# Citation Styles Resource Document

## Introduction

Citation styles provide rules for citing sources in academic writing. These include:

* Formatting text
* Citing sources within the text
* Creating a works cited or reference list

Apply these rules using JAWS, then verify all formatting is correct.

## Objectives

Learn how to:

* Identify at least five keystrokes for formatting text
* Review two ways to check spelling
* Review two steps for centering a title
* Review two ways to set font size
* Identify two keystrokes for checking formatting
* Review 14 steps for creating a header

## Overview of Citation Styles

There are several citation styles used in different areas of academia. MLA and APA are two of the most common.

The main differences in these styles are:

* How the title page is formatted
* How in-text citations are written
* How the reference page is formatted

### MLA

The Modern Language Association (MLA) style is used for arts and humanities subjects. Research papers written for English classes, for example, will typically require MLA style.

MLA is used to cite literature, paintings, and books. Formatting and citation details are included in the MLA Style Guide, which is updated periodically to reflect new changes and requirements.

### APA

The American Psychological Association (APA) is used for social sciences subjects. Research papers written for history classes, for example, will typically require APA style.

APA is used to cite journals and technical reports. Formatting and citation details are included in the APA Style Guide, which is updated periodically to reflect new changes and requirements.

## Format Text

All citation styles will require specific formatting. For example, MLA and APA both require a 12 point, Times New Roman font, double spacing, and one inch margins on all sides.

### Set Margins

To set the margins to 1 inch on all sides:

1. Press **ALT+P**, followed by **M** to navigate to the margins dialog on the Ribbon.
2. In the Margins drop-down, press **ENTER** on Normal, which sets all margins to one inch.

### Indent Text

Typically, the first line of each paragraph is indented one half inch from the left margin.

1. Press **TAB** to indent the first line of text. Note: Though pressing the **SPACEBAR** five times can also indent a line of text, **TAB** is recommended instead to ensure proper spacing.

### Format Text with Keyboard Commands

Quickly format text using keyboard commands. To do this:

1. Select the text you want to format. For example, if underlining a book title, press **CTRL+SHIFT+RIGHT ARROW** until the entire title is selected. Press **CTRL+END** to select an entire line, and **CTRL+A** to select the entire document.
2. Apply the formatting command. For instance, press **CTRL+U** to underline the selected text. Pressing **CTRL+I** will italicize the selected text, and **CTRL+B** will bold the selected text.

To set line spacing:

1. Press **CTRL+A** to select the entire document.
2. Press **CTRL**, followed by the corresponding line spacing number. For instance, press **CTRL+2** to double space the document, **CTRL+1** for single space, etc.

## Check Spelling

To check the spelling and grammar of a document:

1. Press **F7** to run the spelling and grammar check.
2. Press **TAB** to navigate through the options which include the misspelled word or grammar error, suggestions if provided, and options to change, ignore the misspelled word or grammar rule, and ignore all occurrences.
3. Press **C** to change the misspelled word or grammar error to the currently selected suggestion, **I** to ignore it, and **ALT+G** to ignore all occurrences.
4. Press **ENTER** on Okay when the spelling and grammar check is complete to return to the document.

Enable options to check spelling and grammar as you type in Word.

1. Press **F7** to run spellcheck, then press **TAB** to locate Settings. Press **ENTER** to activate this button.
2. Press **TAB** to navigate through the Settings dialog. Press the **SPACEBAR** to check the box for “Check Spelling as you Type.”
3. Press **TAB** to navigate to Okay and press **ENTER** to accept the changes.

Check spelling using JAWS Navigation Quick Keys.

1. When in the document, press **INSERT+Z** to toggle Quick Keys on.
2. Press **CTRL+HOME** to navigate to the top of the document.
3. Press **M** to navigate through all the misspelled words in the document. Note: JAWS Quick keys enable users to navigate through the document using letters without typing these letters in the document. For example, the letter **M** will navigate through the misspelled words, **H** will navigate through headings, etc. Because of this, Quick Keys must be turned off to resume typing. Press **INSERT+Z** again to toggle this feature off and return to regular typing mode.

This is a JAWS feature, not a feature of Word.

## Set the Font

Set font attributes using the Ribbon.

1. Press **CTRL+A** to select the entire document.
2. Press **ALT**, **H**, followed by **F** then **F** to access the font dialog.
3. Press the **UP ARROW** or **DOWN ARROW** key to navigate through the font choices. Alternatively, use first letter navigation to find the font you want. For example, press **T** several times until you locate Times New Roman font.
4. Press **TAB** to move to the size drop-down box, then press **DOWN ARROW** to locate the point size you want. For instance, both MLA and APA require a 12 point font.
5. Press **ENTER** to save your changes and return to the document. Press any **ARROW** key to deselect the text.
6. Alternatively, press **CTRL+D** to access the font dialog using the keyboard.

Change font size using keyboard commands.

1. Press **CTRL+A** to select the entire document.
2. Press **CTRL+SHIFT+.** (PERIOD) to increase the point size, and **CTRL+SHIFT+,** (COMMA) to decrease the point size.
3. Press any **ARROW** key to deselect the text.

## Check Formatting

1. Press **INSERT+F** to access formatting information about a document. JAWS speaks the font, size, color, and paragraph formatting information.
2. Press **INSERT+F** twice quickly to virtualize the formatting information. It is displayed in the JAWS Virtual Viewer for review with reading commands. For instance, read each item line by line using the **UP ARROW** and **DOWN ARROW** keys.
3. Press **ESC** to close the Virtual Viewer and return to the document.

## Create a Header

A running header is located at the top right of the page and includes your last name and the corresponding page number. Once created, it appears on each page of the research paper, hence the term “running header.” To create a header:

1. Press **ALT**, **N**, then **H** to access the header dialog.
2. Press **ENTER** on blank header.
3. Press **ALT**, **N**, followed by **N** then **U** to access the page number dialog.
4. Press **T** for top of page.
5. Press **ENTER** on the number you want. For instance, if your formatting style requires you to begin with the first page, choose plain #1.
6. The page number will be inserted at the top of the page.
7. Locate the page number using the **RIGHT ARROW** or **LEFT ARROW** key.
8. Place the cursor to the left of the number and type your last name.
9. Press the **SPACEBAR** so there is one space between your last name and the page number.
10. Navigate to the beginning of your last name using the **LEFT ARROW** key.
11. Press **CTRL+SHIFT+RIGHT ARROW** until your last name and the number are selected.
12. Press **CTRL+R** to right justify your last name and the page number.
13. Your name and each subsequent page number should be filled in automatically for each page, and should be right justified.
14. Press **ESC** to return to your document.
15. Press **ALT**, **N**, **H**, then **E** to edit the heading. This allows you to read it to ensure it is correct. While in the heading, press **UP ARROW** and **DOWN ARROW** to check the header information for each page.
16. Press **ESC** to return to your document.

## Create a Reference List

MLA style requires a works cited page while APA refers to it as a reference list. The specifics will vary from one style to another, so check the appropriate style guide for details.

Create the reference list on a separate page. Use a hanging indent so each source is easy to scan. This is the opposite of a regular paragraph. The first line of each cited source will be left justified, while each additional line will be indented one half inch.

1. Type all your sources on the reference page.
2. Navigate to the second item of the first source. This may be the second line unless the source title takes up more than one line.
3. Press **SHIFT+DOWN ARROW** until you have selected each additional line of your first source.
4. Press **CTRL+T** to create a hanging indent. Press any **ARROW** key to deselect the text.
5. Repeat these steps for each source.
6. Press **INSERT+F** to access the formatting information, which includes whether or not your text has a hanging indent.

## Access Tools and Resources

Use [Easy Bib](https://www.easybib.com/) to check the formatting of a paper, website credibility for a source you want to use, and proper citation of sources.

Other formatting tools are available online.

Reference the Purdue Online Writing Lab (OWL) for MLA and APA style guides.

[MLA Style Guide](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html)

[APA Style Guide](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)