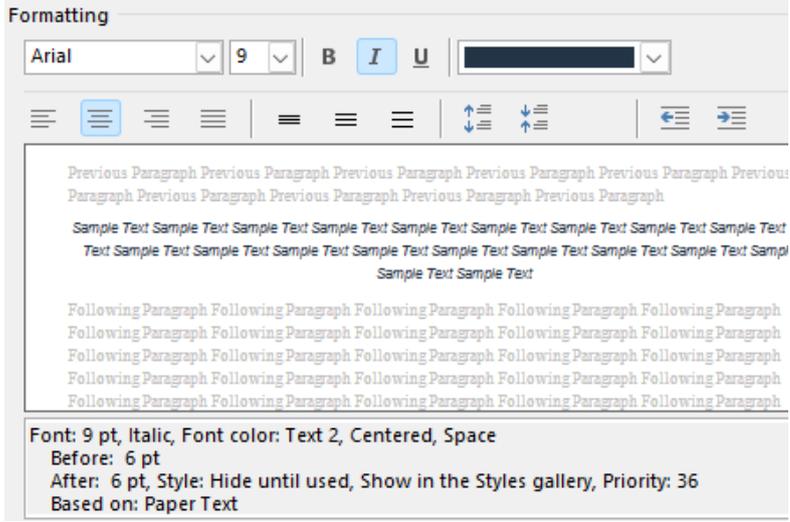
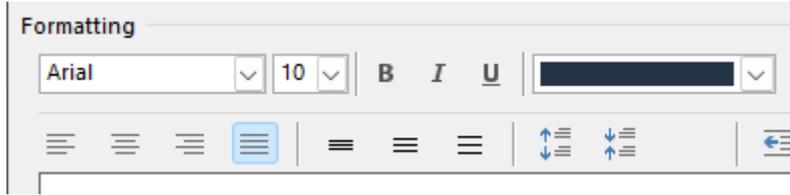


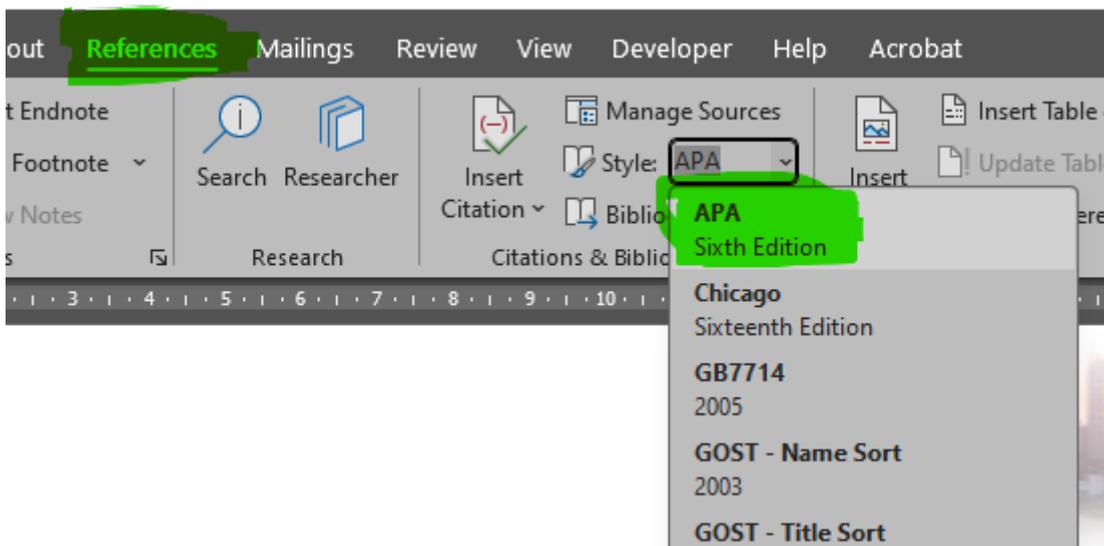
# Instruction sheet

Style name		Properties
Paper Title	<p>Title of manuscript</p> <ul style="list-style-type: none"> <li>• Arial, 18pt, Bold, centred,</li> <li>• Line spacing 1.2pt</li> <li>• Paragraph Spacing 12pt after</li> </ul>	
Authors	<p>Author List</p> <ul style="list-style-type: none"> <li>• Arial 12pt, Bold centred,</li> <li>• Line spacing 1.2pt,</li> <li>• Paragraph Spacing 12pt after</li> </ul>	
(1) Division	<p>Authors      Organisation List</p>	<p>Arial, size 10pt, centred, Line spacing single, Paragraph spacing 2pt after</p>
1 HEADING 1	<p>Section Headings</p>	<p>Arial, size 12pt, Left aligned, all caps, Paragraph spacing Before 18pt after 4pt</p>
<b>NONUMBER HEADING 1</b>	<p>Heading for Acknowledgements and References</p>	

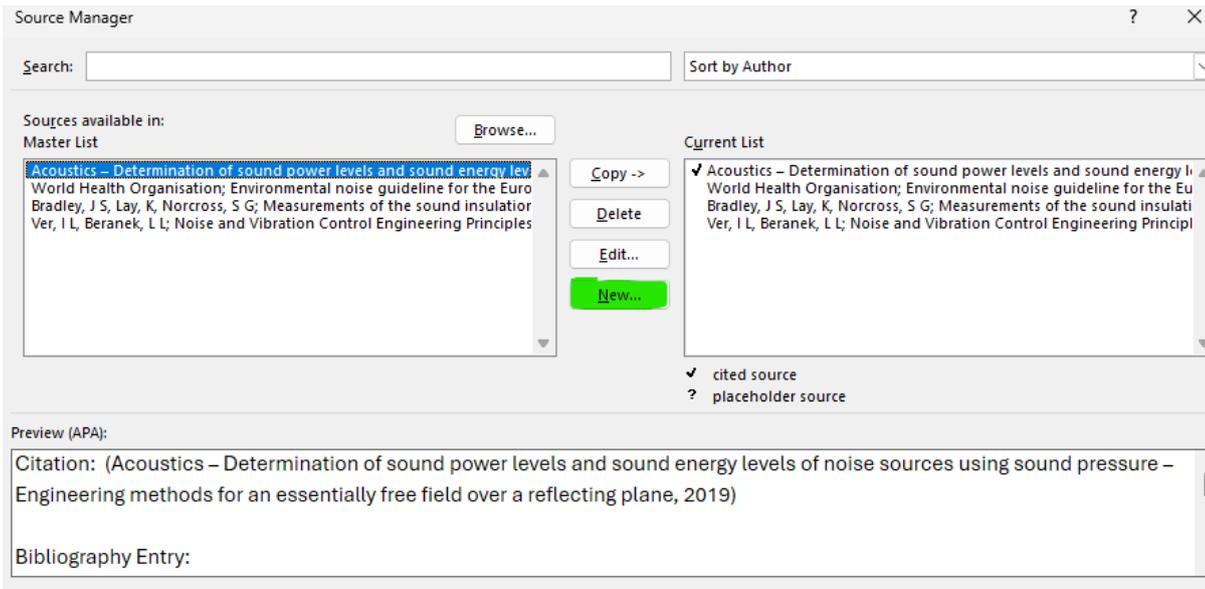
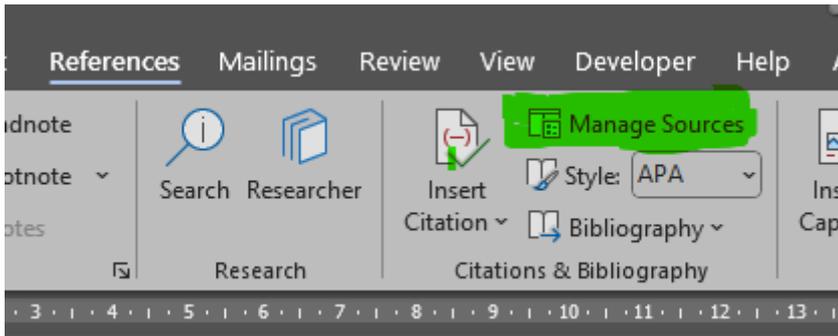
Caption	For Table and Figure headings	
Paper Text	Manuscript text	<p>Arial, size 10pt, Justified, Line spacing 1.2pt, Paragraph Spacing 12pt after</p> 

# 1 SET UP FOR APA REFERENCING

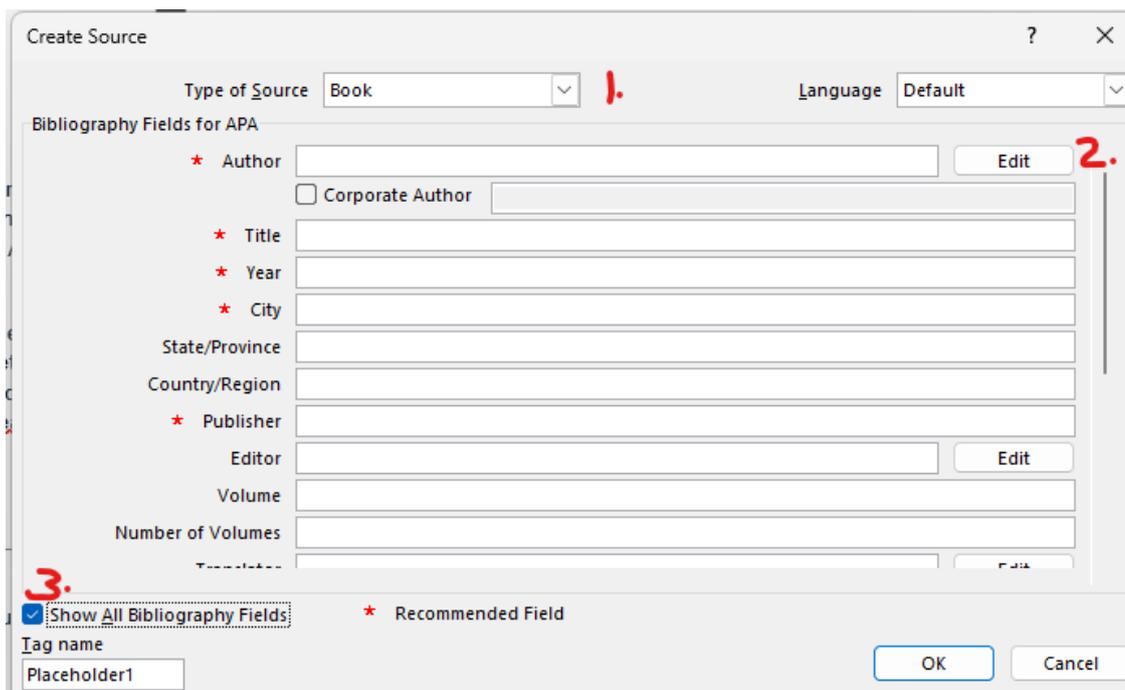
1. Go to the **References** menu and select the **APA** style.



2. Select **Manage Sources** and click the **New** button in the centre of the screen



2. Fill in details of your reference, (1) select the type of source, (2) use the Edit button to enter the Author names and (3) Click the Show All Bibliography Fields for more options. Fill in the relevant fields.



Repeat this process until all your sources are entered

3. If you need to edit a Source, Select **Manage Sources** where you can **Edit, Add Delete** and choose which Sources appear in your final Bibliography list:

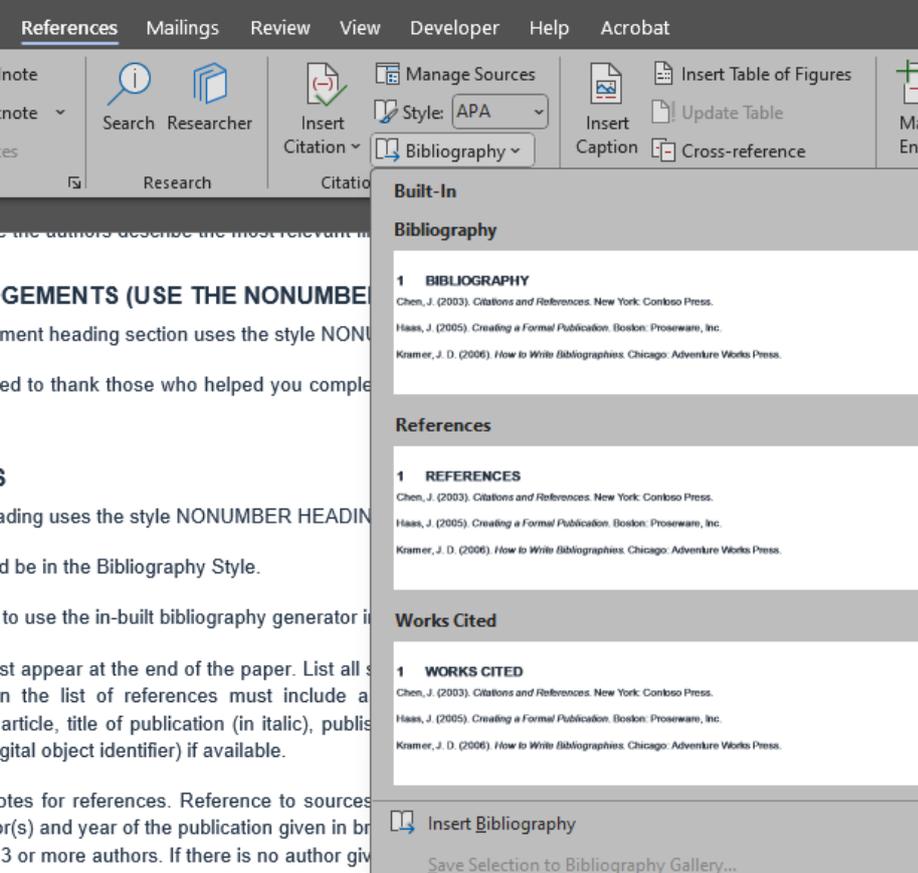
Once all your Sources are entered the list is ready to use.

## 2 ADD AN IN TEXT CITATION

When you need to add the in text reference to a source select the **Insert Citation** and choose which reference is needed. The author and date will be automatically inserted in the text in the correct format.

## 3 ADD THE REFERENCE LIST

Insert your Reference List at the end of the manuscript by selecting the Bibliography -> References.



The screenshot shows the Microsoft Word interface with the **References** ribbon selected. The ribbon includes options like **Search**, **Researcher**, **Insert Citation**, **Manage Sources** (with a style dropdown set to **APA**), **Bibliography**, **Insert Table of Figures**, **Update Table**, **Caption**, and **Cross-reference**. A gallery is open, displaying three styles for inserting a reference list:

- Bibliography**: Shows a numbered heading "1 BIBLIOGRAPHY" followed by three sample references in a standard list format.
- References**: Shows a numbered heading "1 REFERENCES" followed by the same three sample references.
- Works Cited**: Shows a numbered heading "1 WORKS CITED" followed by the same three sample references.

At the bottom of the gallery, there is an **Insert Bibliography** button and a link to **Save Selection to Bibliography Gallery...**