**Setting the Design Headings on a MAC for a BGS Publishing Style Paper based on the APA 6th Manual**

To format a paper for submission in the School of Business and Graduate Studies (BGS) publishing style. The BGS publishing style is firmly rooted in the American Psychological of Association’s 6th edition publication style manual known as APA6th. It is very helpful to make some adjustments to the MS word Design Heading settings. These design headings effect the style of every aspect of the paper and taking the time to set these in advance it will save you much time in editing and formatting later in the draft and revision process.

There are many benefits to setting your design headings beyond formatting. First among these is that these settings will be based on *APA Normal*, which means you will not have to worry if your *Normal* paragraph changes in other documents. Just as important is that your captions for tables and figures will match your document. And most important is that you can add a table of contents based on the first and second level headings (APA Heading 1 and APA Heading 2). It is recommended that you do not change any design headings you might want to use in your other everyday documents. Instead save them to a new quick style.

In this document you will learn how to setup the following design headings: APA Normal, APA Heading 1 for chapter headings; APA Heading 2 for section headings within the chapter; Title for the title page; Abstract for the abstract paragraph; APA References for the references list; Quote for block quotes; List Paragraph for bulleted lists; Caption for the labels on Tables and Figures; TOC 1 for the table of contents chapter entries, and TOC 2 for the section level headings.

The design headings are found above the menus or from the *Format* menu choose *Styles* in MS Word for MAC. They are small squares with white backgrounds or a list if you use Format – Styles.. As you can see Microsoft has many preset for use in writing and formatting papers, however they do not meet the BGS or APA 6th style requirements. This example describes how to and shows screen shots using MS Word 2011 on a MAC.

The Process works best if you start with Normal and follow through to the last item in the Table of Contents.

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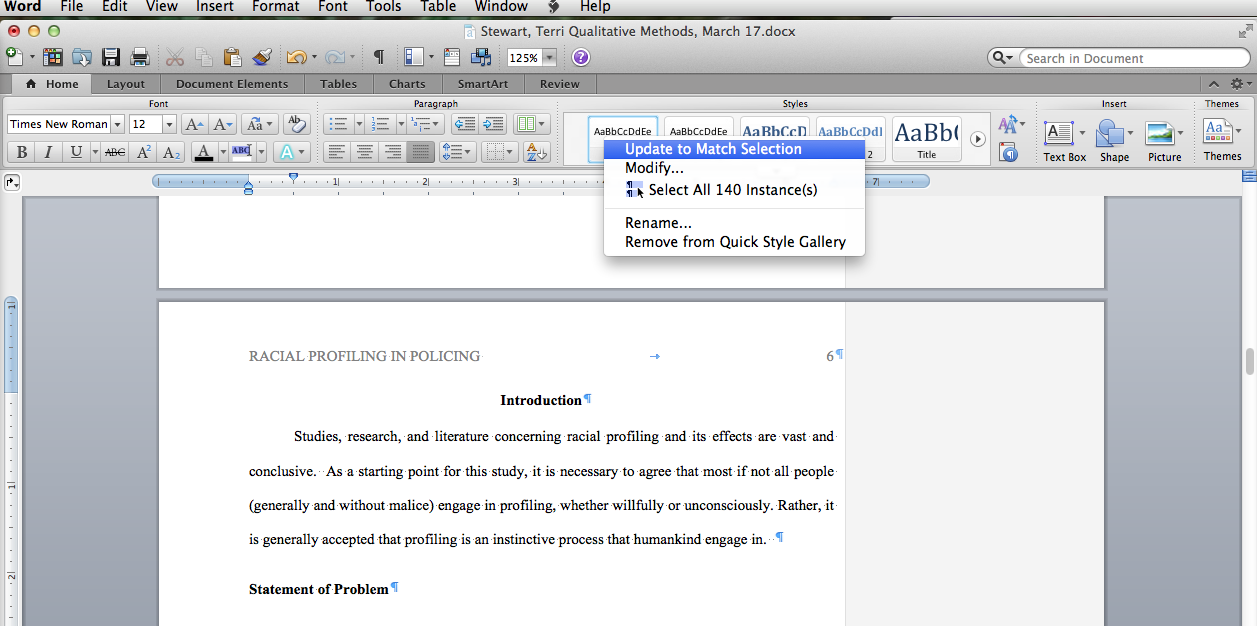
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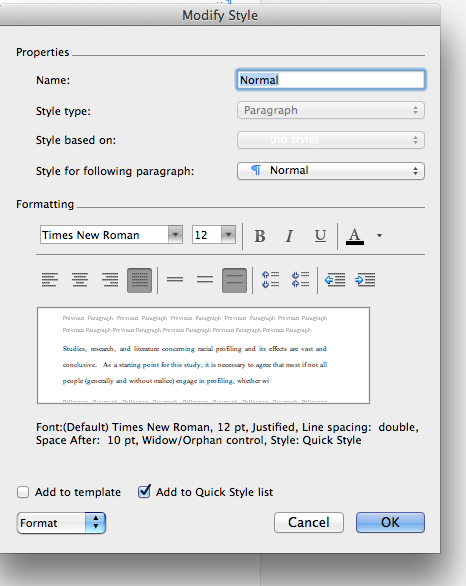
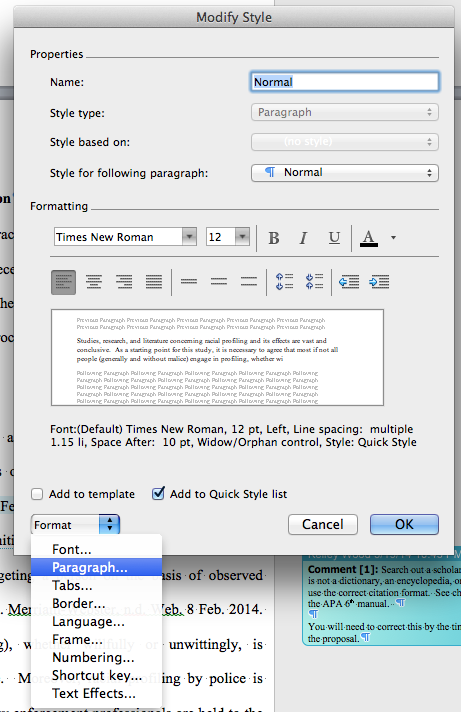
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# Setting the Normal Paragraph

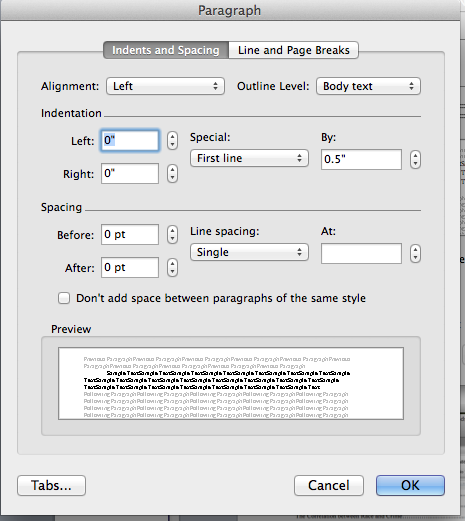
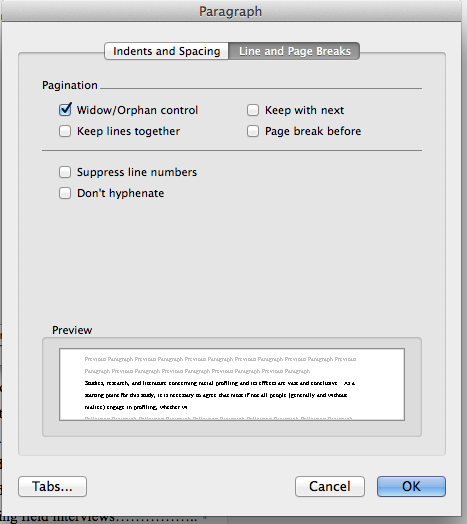
Right click on Normal in the design headings and choose *Modify*



Set the font to Times New Roman 12 pt with no bold or italic, a Justified paragraph, and double-spaced lines.

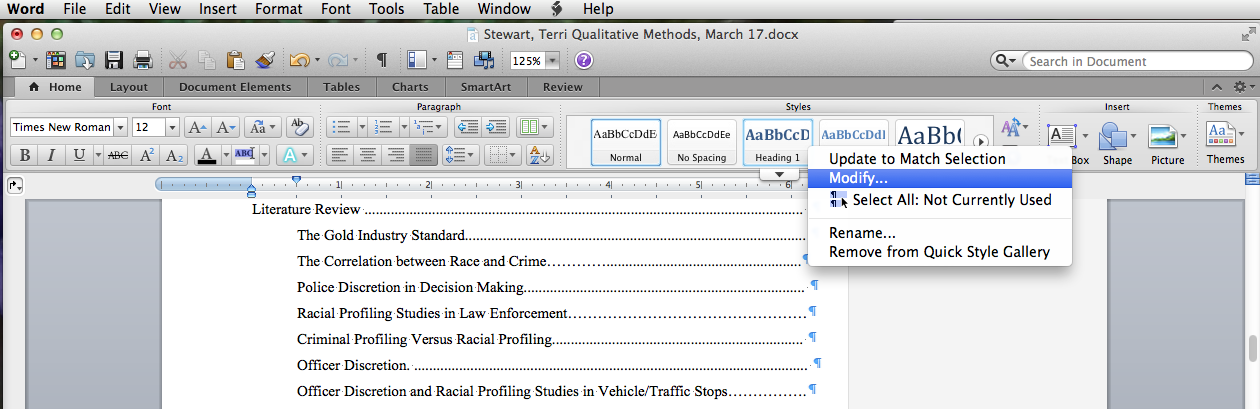
 

Then choose to format the Paragraph within the Normal style window. Change *Outline Level* from *Body text* to *Level 1*. Set the Indent for the first line of the Paragraph under *Special: First Line, By 0.5”*. Check that only the *Window/Orphan control* is checked on the Line and Page Break tab of the Paragraph window. And click to accept your changes

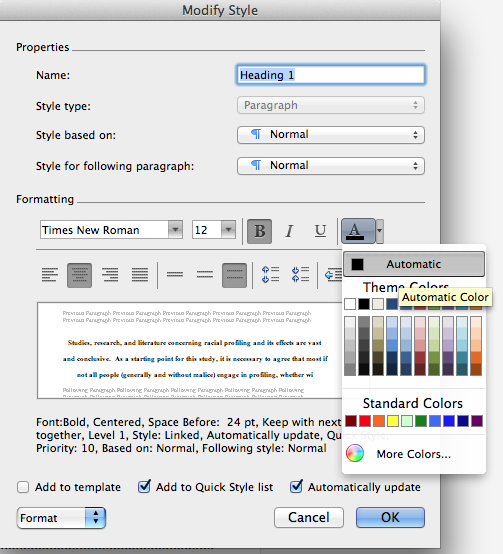
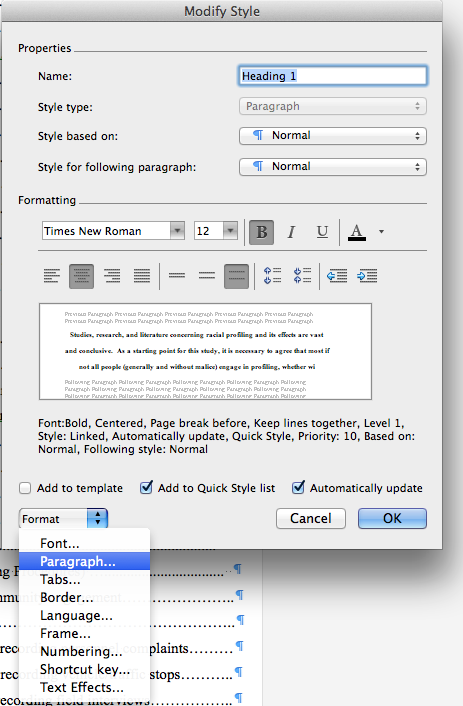
 

# Setting the Heading 1

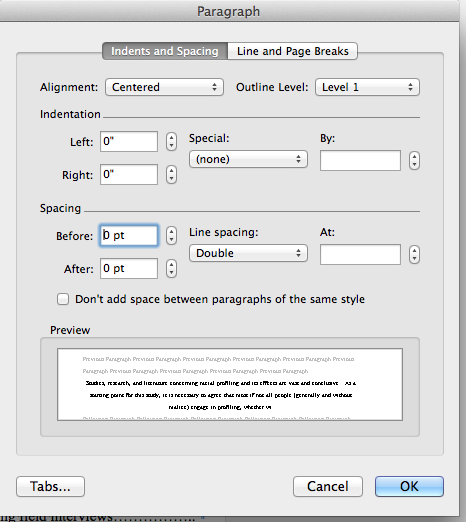
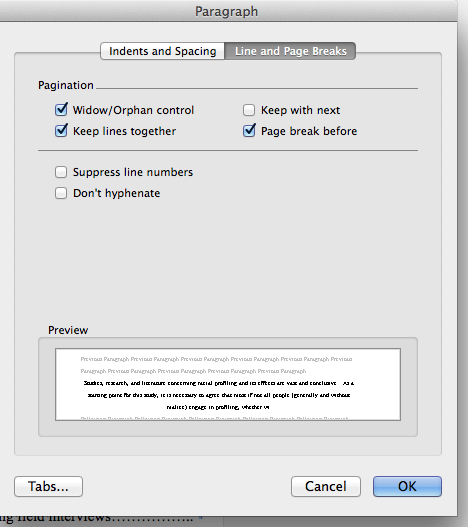
Right click on Heading 1 and choose *Modify*



Set the font to Times New Roman 12 pt with **bold**, a centered paragraph, double-spaced lines, and be sure the font uses the Automatic Ink color for black lettering. Finaly, check the *Add to Quick Style* list and the *Automatically Update* boxes.

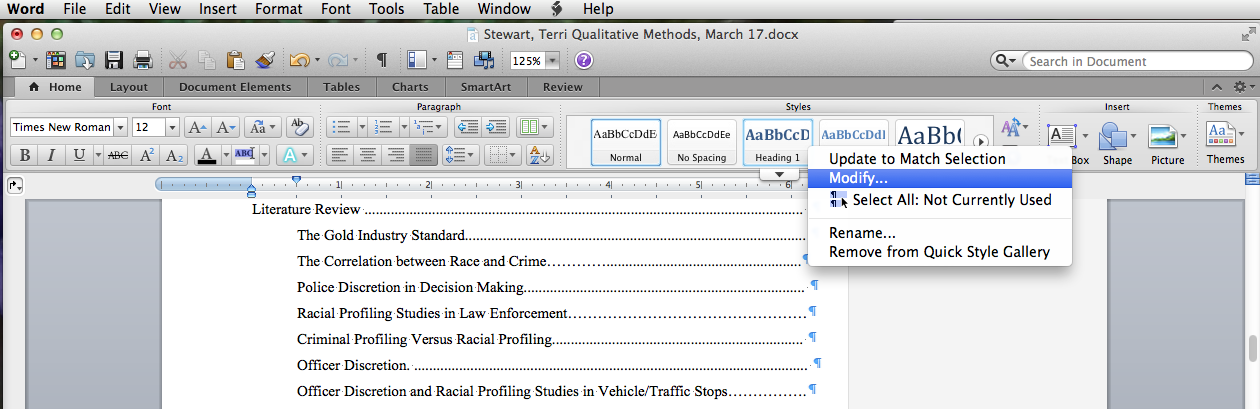
 

Then chose to format the Paragraph within the Heading 1 style and also the Line and Page Break tab in the Paragraph style. Be sure to check *Keep Lines Together* and *Page break before*. This is really important! And click to accept your changes

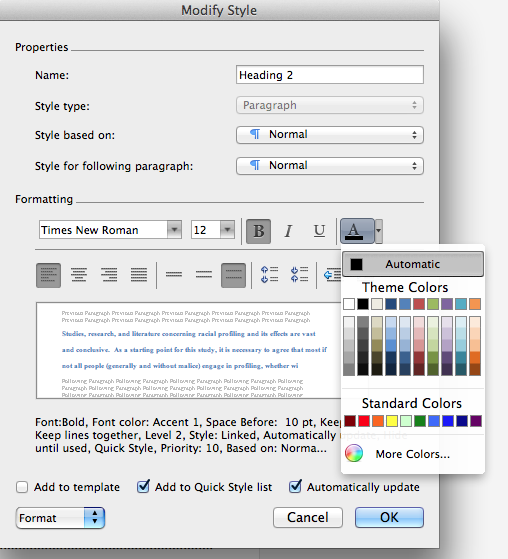
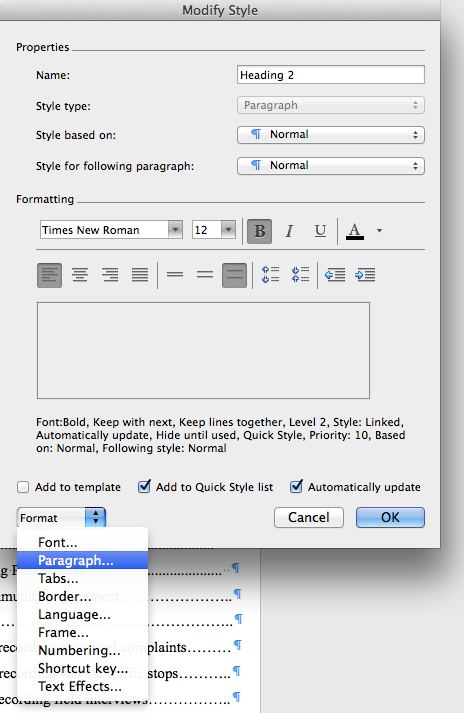
 

# Setting the Heading 2

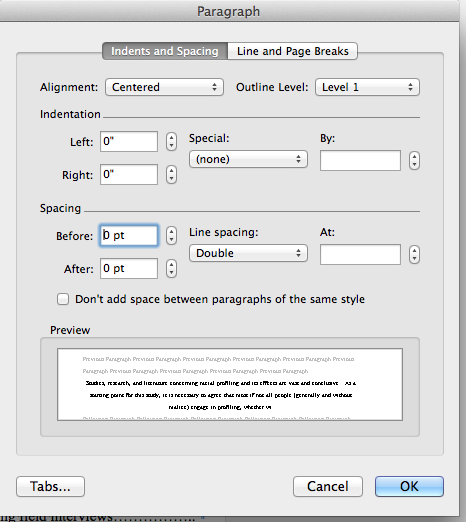
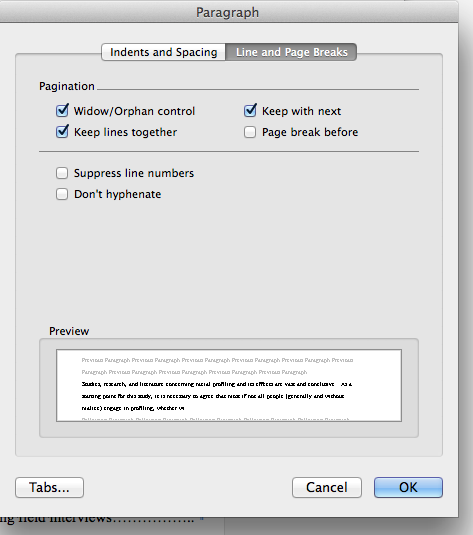
This is much like setting the Heading one, with some key differences so please be careful! Right click on Heading 2 and choose *Modify*.



Set the font to Times New Roman 12 pt with **bold**, a Left margin paragraph, double-spaced lines, and be sure the font uses the Automatic Ink color for black lettering. Finaly, check the *Add to Quick Style list* and the *Automatically Update* boxes.

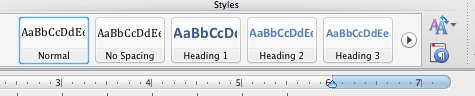
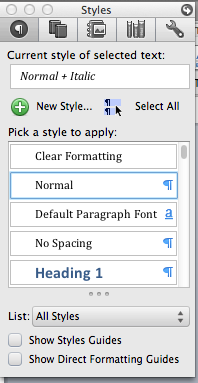
 

Then chose to format the Paragraph within the Heading 2 style and also the Line and Page Break tab in the Paragraph style. Change the *Outline Level* to *Level 2*. Be certain to check *Keep with Next* and *Keep Lines Together*. This is really important! And click to accept your changes

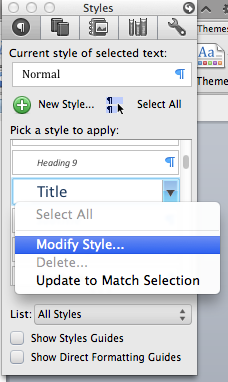
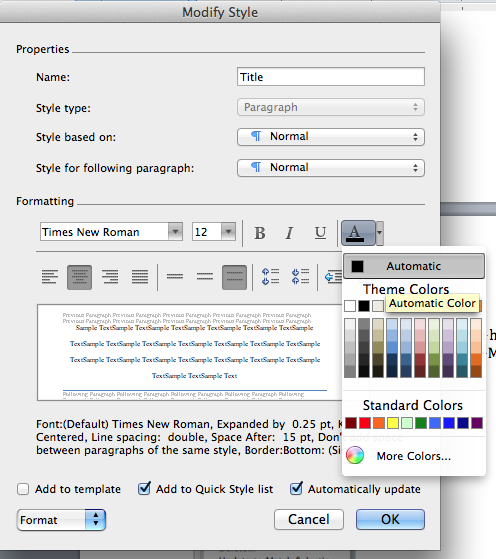
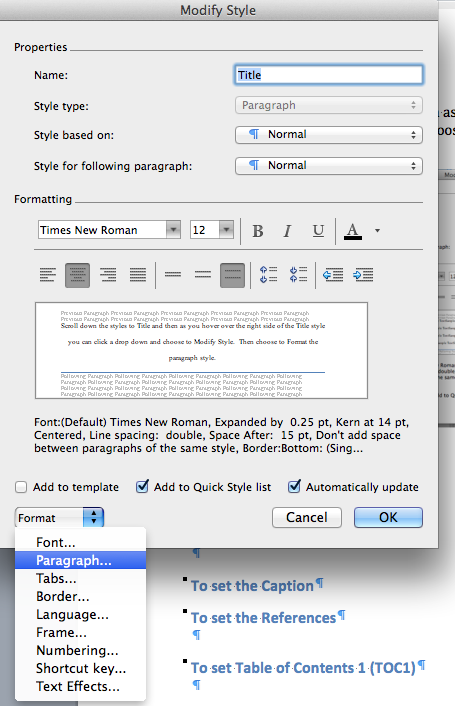
# Additional Design Headings

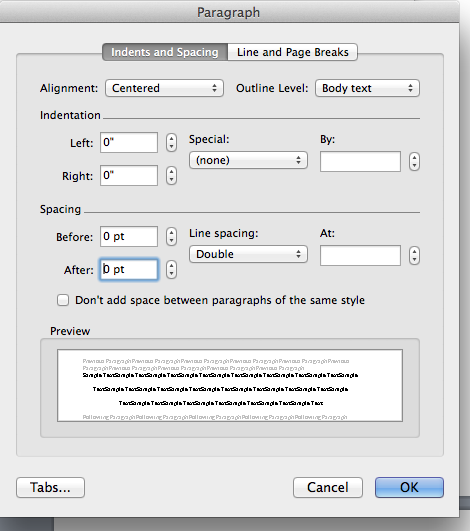
To accomplish the following setting changes you will need to open the Manage Style Menu, which is just to the right of the Design Headings. The icon is a small page with a paragraph icon (like a backward P). Be sure to select *List: All Styles.*

## To Set the Title Page

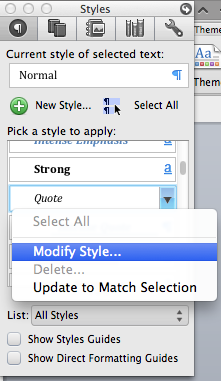
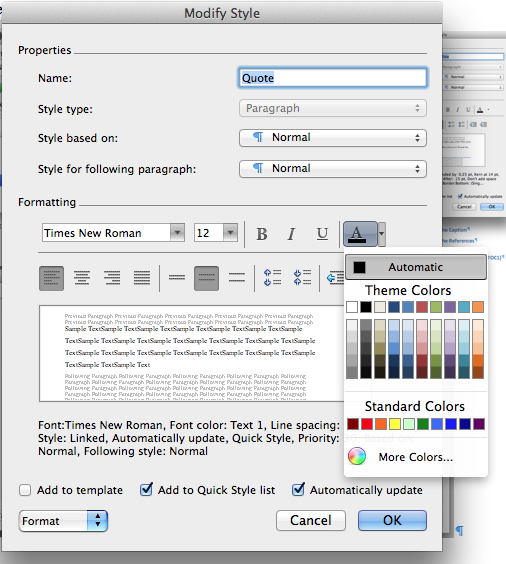
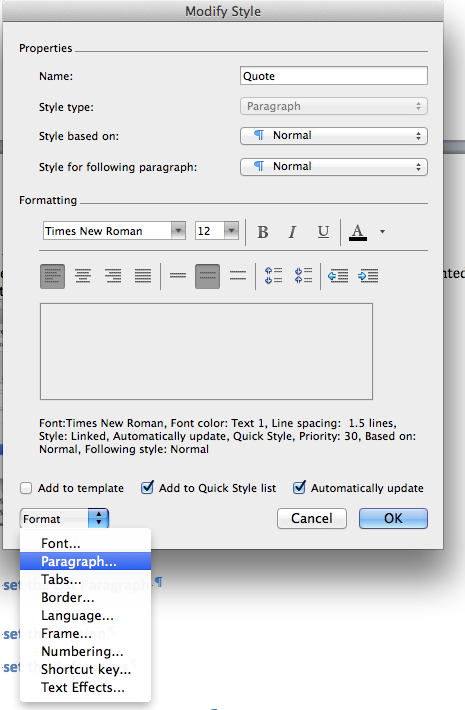
Scroll down the styles to Title and then as you hover over the right side of the Title style you can click a drop down and choose to Modify Style. Then choose to Format the paragraph style.

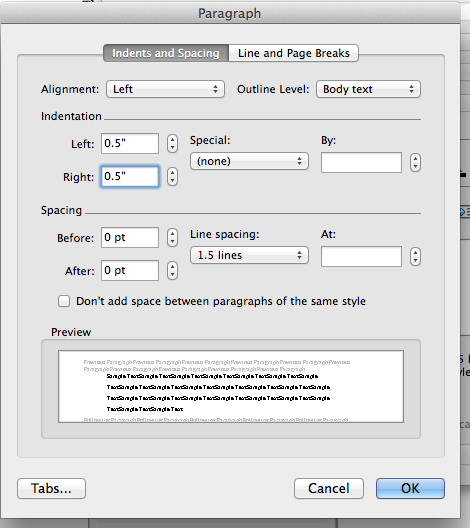
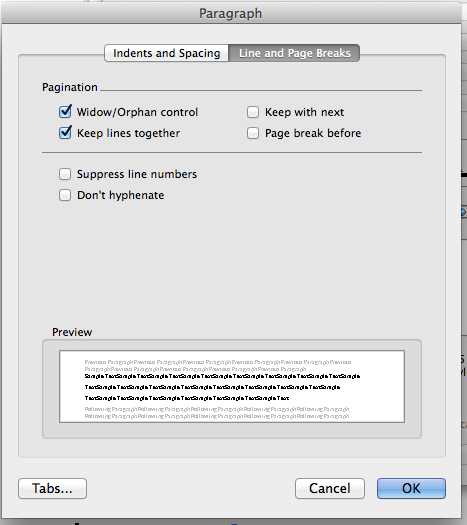
  

## To Set the APA Block Quote

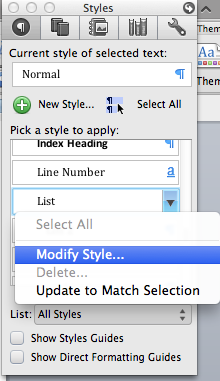
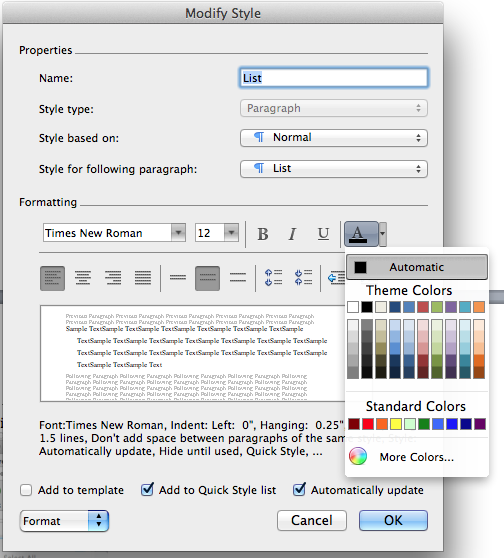
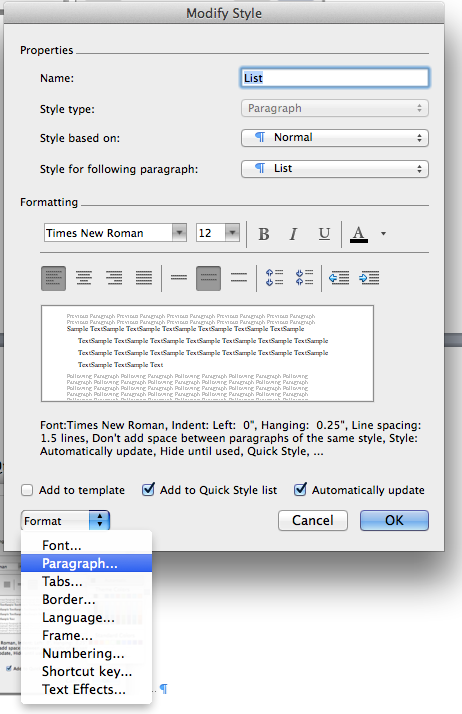
There are some important differences in the Bock Quote. They are indented from both margins, do not indent, and can be set at 1.5 lines.

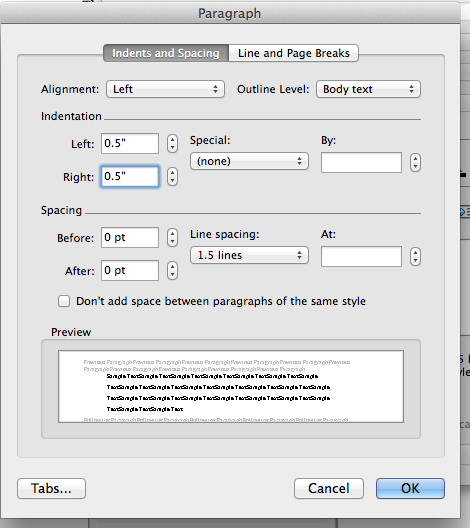
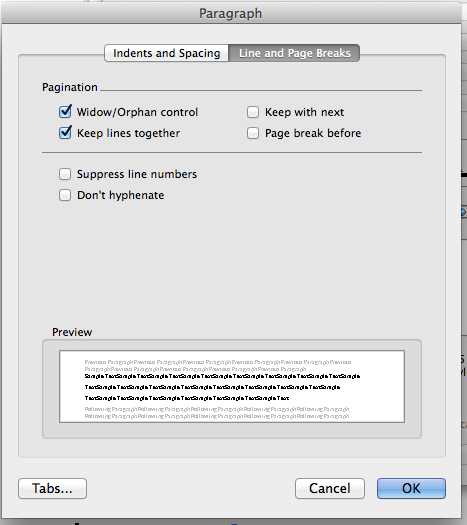
  

## To Set the List Paragraph for Bulleted Lists

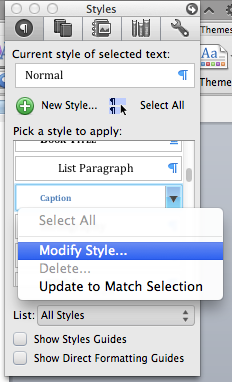
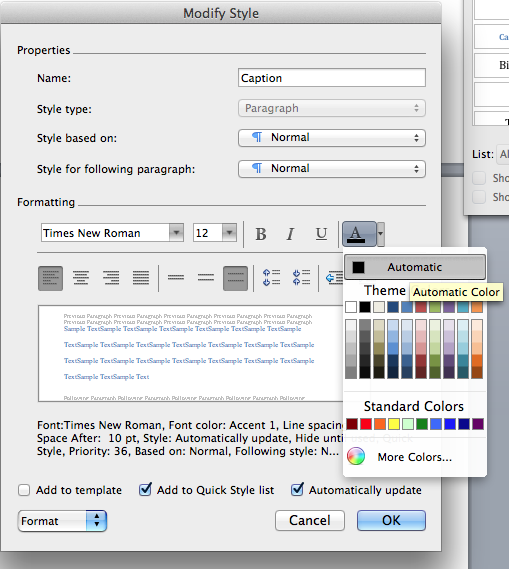
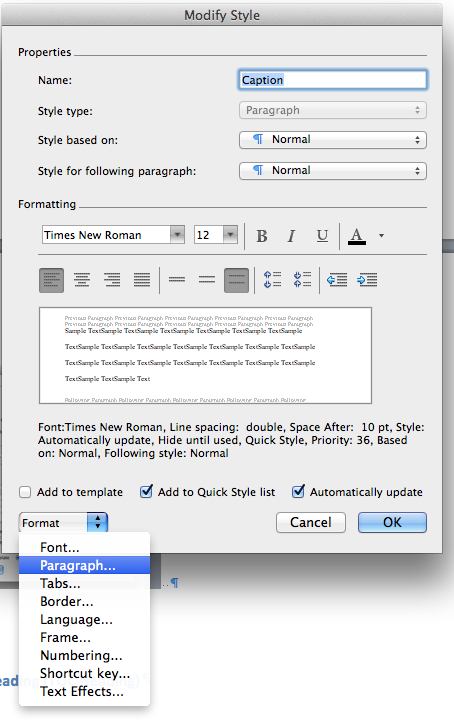
This is much like the Block Quote, but sets the *Bulleted* or *Numbered List.* After you set List, set *List Bullet* in the same manner*.*

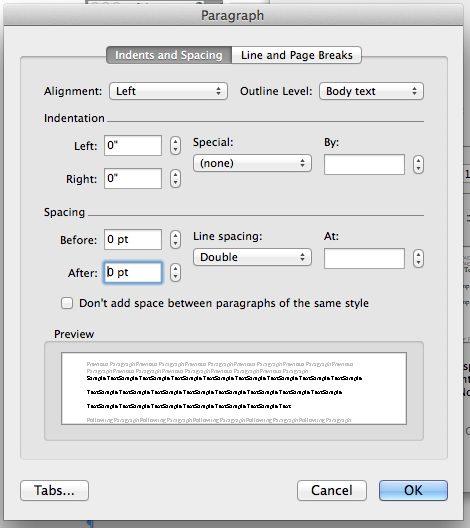
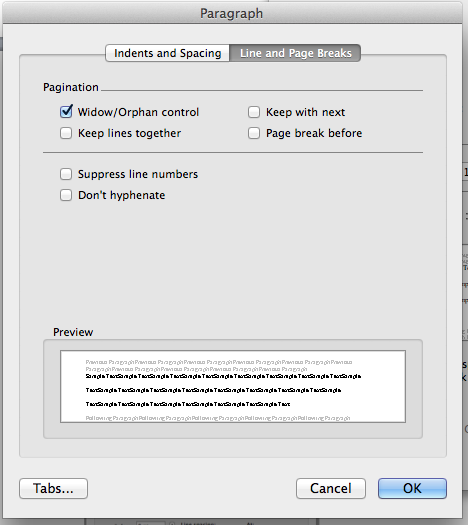
  

## To Set the Caption

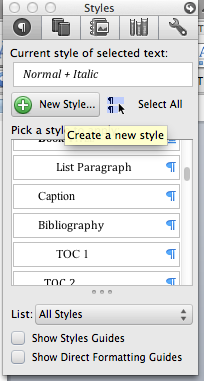
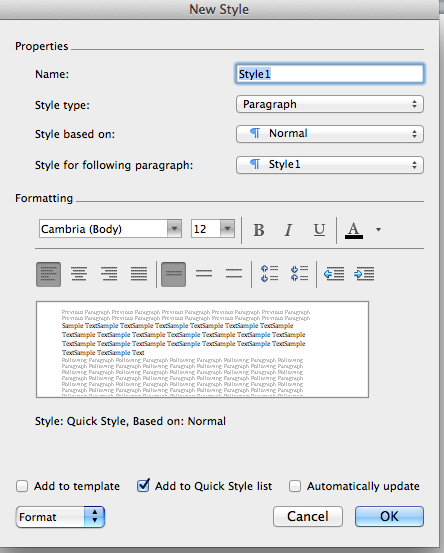
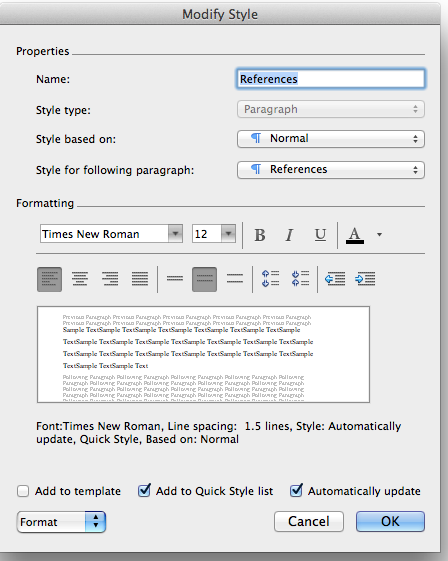
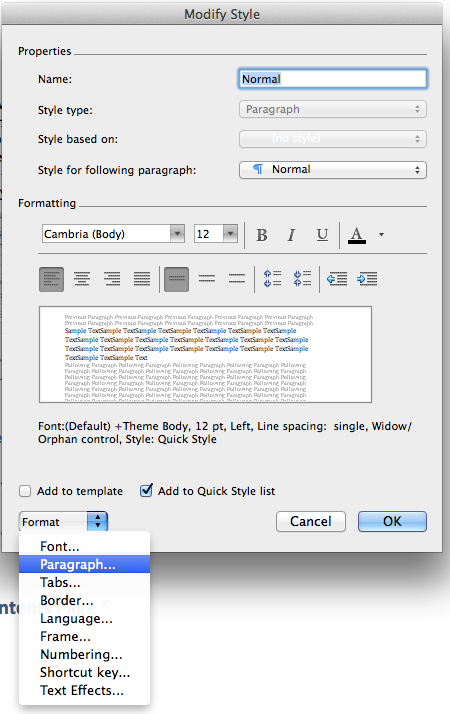
The caption is like Normal. However it is *Left Margin*. You will need to manually modify the *Table Caption* and the *Figure Caption* to be italicized in the right part of the caption.

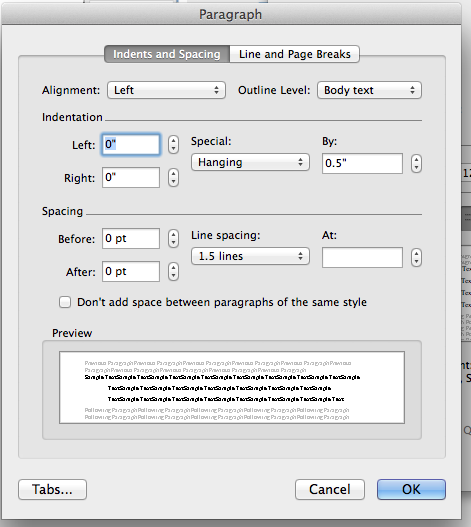
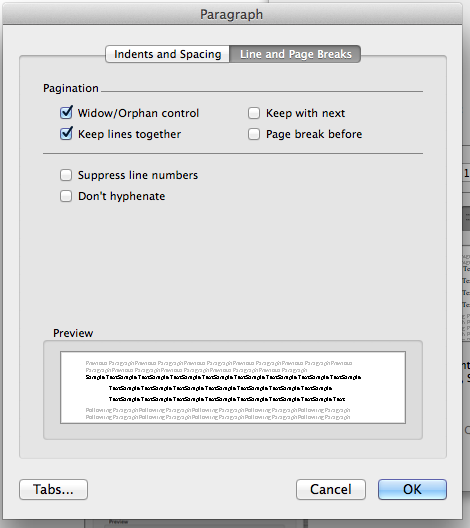
  

## To Set the References

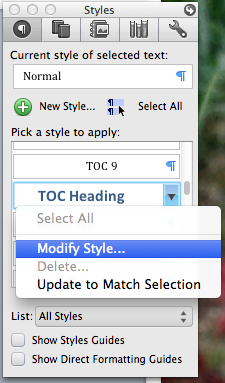
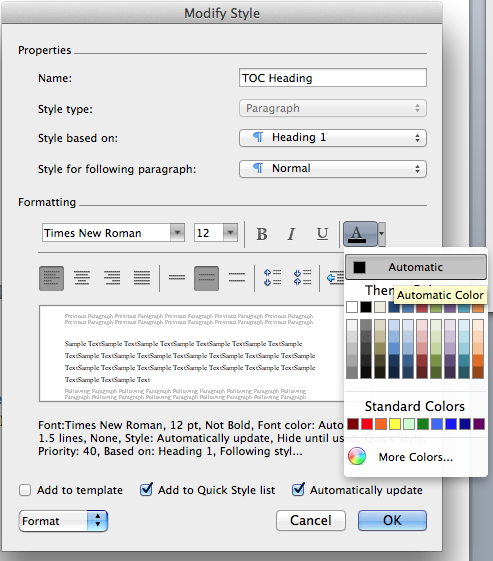
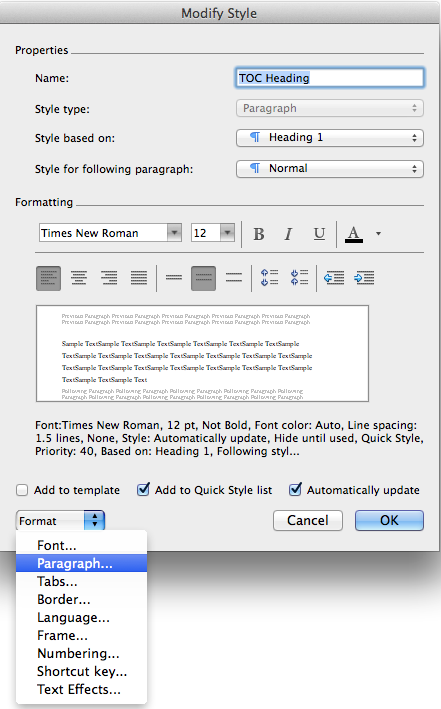
This is different in that you will need to create a new style! It is easy. On the Styles Menu click the *New Style* icon (green circle with a white plus sign). Be sure to name this one *References*. Remember this is hanging indent and can be set to 1.5 line spaces. Occasionally a reference will not format correctly in Justified margin. To prevent this use *Left* margin. Additionally set the *Lines and Breaks* to keep lines together so the reference stays together on a page.

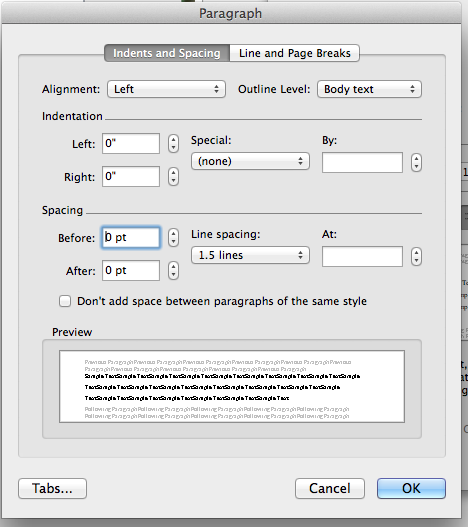
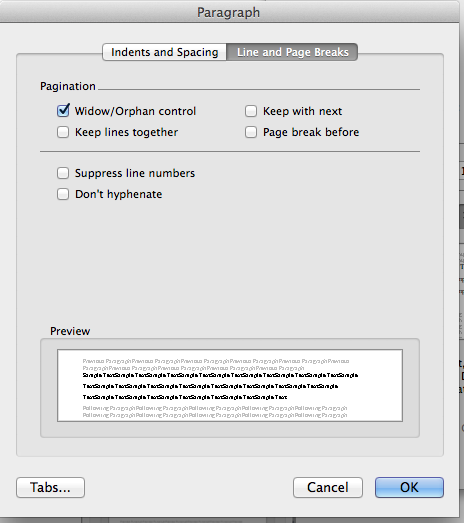
   

## To Set Table of Contents Heading (TOC Heading)

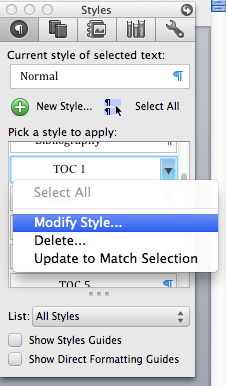
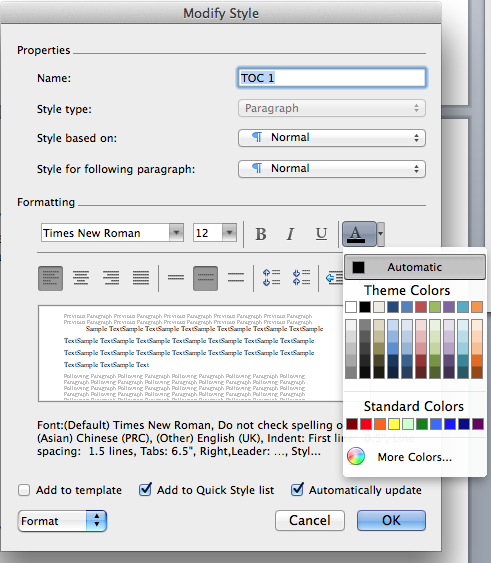
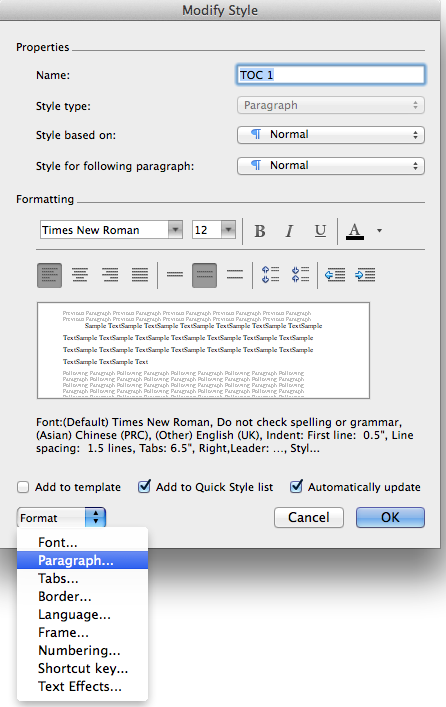
This heading is like the Title page. Centered, not bold Times New Roman 12 pt., but has 1.5 spaced lines. The following settings will establish the table of contents lines within the TOC.

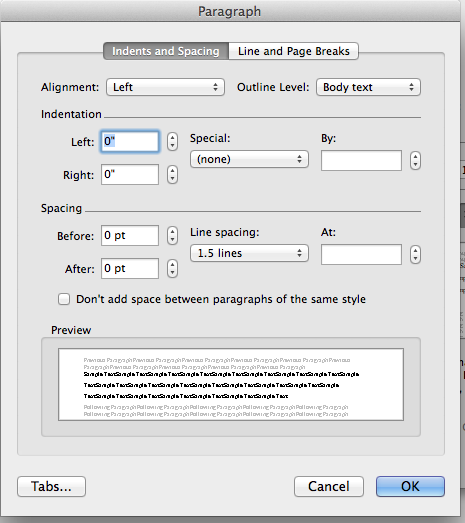
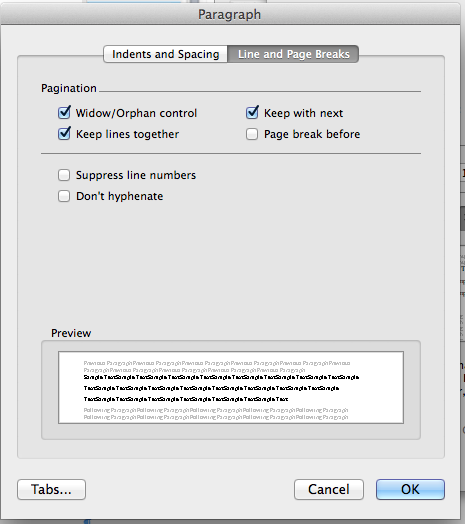
  

## To Set Table of Contents 1 (TOC1)

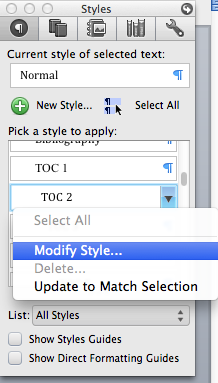
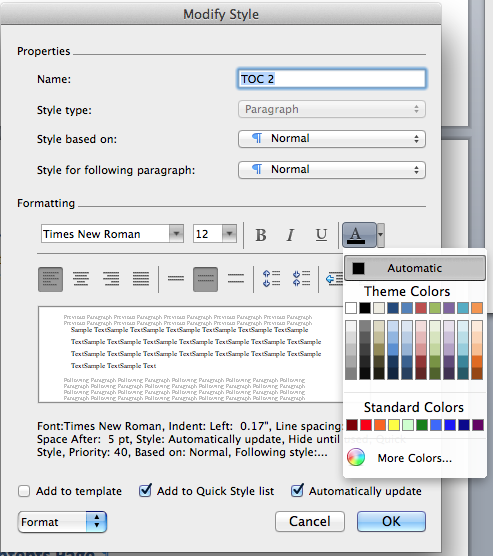
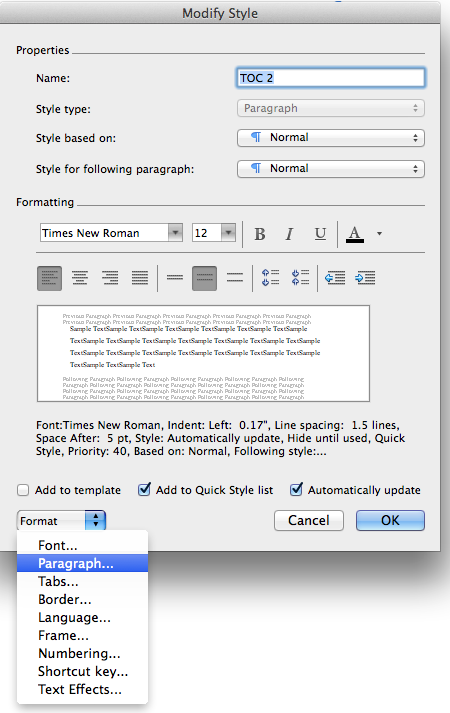
The TOC headings 1 is for the chapter level design heading and requires an additional set of steps to establish the page number with a right tab and the leader periods. It is not difficult! There is an important addition to the first TOC heading. They are indented and you use both *Keep Lines Together* and *Keep with Next*!

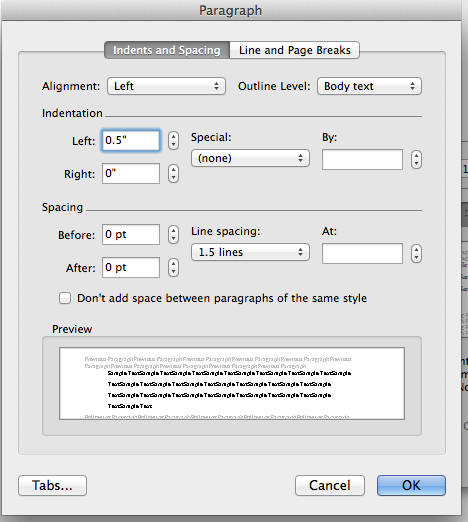
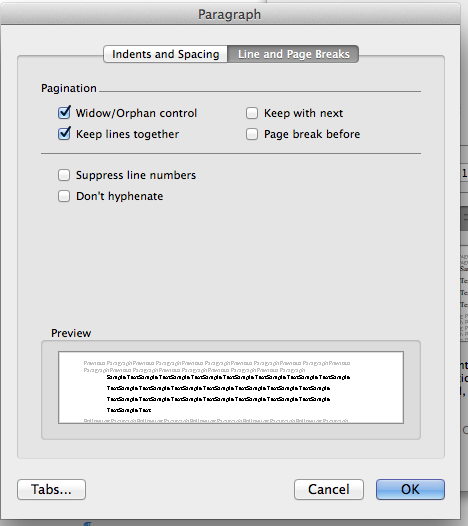
  

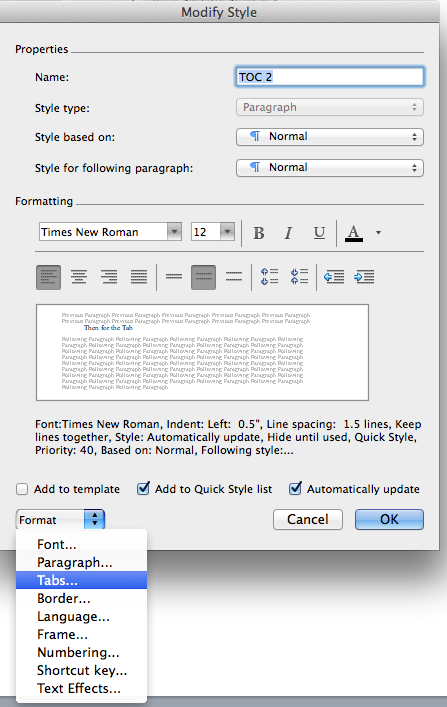
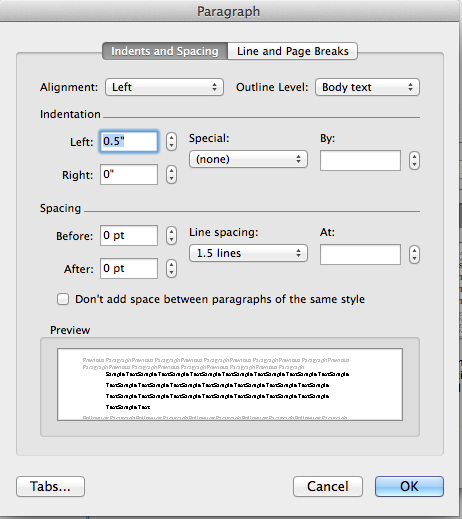
## To Set Table of Contents 2 (TOC2)

There are some important differences between the first and second TOC headings. First they are indented and you use *Keep Lines Together*, but not Keep with Next!.

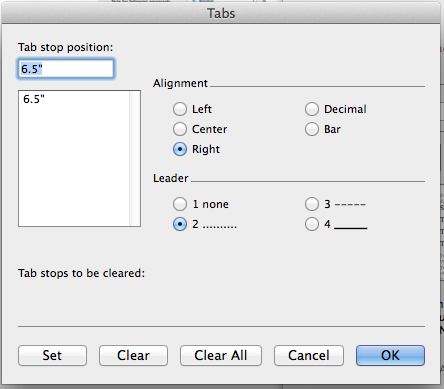
  

Then for the Tab there are two ways to get there.

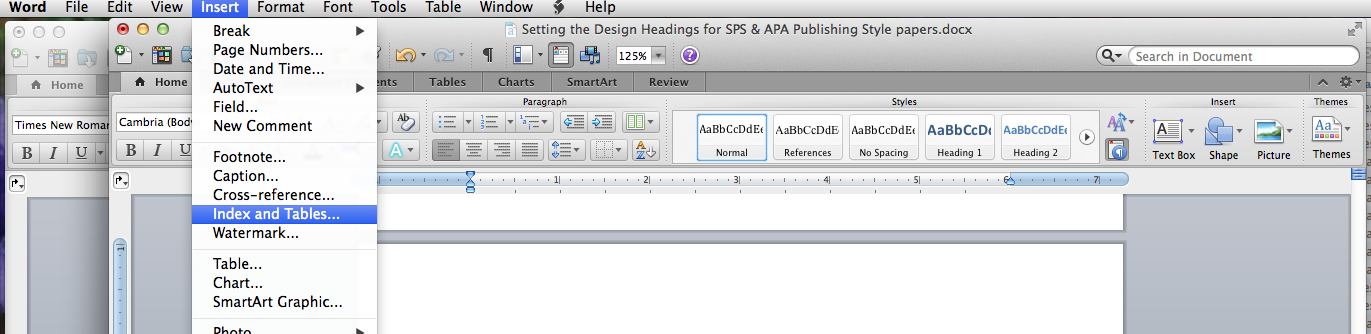
 or 

Enter the tab of 6.5, make it right, and check the period leader. Then click *SET* and *OK*.

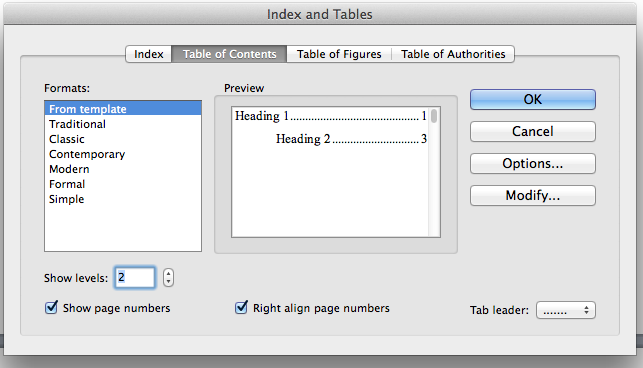


# To Insert the Table of Contents Page

To finalize the SPS & APA settings for the paper you will need to set up the table of contents. It is easiest to do this once you have some headings in your document. Move to the page where you will insert the Table of Contents (TOC), just after the Abstract and just before the Introduction. Choose to insert *Index and Tables* from the *Insert* menu.



Then on the Table of Contents tab of the Index and Tables menu choose from template, *Show levels: 2*, *Show page numbers*, and *Right align page numbers*. Then click *OK*. Since you set the TOC headings this will insert a perfect table of contents. You will need to add a right Margin Page heading.



As a bonus you now that your TOC is set in the Indexes and Tables menu the List of Tables and List of Figures will follow suit to be formatted in the same manner! Use the *Table of Figures tab* and choose *Tables* or *Figures* to insert the correct list. See a table of contents on the first page of this document.