

Research Paper basics in Microsoft Word

Steps to accomplish (not all at once):

Add a cover page

Verify margins

Set font face and spacing

Add header

Select a Research paper format

Add references

Start typing your paper

Add footnotes and citations

Add Works cited, or Bibliography

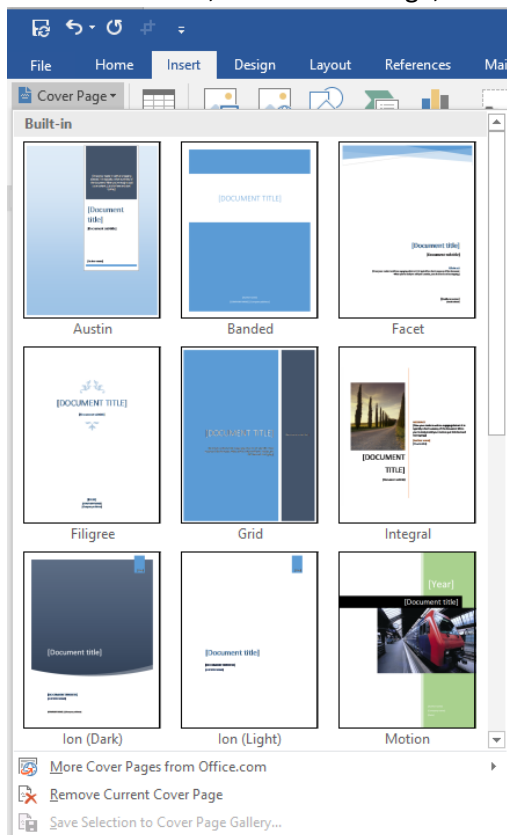
Check Word count

Add a cover page

A cover page minimally should include your name, your topic, who or what it is for, and perhaps a date. You could simply type this information, and when finished press Control+Enter to start a new page.

Or, you could have Word insert a cover page that looks a bit more professional, that contains place holders to remind you of what you may wish to include.

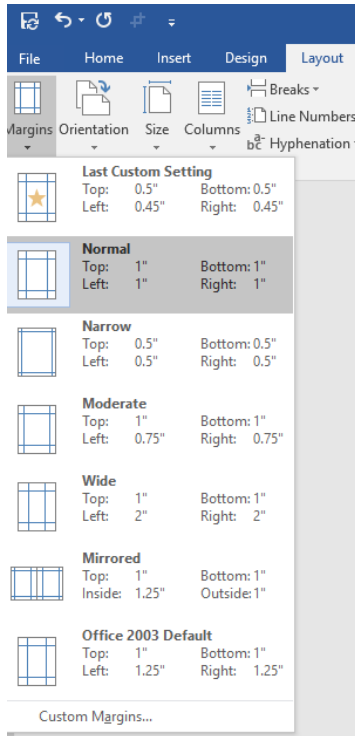
On the Insert tab, select Cover Page, and select one that appeals to you.



Note: if you don't use an item from a Word inserted Cover page, select the item and press Delete.

Verify margins

In this class we will use MLA as our overall format, which requires 1" margins all the way around. Word's Normal defaults to this, but you should double check. On the Layout tab, select Margins. Make sure 1" is selected.

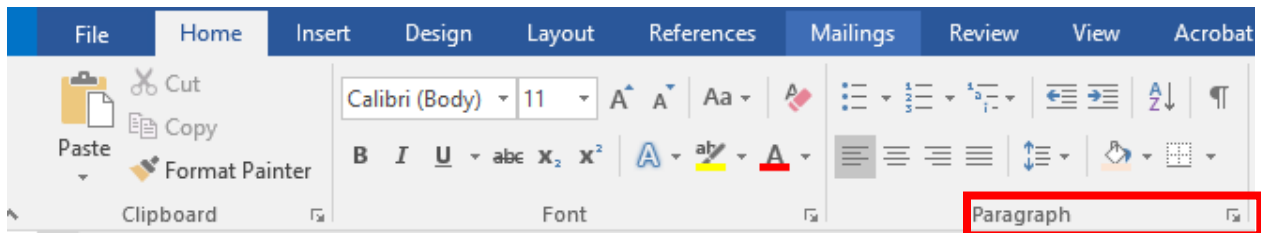


(Note, you can create custom margins for other projects.)

Set font face and spacing

Please notice, you have not started typing your paper yet... if you set up the type face and line spacing before you start adding content, your initial selections "stick." For this class I would like you to use Double Spaced, No Extra space with paragraphs for the Paragraph line spacing, and Times New Roman, 12 points, for the font.

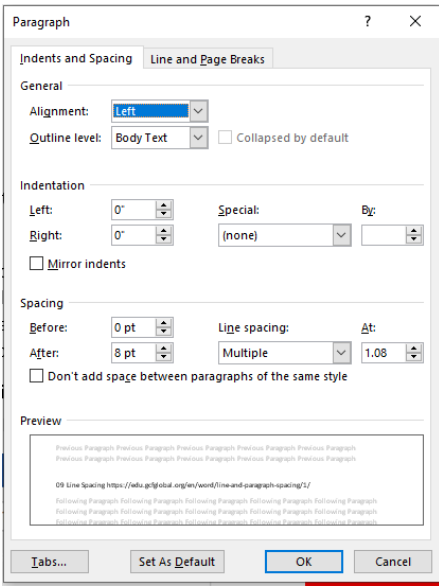
There are several places to access the full dialog box for Paragraphs... but the easiest to get to is on the Home tab; there is an arrow near the word Paragraph ... select it.



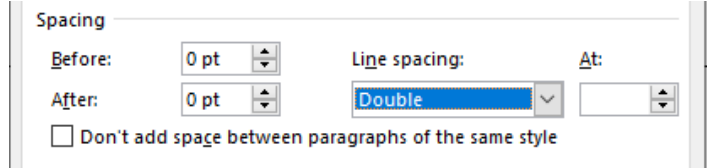
(You can also find Paragraph on the Layout tab, but avoid using the Line and paragraph icon on the Home tab of the ribbon. It is too limited, in my opinion.



After opening the Paragraph dialog box, focus for now on the Spacing items.



We need to change the After from 8 to 0 and we need to change the Multiple to Double



Normally when you hit the Enter key, it creates a new paragraph, and adds space after it. That is not a good idea when double spacing, as we already have space.

But to indicate where a new paragraph begins, you will need to press the Tab key, once you start typing.

PS to simply start a new line, instead of a new Paragraph, press Shift+Enter. (Recall Control+Enter starts a new page)

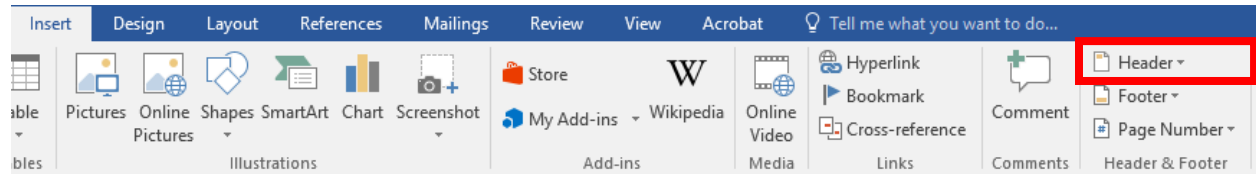
See also

09 Line Spacing <https://edu.gcfglobal.org/en/word/line-and-paragraph-spacing/1/>

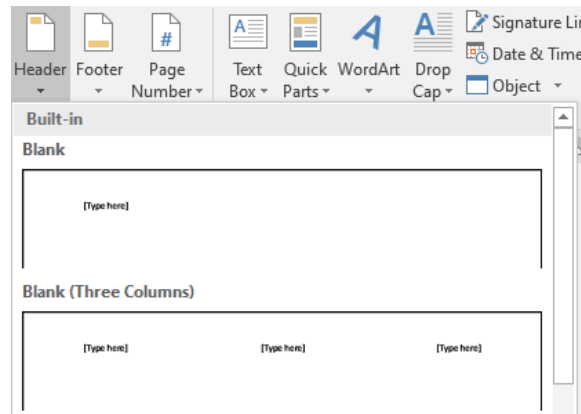
Add header

A header is something that is automatically added to the top of all pages, aside from the Cover page. We can use this header to add our name, the topic of our paper, and automatic page numbers to the top of each page. (A footer is similar, books often add automatic page numbers to the bottom of the page... we will not be using footers in this lab.

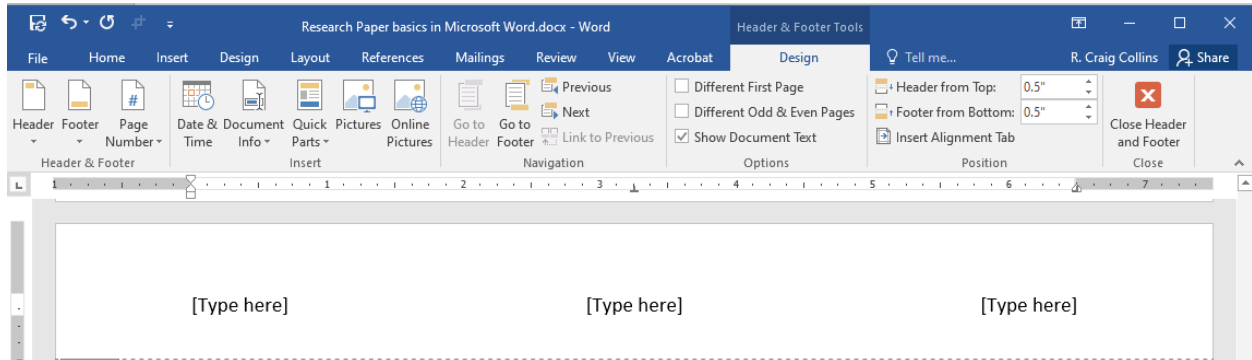
Go to the Insert tab, and locate the Header tool, and select it...



...and then select Blank (Three Column)



It should look something like this.



Make sure you select [] Different First page, if you manually created a cover page, we don't need the header there.

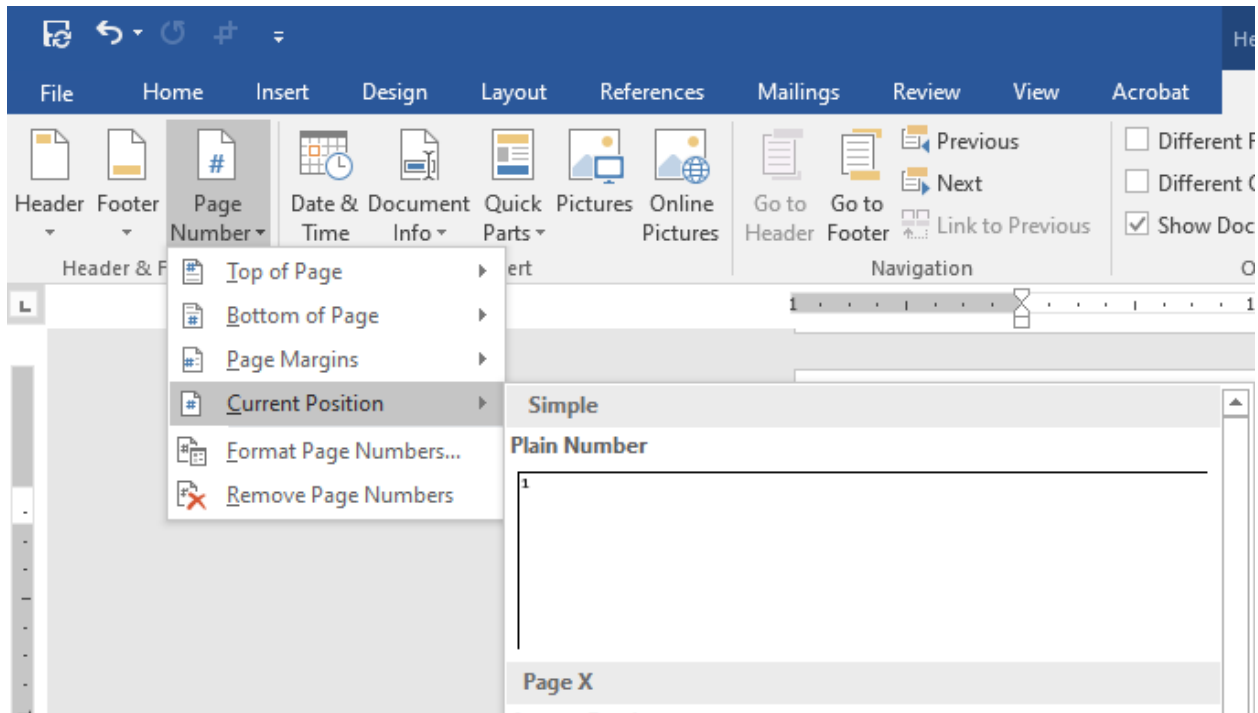
Click in the left hand [Type here] and type your name

Click in the center [Type here] and type your paper's Topic

Now the interesting part, putting the automatic page number in the right hand [Type here]

Just click the right hand [Type here] to select it, then go across the Pop up Header & Footer tab to locate Page Number v, and click the arrow by Page Number.

Let's make this easy... select Current Position > and then just click Plain Number.



When you start typing text, and it breaks to the next page, that new page will get the next page number added to the top right corner in the header.

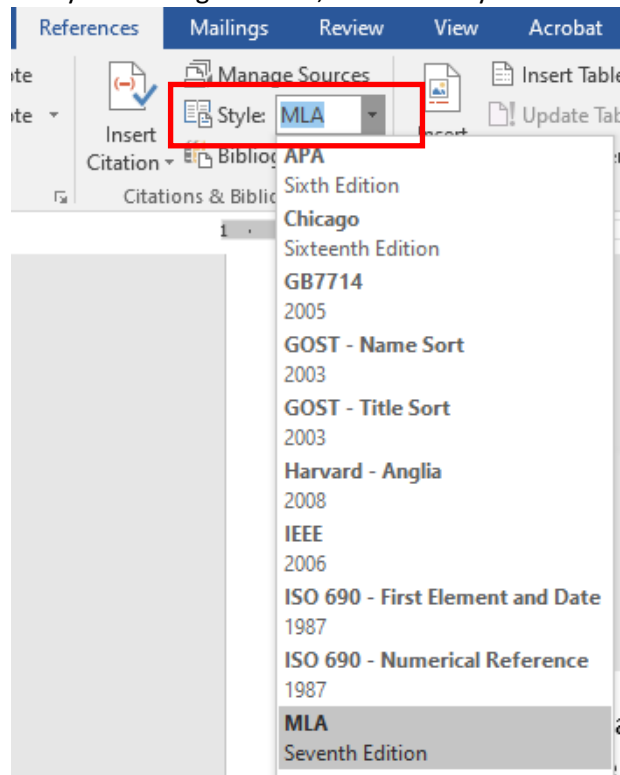
See also

16 Headers and Footers <https://edu.gcfglobal.org/en/word/headers-and-footers/1/>

17 Page Numbers <https://edu.gcfglobal.org/en/word/page-numbers/1/>

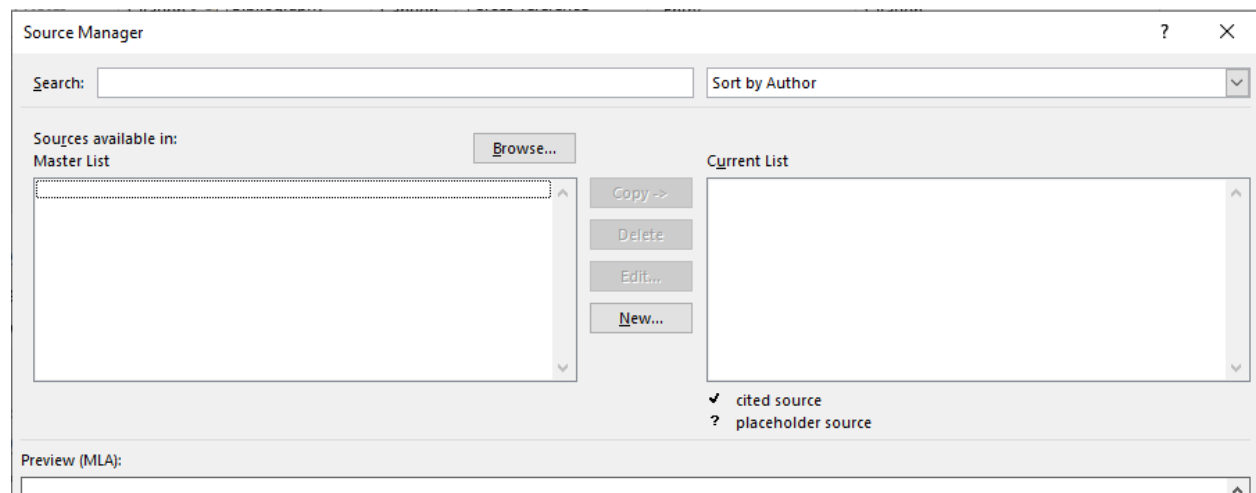
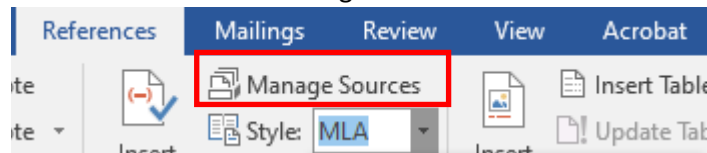
Select a Research paper Format

In this class we'll use MLA for our Reference format... select the References tab, then click the arrow next to Style to change to MLA, if not already set.



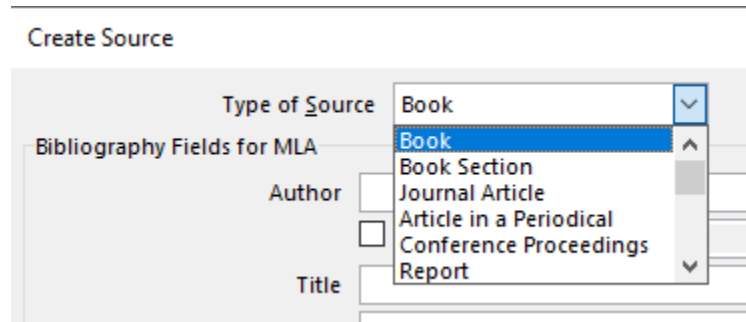
Add references

If you have already read some books, magazines, or Newspaper for research, why not record your sources now? Select "Manage Sources"

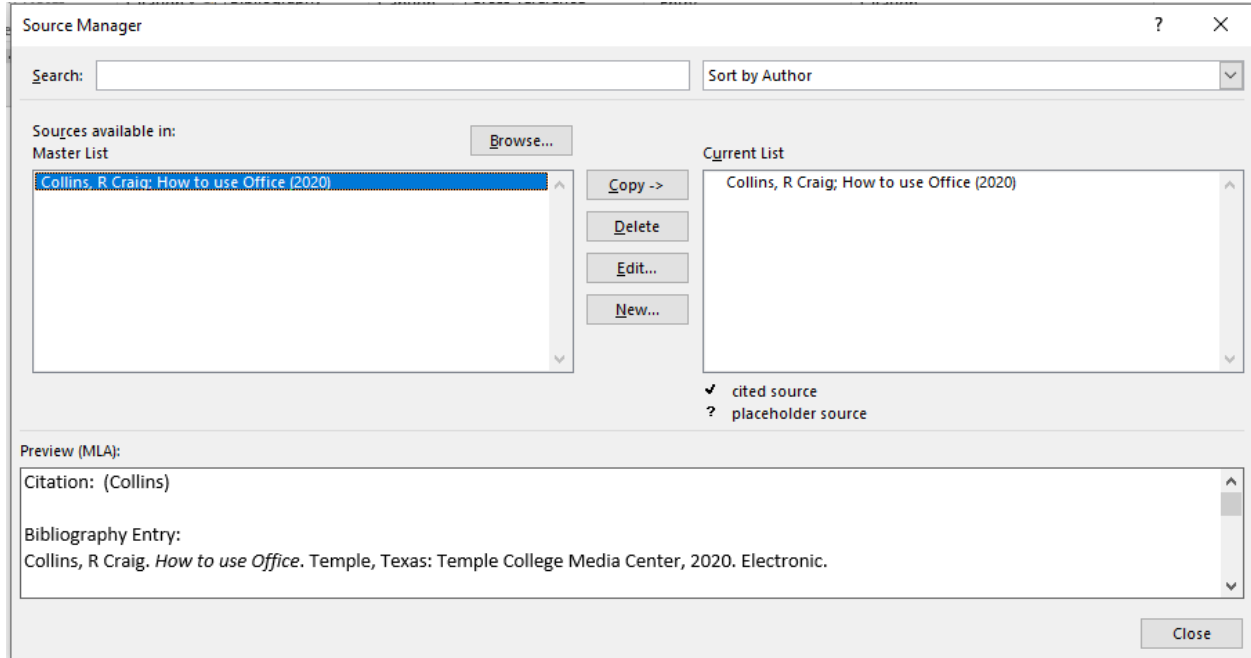


Click New

Use the dropdown menu to select if it is a book, part of a book, periodical (magazine), etc.



Click [Edit] to get prompts on how to enter author names. Medium might be paperback, or electronic, if reading from a library database. If you start a new research paper on the same computer, you may need to copy an entry to the current list.



Note: other faculty may wish you to cite your work differently; they may not even want you to use the Manage Sources tool... this is a Computer class, not an English class, so we'll let the computer do it.

For this class, you will need at least three references... you may only use dated articles

with an author name, or recognized industry staff listed as the author. No Wikipedia.

In my class I will limit you to one Web site, I want mainly books, newspapers, magazines, or perhaps interviews. To qualify, the web site must have a dated article, and an author name or recognized industry staff (make sure to include the URL, when citing. Use "Show All Bibliography Fields" to add).

Note: If you are reading a "Time" magazine article on the "Time" web site, that article counts as a periodical, not a web site, since the article started out in print... you just happen to be reading it online.

Start Typing

I typically suggest starting with an outline, then begin to convert your bullet points into sentences and paragraphs. Recall, the Multilevel list a good tool to create a simple outline.

10 Lists <https://edu.gcfglobal.org/en/word/lists/1/>

Your first paragraph should be an Introductory Paragraph with Overview of what you will discuss. Then take each item in your overview, and explain. See also

05 Text Basics <https://edu.gcfglobal.org/en/word/text-basics/1/>

06 Formatting Text <https://edu.gcfglobal.org/en/word/formatting-text/1/>

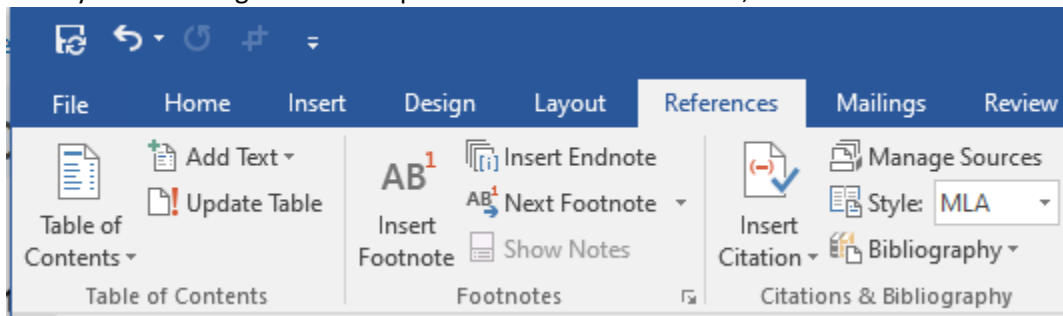
07 Find and Replace <https://edu.gcfglobal.org/en/word/using-find-and-replace/1/>

08 Indents and Tabs <https://edu.gcfglobal.org/en/word/indents-and-tabs/1/>

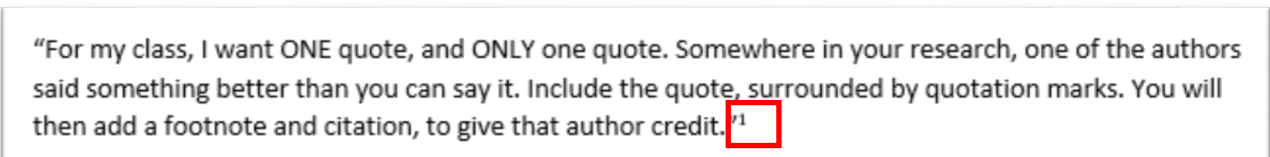
For my class, I want ONE quote, and ONLY one quote. Somewhere in your research, one of the authors said something better than you can say it. Include the quote, surrounded by quotation marks. You will then add a footnote and citation, to give that author credit.

Add footnotes and citations

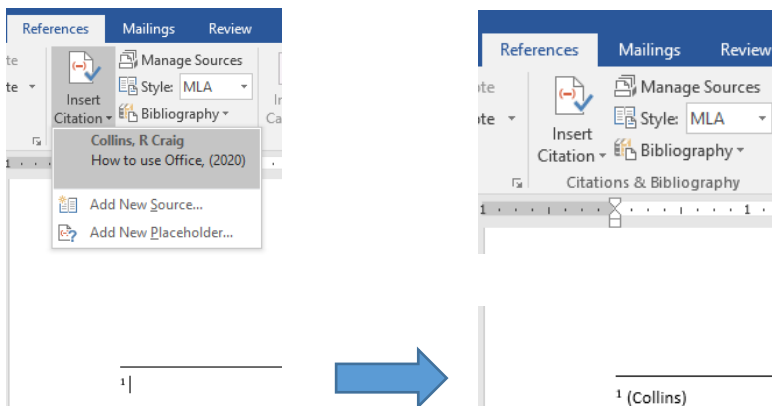
Place your cursor right after the quote. On the References tab, select Insert Footnote.



Word will add a number next to the quote...



...then drop down to the bottom of the current page... at this point, click Insert Citation, then select from your list the proper author, and Word does the rest.



Add recap

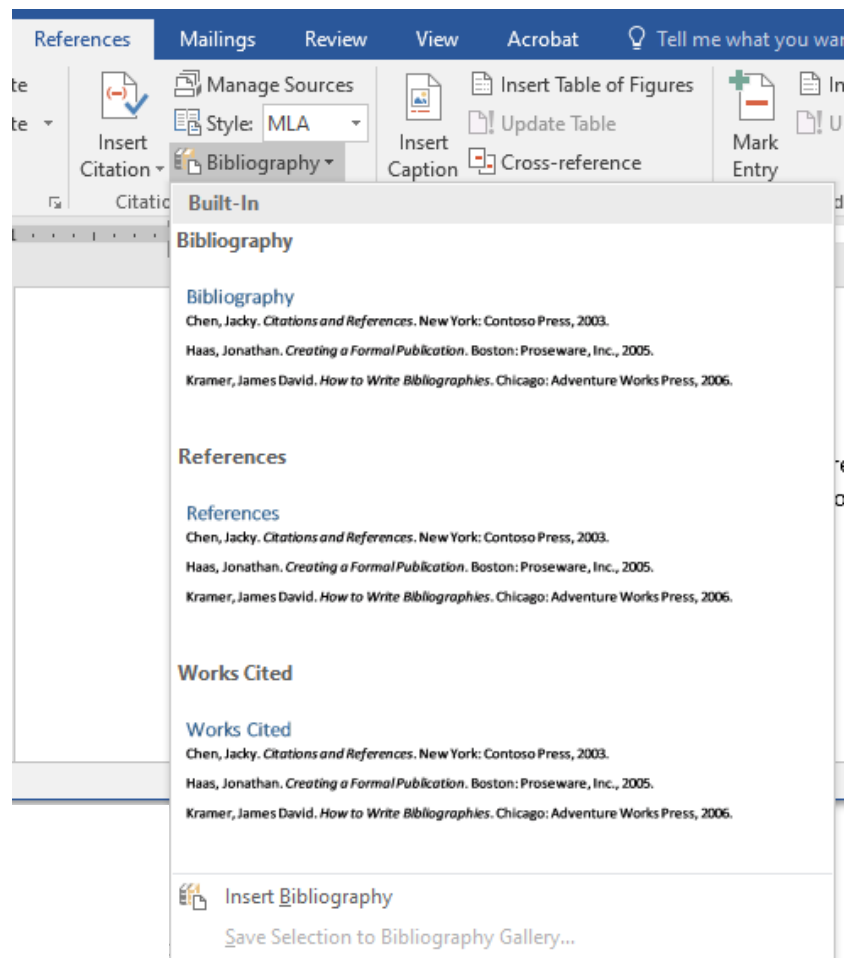
When you have finished explaining what you have read about (three references should lead to at least three paragraphs), it becomes time to remind your audience of the key points that you discussed.

Add conclusion.

Finally, to end the narrative portion of your paper, add your conclusion. This paragraph should sum up what you hope the audience learned from your paper.

Add Works cited, or Bibliography

The last item for the paper will be to share all the materials you read to help you write the paper. On the References tab, select Bibliography; you will be presented fictional examples of what the option will look like if selected. Pick an option, such as Bibliography, to add all of YOUR references to the paper.



Check Word Count

At the bottom left of the Word screen is the total word count. But this includes your cover sheet and citations; to get an accurate word count, select from the first word of the Introduction to the last word of the conclusion, and the Word count will show the number of words of the real paper.