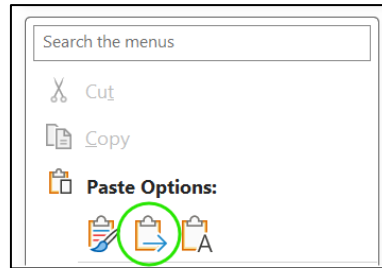
2. **Use Ctrl +V**:
   Paste your text using Ctrl + V (or Cmd + V). Highlight pasted text.
   a. **Option 1**: use the **Clear Formatting** function from the **Home** tab in the **Font** ribbon.
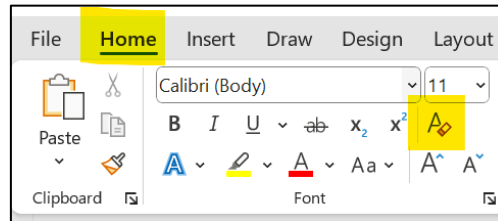
   

   Go to the Styles gallery and choose **Normal.**

   b. **Option 2**: Copy the same format as surrounding text by locating your cursor inside the text you like, then click the **Format Painter** icon in the **Home** > **Clipboard** ribbon. Select the text that needs to be changed.

   