Making Microsoft Word User-Friendly for Dissertations, Theses, and Manuscripts: Part II

By:
John R. Slate
Ana Rojas-LeBouef

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Online:
< http://cnx.org/content/col11336/1.2/ >

C O N N E X I O N S

Rice University, Houston, Texas

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Chapter 1

Journal Article Reference: Single Author[1]

NOTE: This chapter is published by NCPEA Press[2] and is presented as an NCPEA/Connexions publication as a "print on demand book." Each chapter has been peer-reviewed, accepted, and endorsed by the National Council of Professors of Educational Administration (NCPEA) as a significant contribution to the scholarship and practice of education administration.

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About the Editors

[1] This content is available online at <http://cnx.org/content/m38562/1.1/>.
[2] http://www.ncpeapublications.org/books.html
[3] http://cnx.org/content/m38562/latest/www.writingandstatisticalhelp

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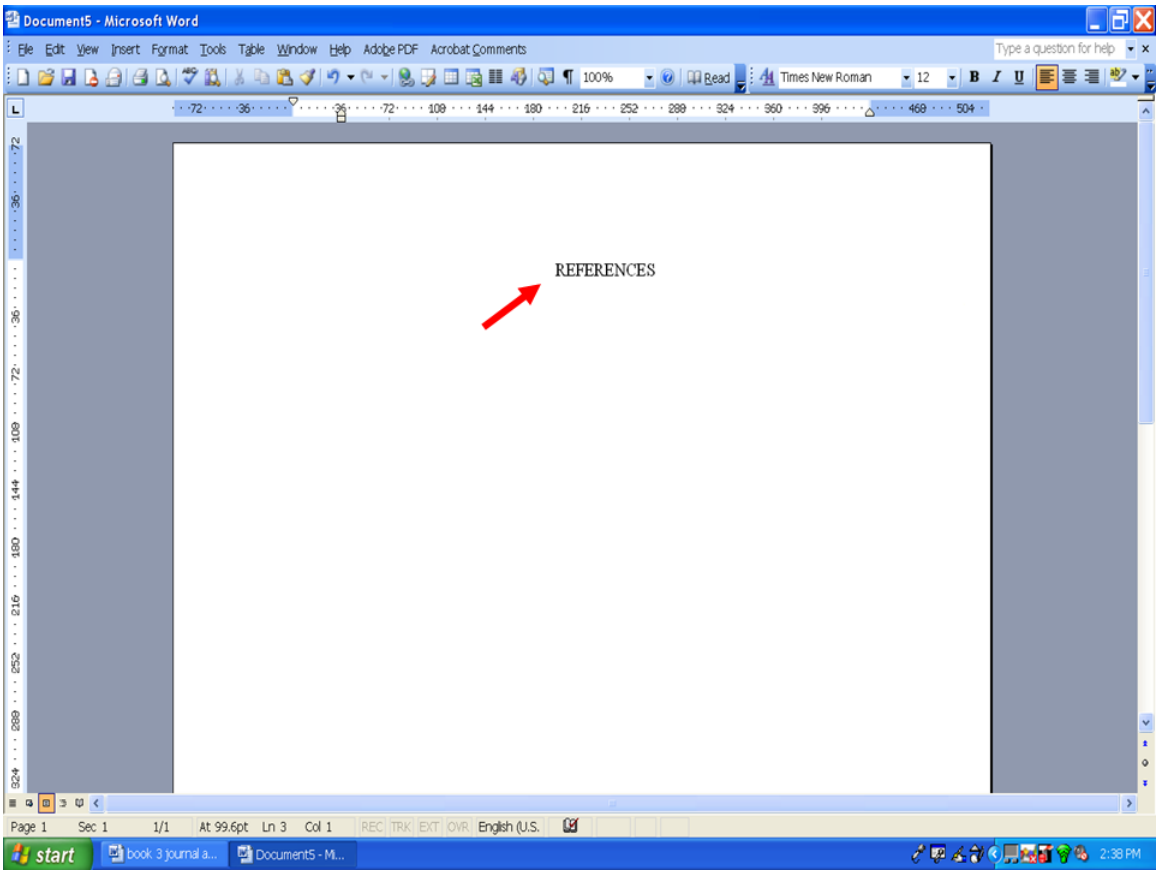
In this specific set of steps and screenshots, you will be shown how to cite a journal article with one author in strict compliance with the 6th edition of the *Publication Manual of the American Psychological Association* (2010). **Learning how to write journal article references correctly will save you valuable editing time as well as the time of your faculty supervisors (in the case of dissertations and theses) or the journal reviewers (in the case of manuscripts). In an editorial co-authored by the first author of this book (John), the most common APA errors were documented. See the editorial "Evidence-Based Guidelines for Avoiding the Most Common APA Errors in Journal Article Submissions." http://msera.org/download/RITS_16_2_APAErrors6th.pdf** [6]

Prior to typing in your first reference, please make sure that your margins and indentation are correct. See our other chapters on setting up your references prior to following the specific steps and screenshots in this chapter.

After you have followed the steps to creating a References page, we are now ready to begin typing in a reference. Readers should note that the word, References, is written in all capital letters below. The all capital use of REFERENCES is appropriate for dissertations and for theses, but not for manuscripts. The word should be typed as References for manuscripts.

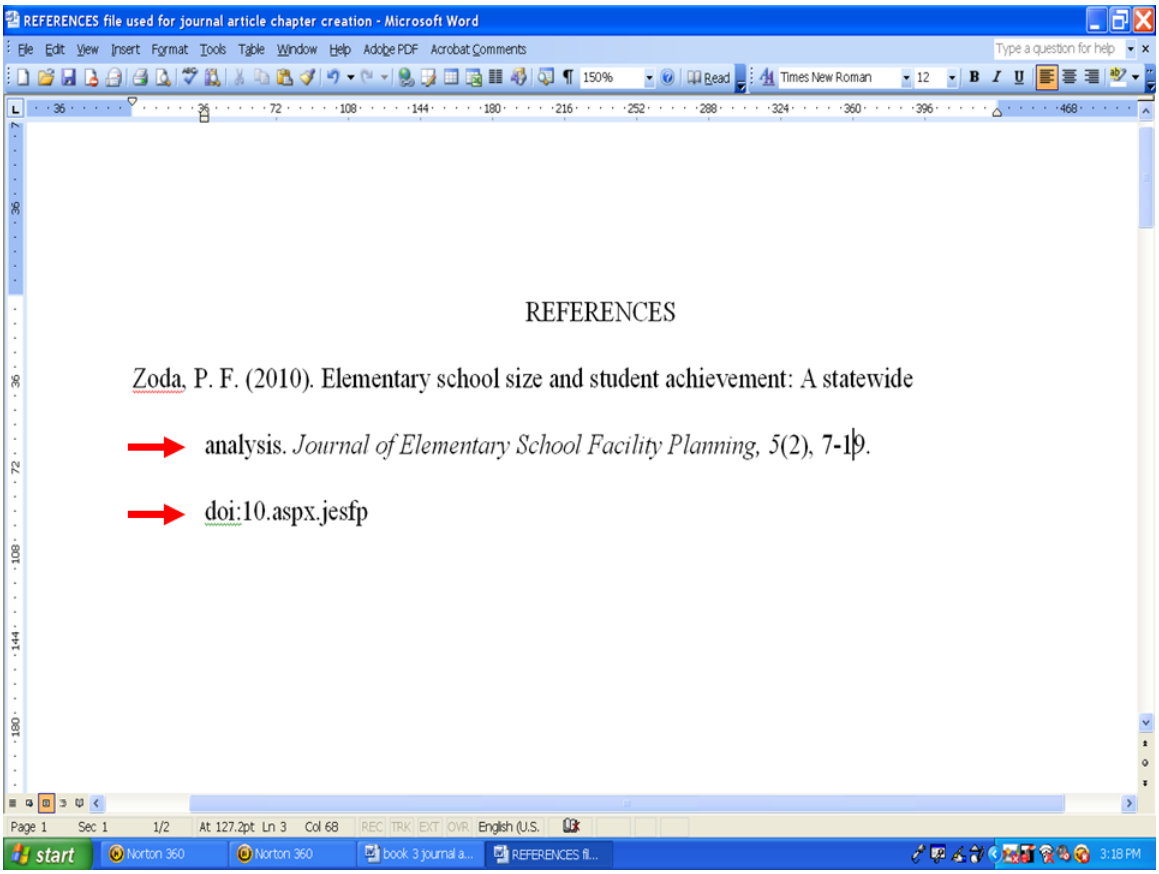
[4] http://www.ncpeapublications.org
[5] http://ncpeapublications.org/about-elr.html
[6] http://msera.org/download/RITS_16_2_APAErrors6th.pdf



[7]

We will begin our references with a journal article written by a single author. If we have followed the previous set of steps and screenshots correctly, our reference will automatically have a hanging indent. You will see that in the second and third rows of this reference.

[7] http://cnx.org/content/m38562/latest/9a.1.png/image

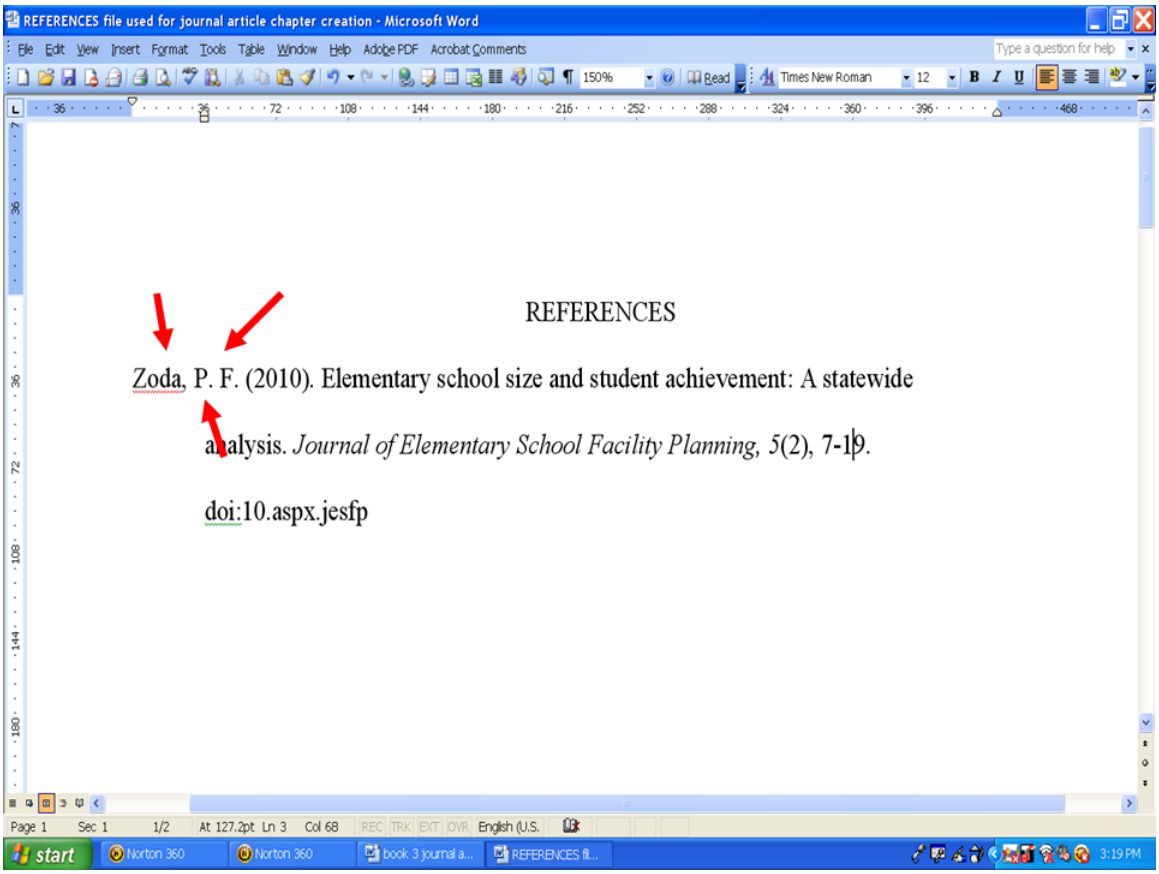


[8]

Let's begin with the author's last name and go space by space through this reference.

You will note that a comma is present after the author's last name. This comma is followed by a space and then the initial of the author's first name (P), followed by a period. After the P. is a space, followed by the initial of the author's second name (F), followed by a period.

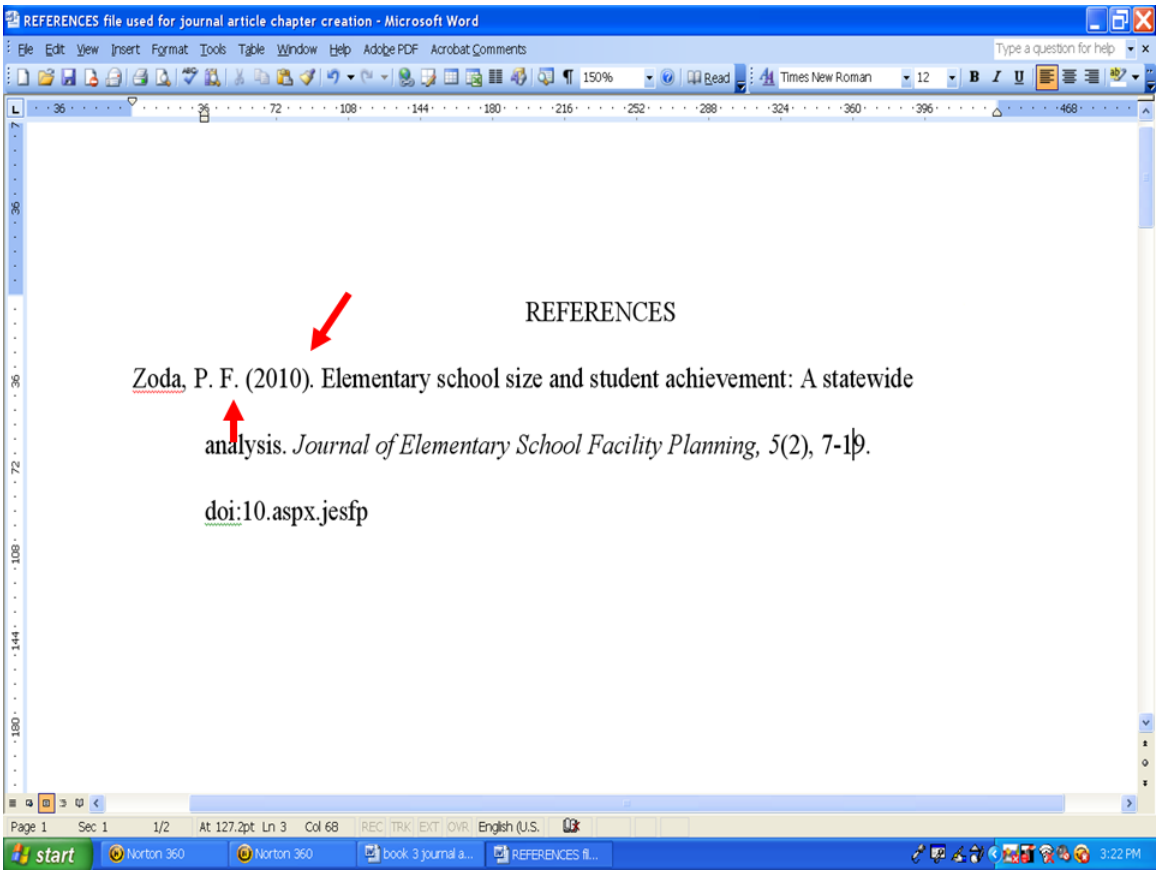
[8] http://cnx.org/content/m38562/latest/9a.2.png/image



[9]

After the Zoda, P. F. is a space. Then the year of the published journal article is typed, surrounded by parentheses. You will note that the second parentheses, the), is followed by a period and then a space. Readers should ensure that they space after the comma following the author's last name; a space after the period following author's first initial; a space after the period following the author's second initial (when present); and a space after the period following the second parentheses.

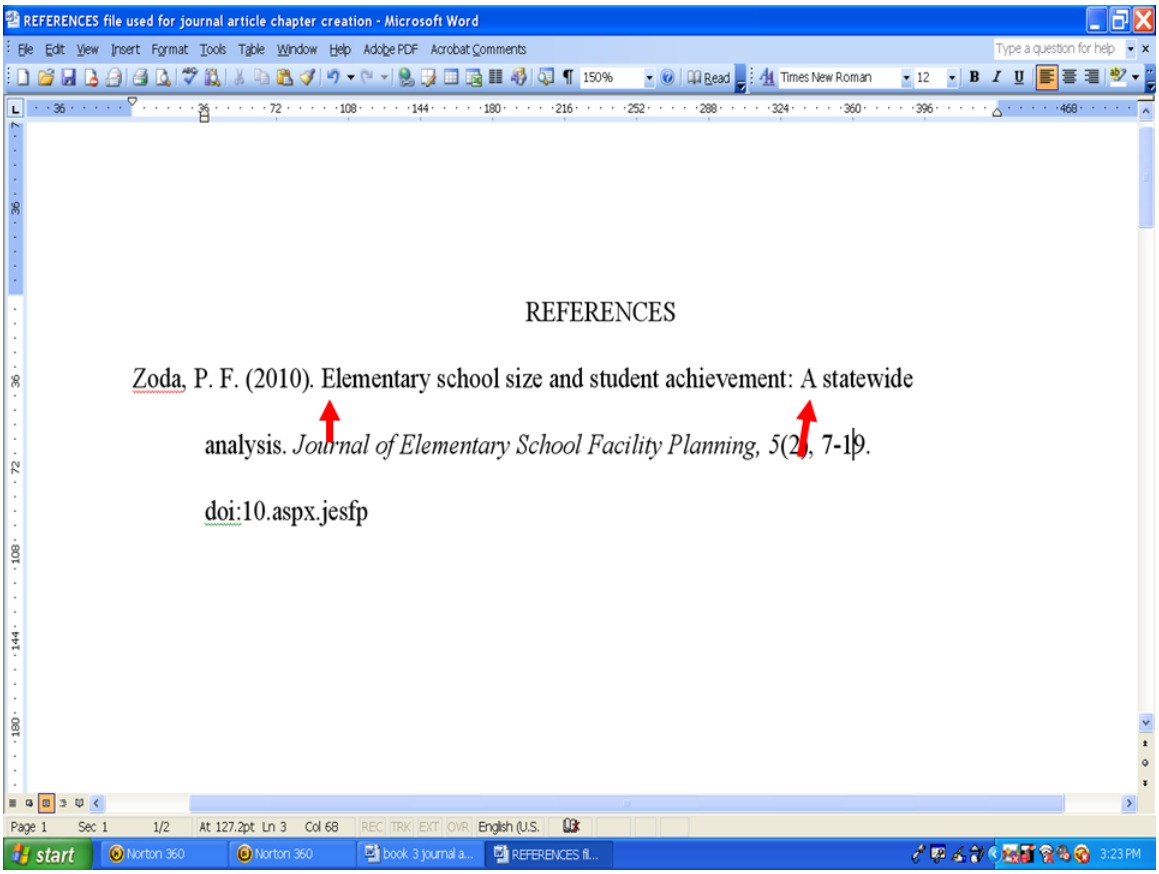
[9] http://cnx.org/content/m38562/latest/9a.3.png/image



[10]

Now we will make that the title of our journal article is correctly typed. For journal article titles, the first word should be capitalized, as well as proper nouns. Moreover, when a colon is present in the title, as it is below, the first word following the colon should be capitalized. The other words in the title are not capitalized when they are typed in the References list.

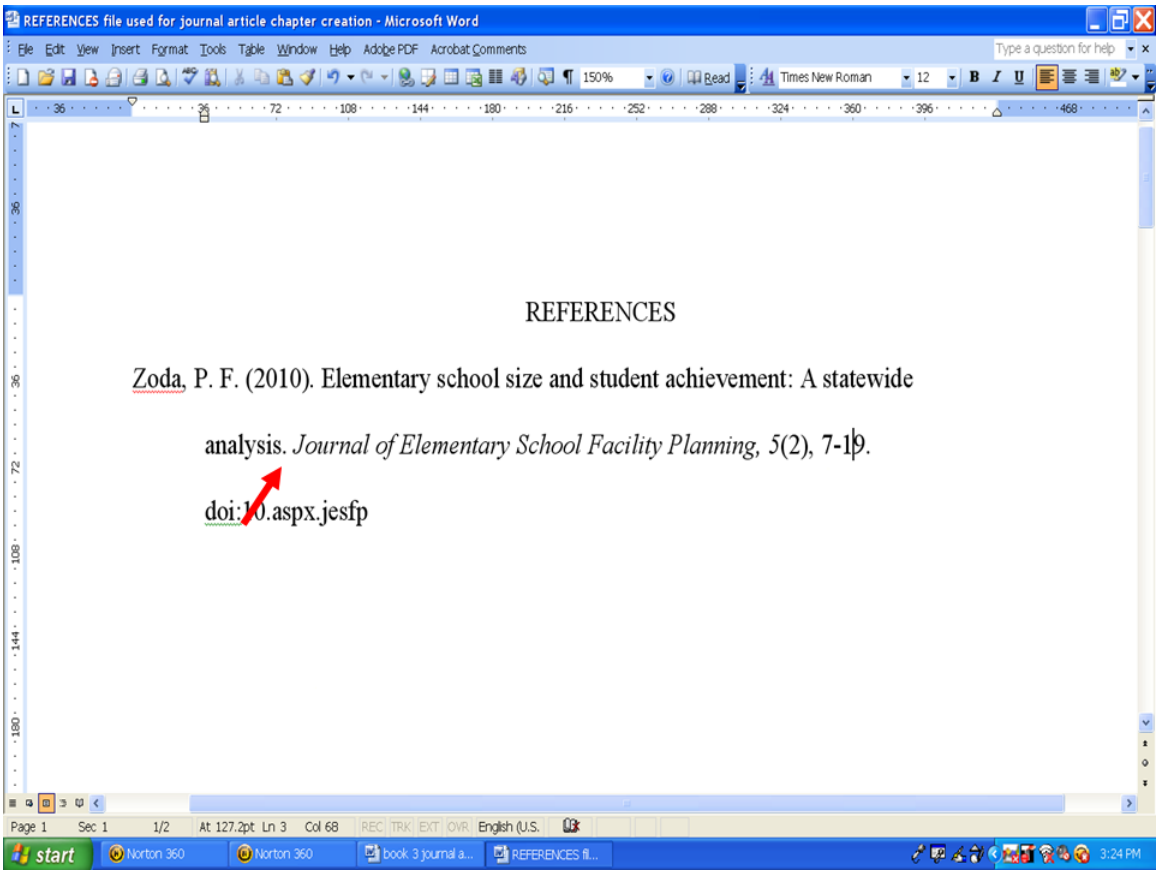
[10] http://cnx.org/content/m38562/latest/9a.4.png/image



[11]

At the end of the title of the journal article, a period should be present. This punctuation should be followed by a single space. Should the journal article title end with a question mark, as part of the title, the ? will suffice in lieu of the period.

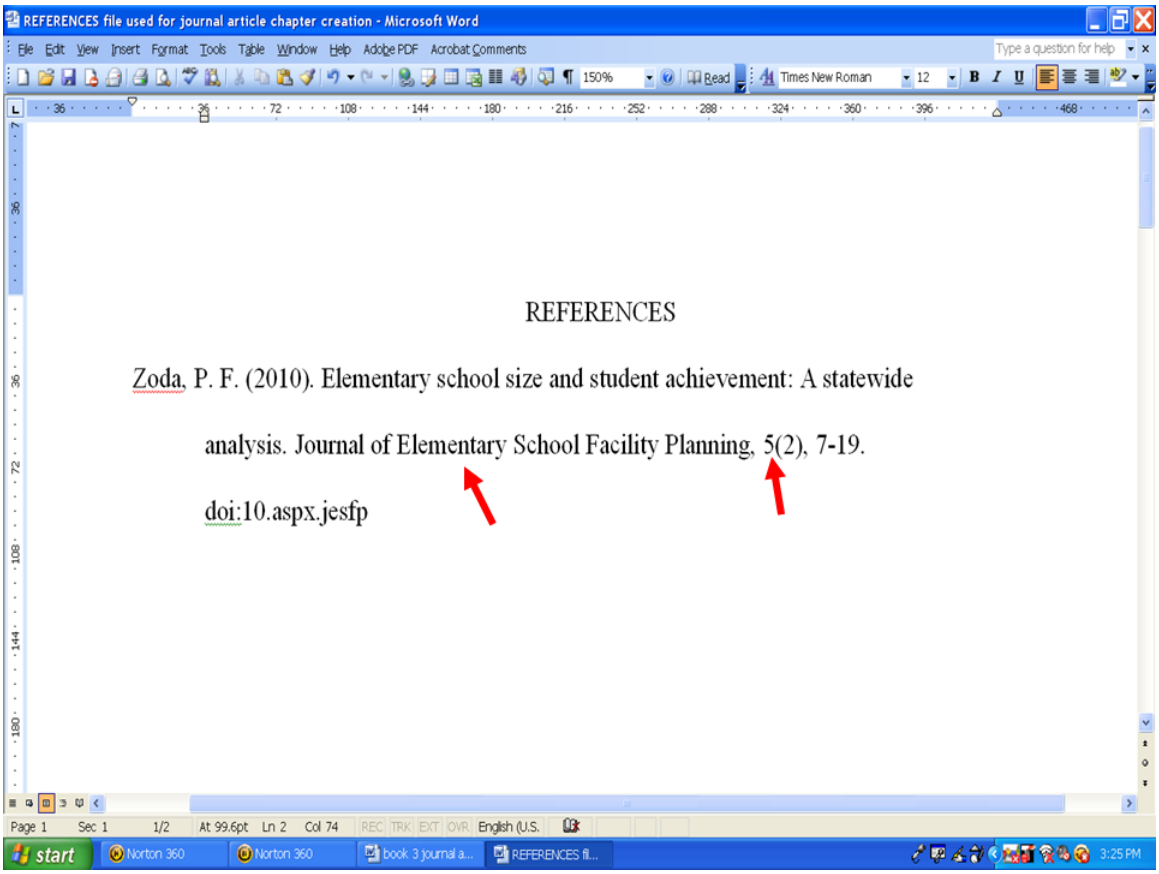
[11] http://cnx.org/content/m38562/latest/9a.5.png/image



[12]

After the title of the journal article has been typed, the name of the journal should be typed and placed in italics. You will note below that the journal name has been correctly typed but it is not in italics. Because the volume number should also be in italics, we recommend that you type in the journal name and volume number first. Then highlight or block both parts and italicize them at the same time.

[12] http://cnx.org/content/m38562/latest/9a.6.png/image

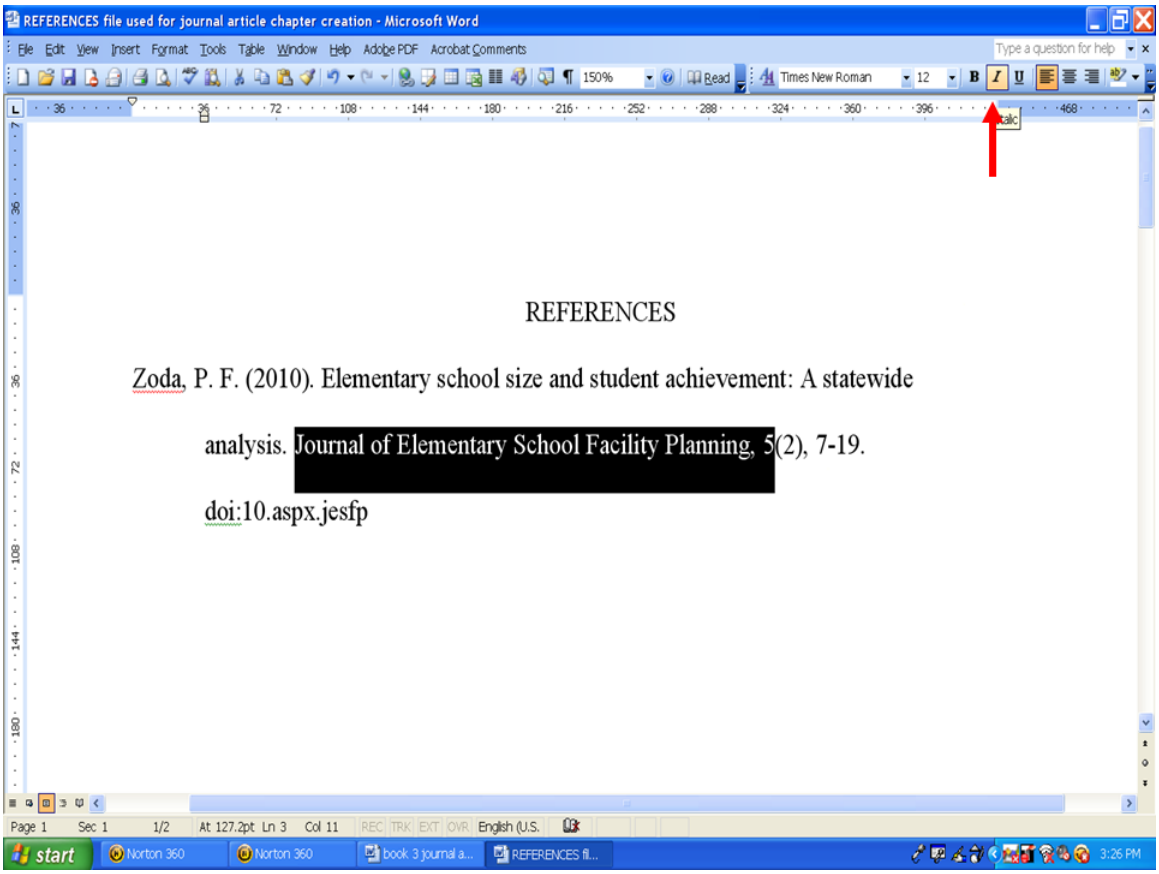


13

In the screen below we have highlighted the journal name and the volume number.

Next we will italicize this information. Using the 97-2003 version of Word, the *I* icon below will place the highlighted material in italics. Using the 2007 version of Word, the *I* icon will be on the Home screen.

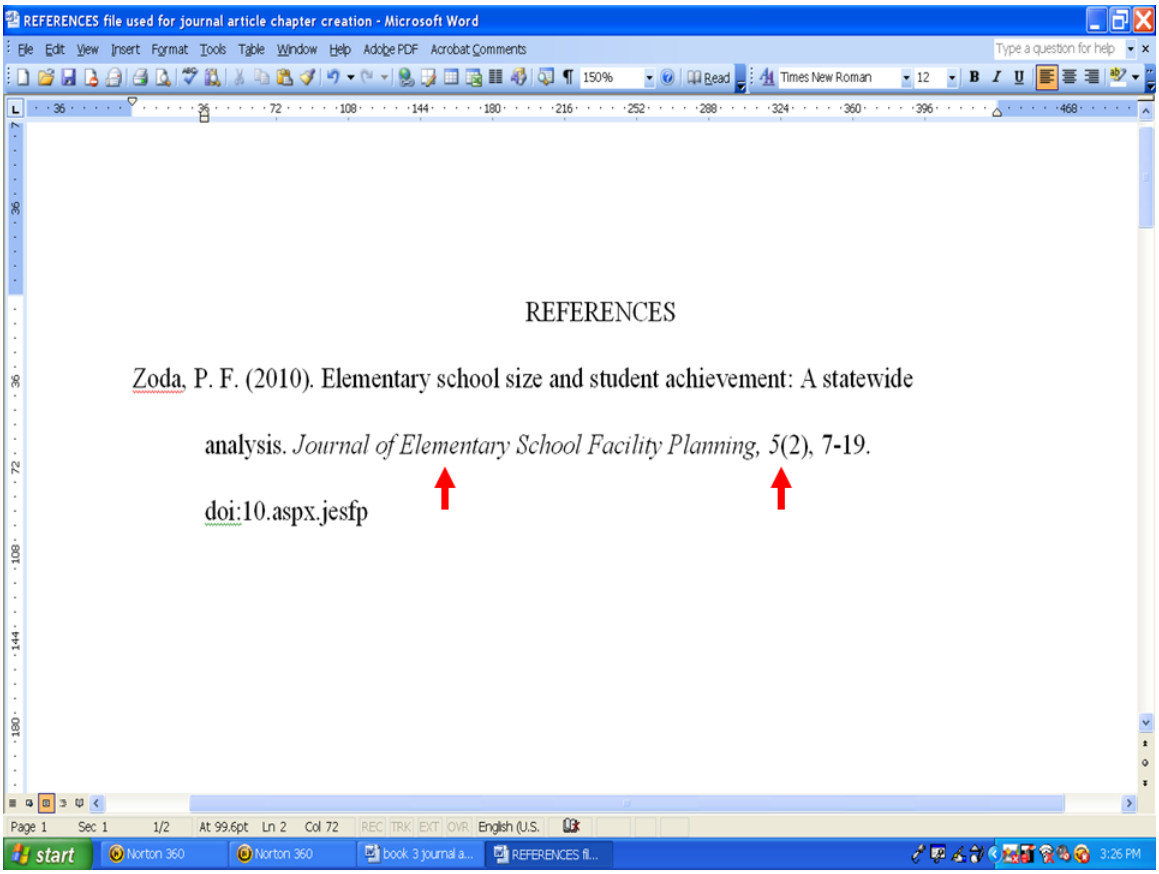
[13] http://cnx.org/content/m38562/latest/9a.7.png/image



[14]

Clicking on the *I* or italics icon will then result in the journal name and volume number being placed in italics. See the screen below.

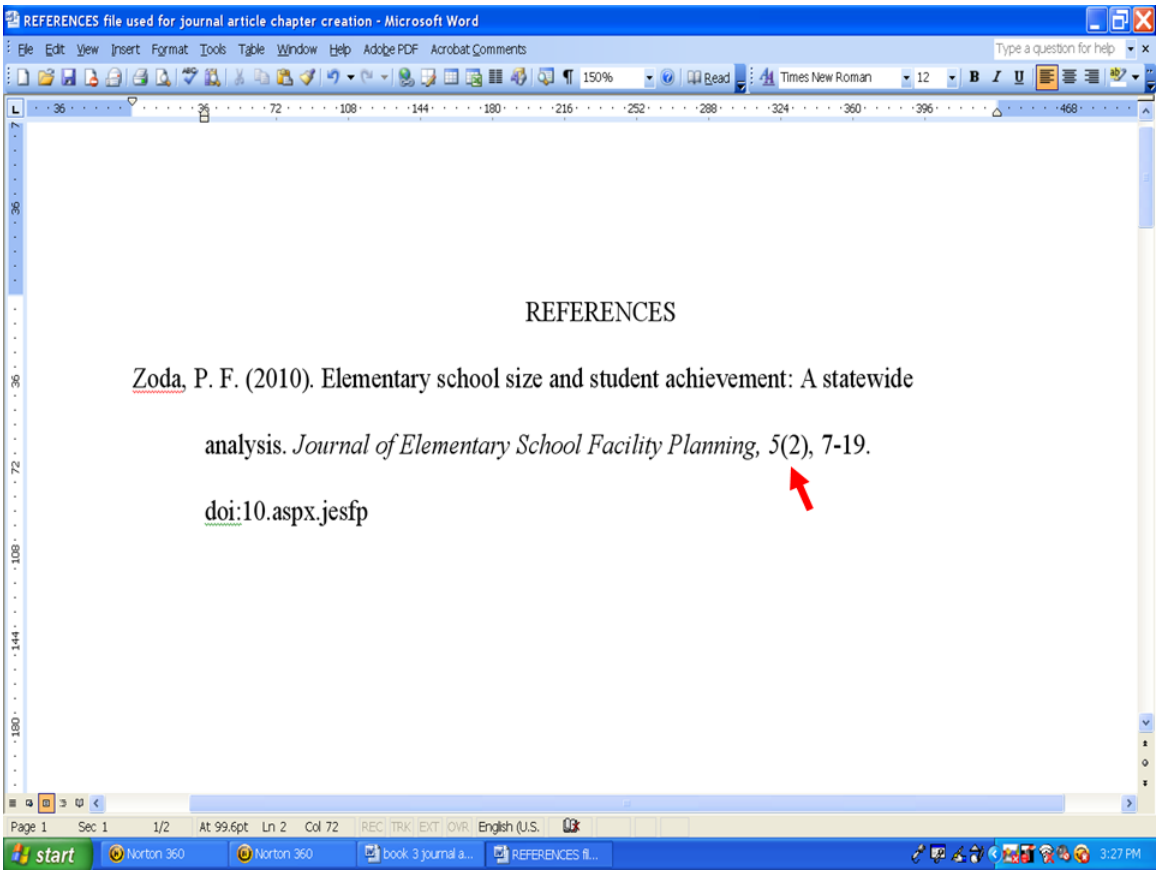
[14] http://cnx.org/content/m38562/latest/9a.8.png/image



[15]

In this particular journal citation, we have the issue number of the journal article present. Note that the issue number is placed immediately after the italicized volume number with no space present. The issue number is placed within parentheses. Issue numbers are required when the journal begins each new issue at page 1. For journals that continue numbering the pages of their second and third issues after the last page number of the previous issue, then issue numbers are not necessary. What the information of *5* (2) indicates is that this Zoda article is in the second issue of this journal for the 2010 year. Moreover, the *5* (2) information connotes that pages 7-19 are also present for the first issue, however, those pages are not the Zoda article.

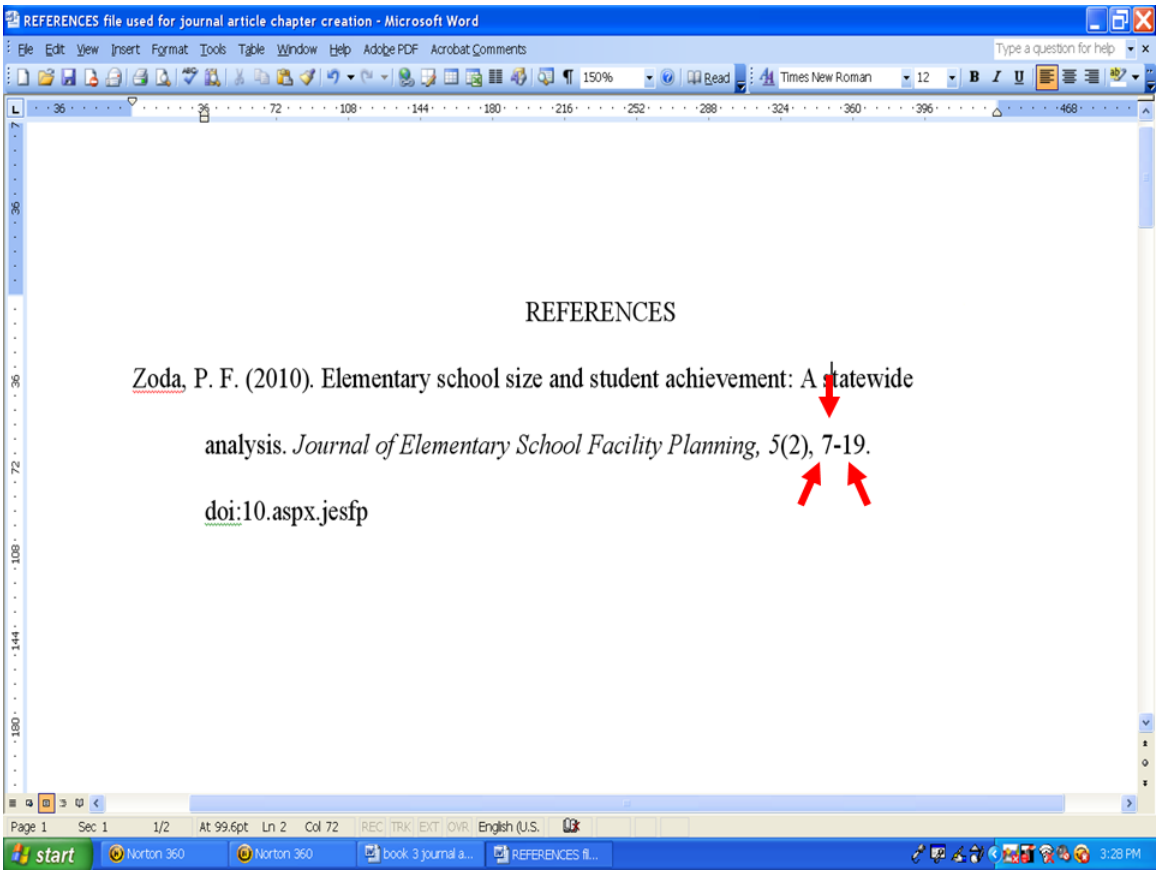
[15] http://cnx.org/content/m38562/latest/9a.9.png/image



16

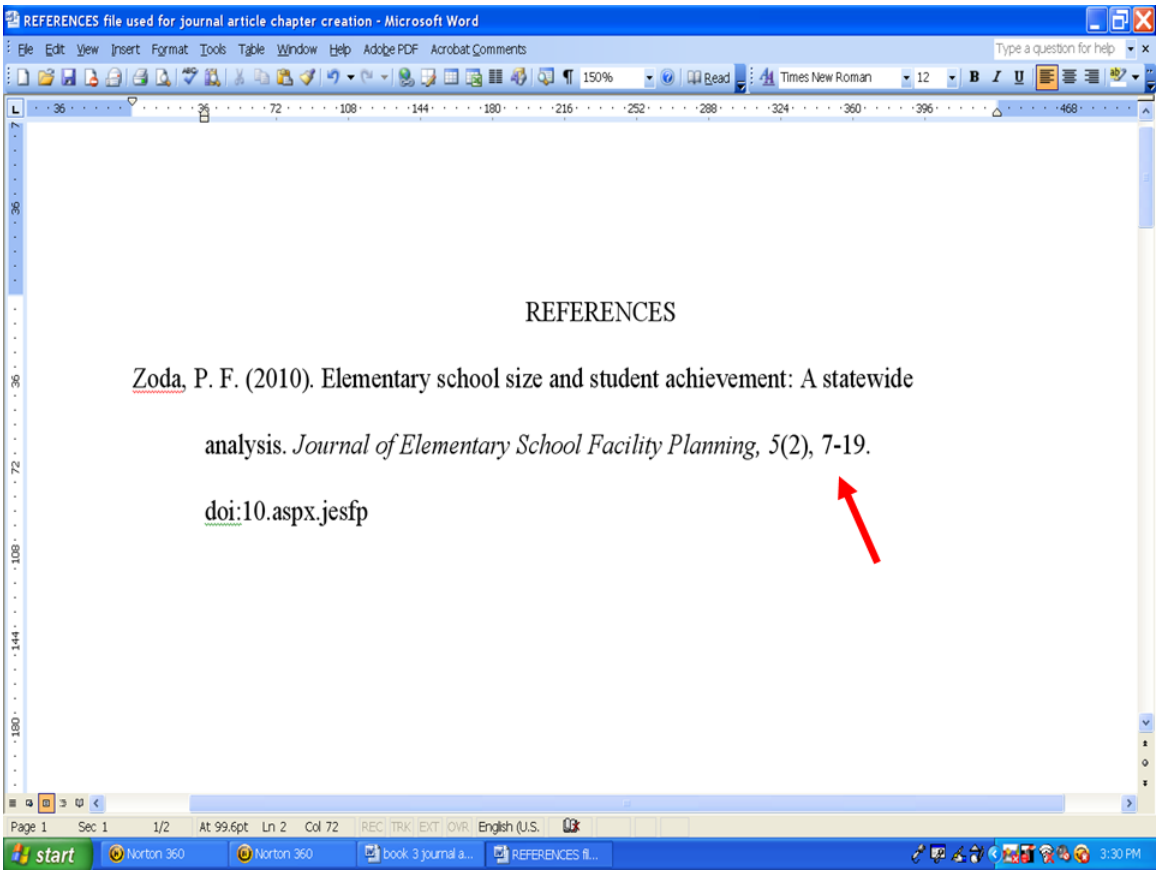
After typing in the issue number, when relevant, a space is placed after the comma that follows the parentheses. Then the beginning page number of the reference is typed, followed by a – and then the ending page number of the reference. Note that no space is present.

[16] http://cnx.org/content/m38562/latest/9a.10.png/image



A period is then placed after the ending page number of the journal article.

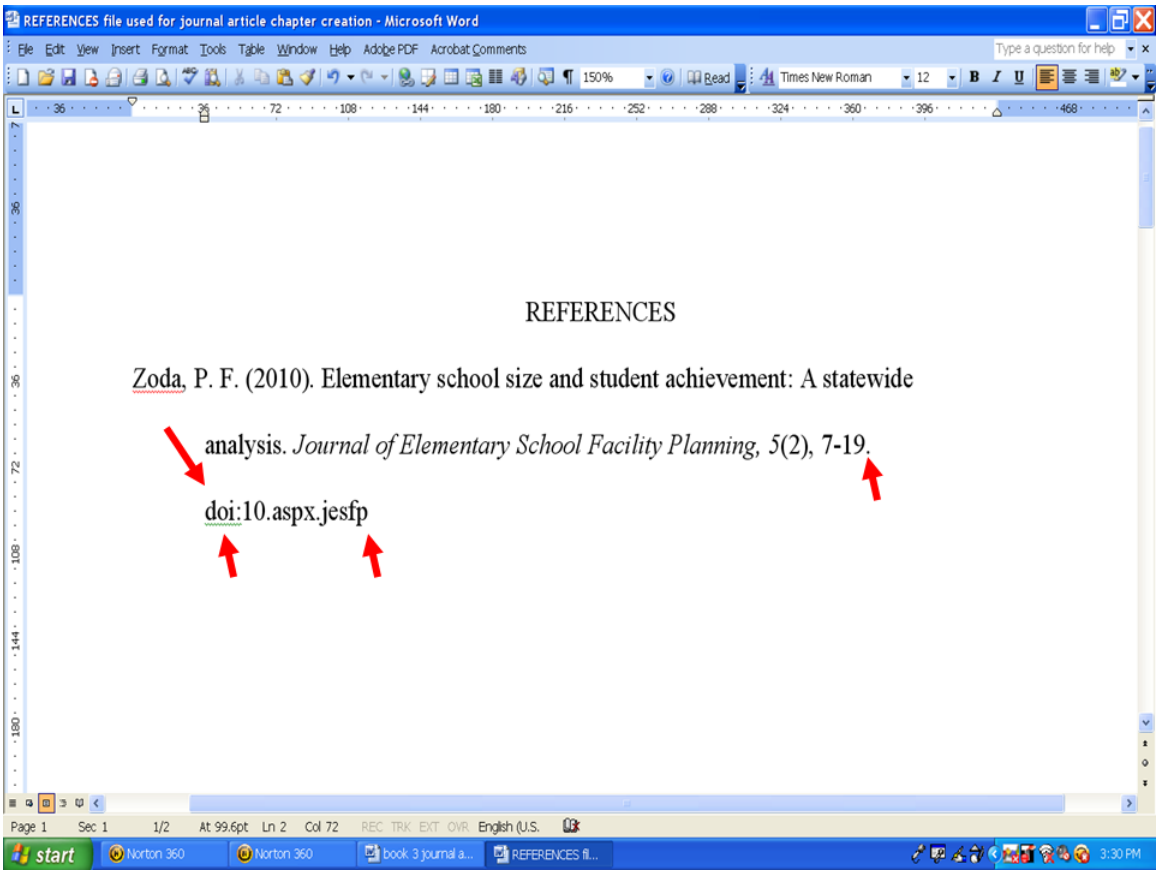
[17] http://cnx.org/content/m38562/latest/9a.11.png/image



[18]

APA now requires that the doi (Digital Object Identifier) be placed at the end of journal article citations, when they are present. If the doi is not present on the journal article, check at www.crossref.org [19] to see if the article has a doi. In this particular article, a doi is present. Note that the doi is written in lower case letters and followed by a colon and then the rest of the doi. A space is not present between the colon and the doi information. A space is placed, however, after the period following the page numbers. Do not place a period at the end of the doi as that would make the doi incorrect.

[18] http://cnx.org/content/m38562/latest/9a.12.png/image
[19] http://www.crossref.org/



[20]

You now have a correctly written, in APA 6th edition style, a journal article with a single author.

[20] http://cnx.org/content/m38562/latest/9a.13.png/image

Chapter 2

Journal Article Reference: Two Authors[1]

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[1] This content is available online at <http://cnx.org/content/m38561/1.1/>.
[2] http://www.ncpeapublications.org/books.html
[3] http://cnx.org/content/m38561/latest/www.writingandstatisticalhelp
[4] http://www.ncpeapublications.org
[5] http://ncpeapublications.org/about-elr.html

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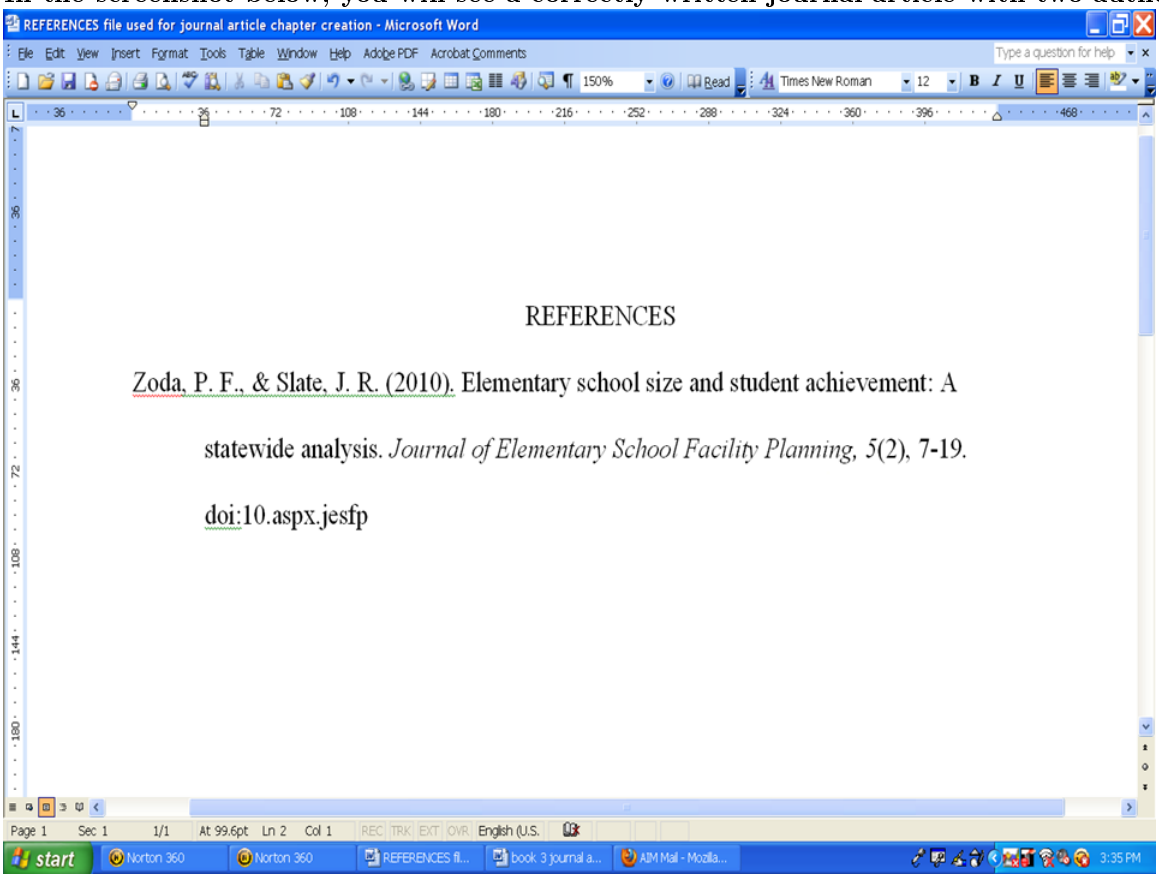
In this specific set of steps and screenshots, you will be shown how to cite a journal article with two authors in strict compliance with the 6th edition of the *Publication Manual of the American Psychological Association* (2010). **This particular set of steps and screenshots are in addition to the previous chapter in which instructions were provided on how to cite a journal article with a single author. Only the additional components for the second author are provided in this chapter. See our other chapters on how to cite journal articles with a single author, with three authors, and with more than seven authors.**

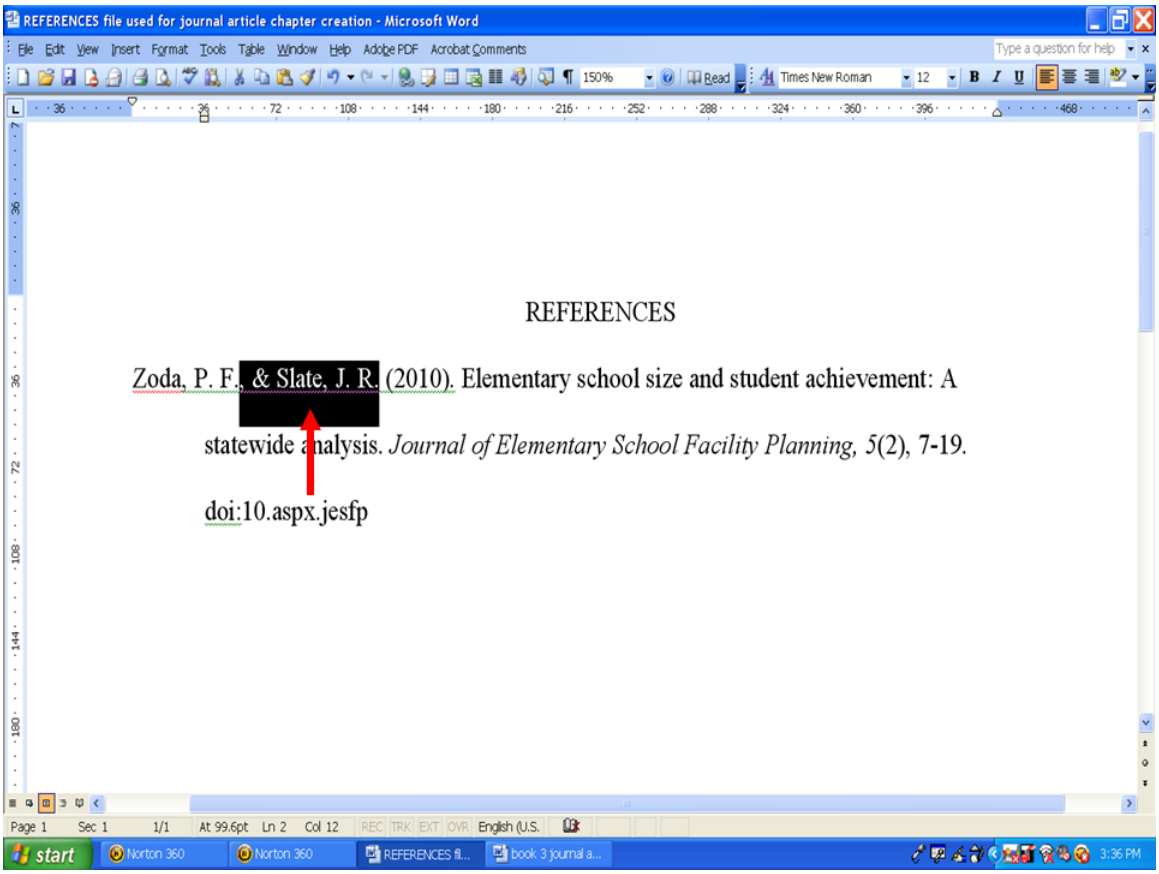
In the screenshot below, you will see a correctly written journal article with two authors.



[6]

In the screenshot below, only the information that is in addition to the single author citation has been highlighted. The rest of this citation is exactly the same as if this citation was authored only by Zoda.

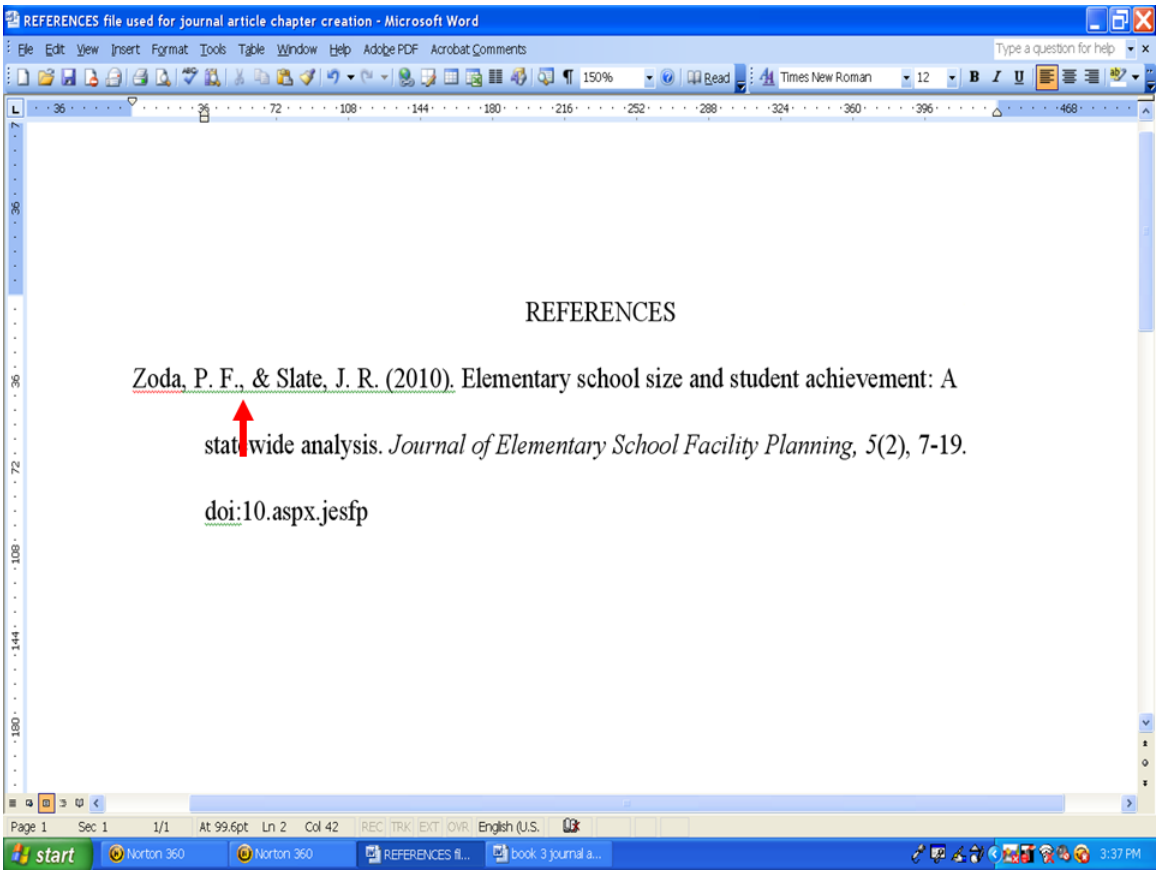
[6] http://cnx.org/content/m38561/latest/9b.1.png/image



[7]

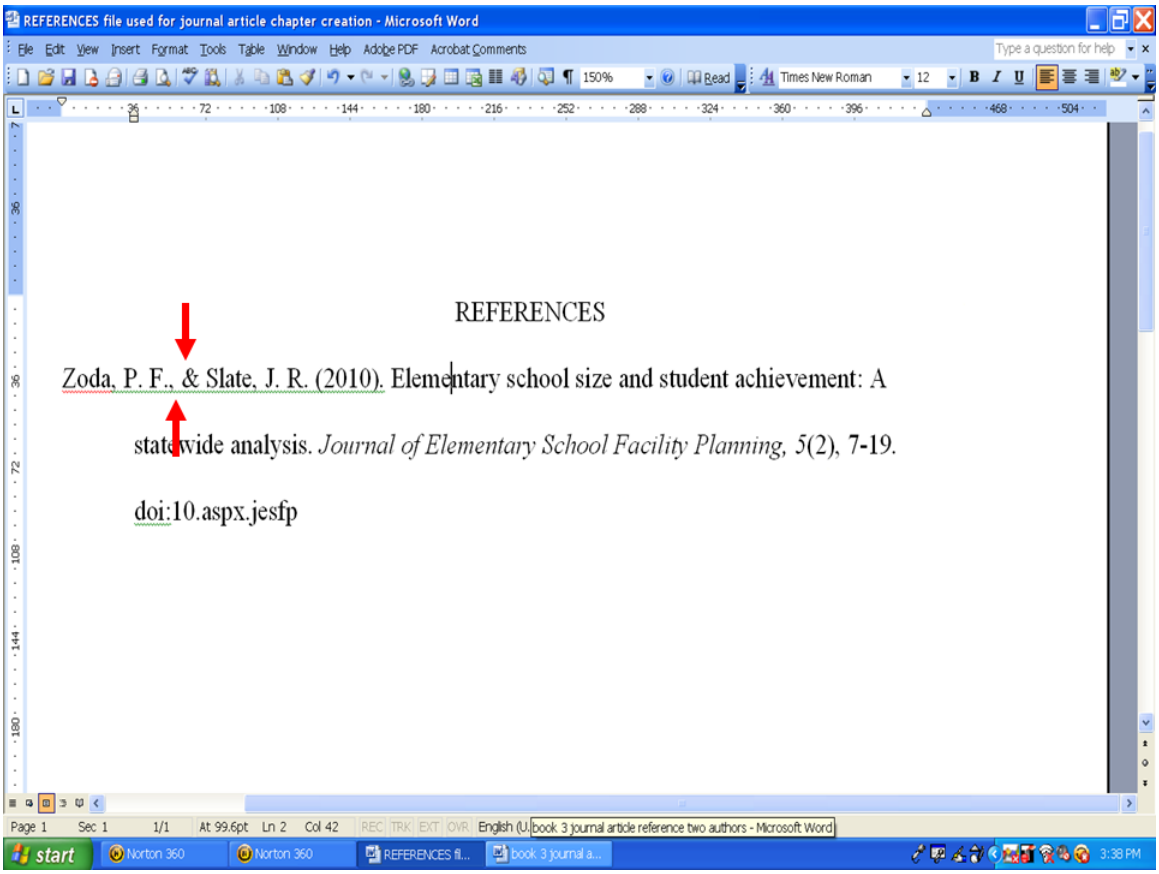
Immediately after the period for Zoda's second initial (F.), you will see that a comma is present.

[7] http://cnx.org/content/m38561/latest/9b.2.png/image



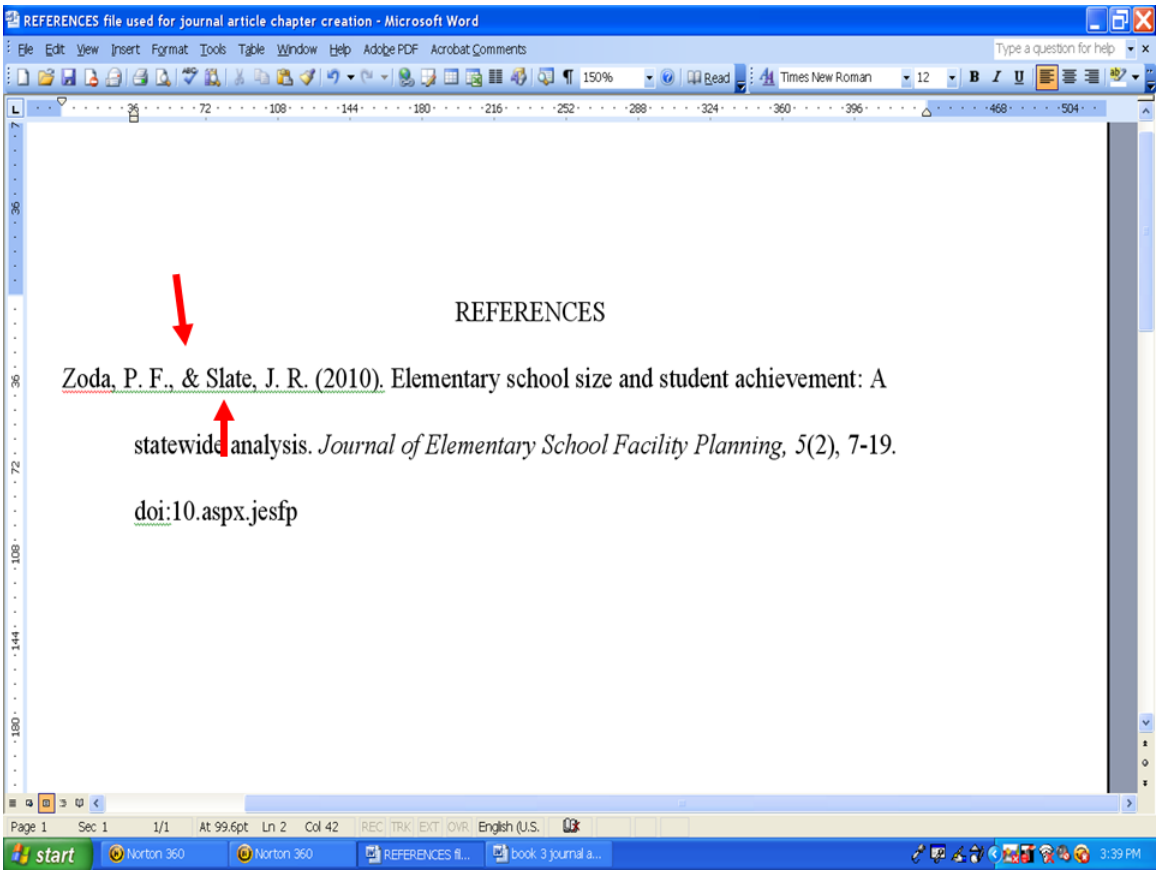
Following the comma is a space and then the ampersand (&) sign, instead of the word, and.

[8] http://cnx.org/content/m38561/latest/9b.3.png/image



Following the ampersand sign (&) is a space and then the author's last name.

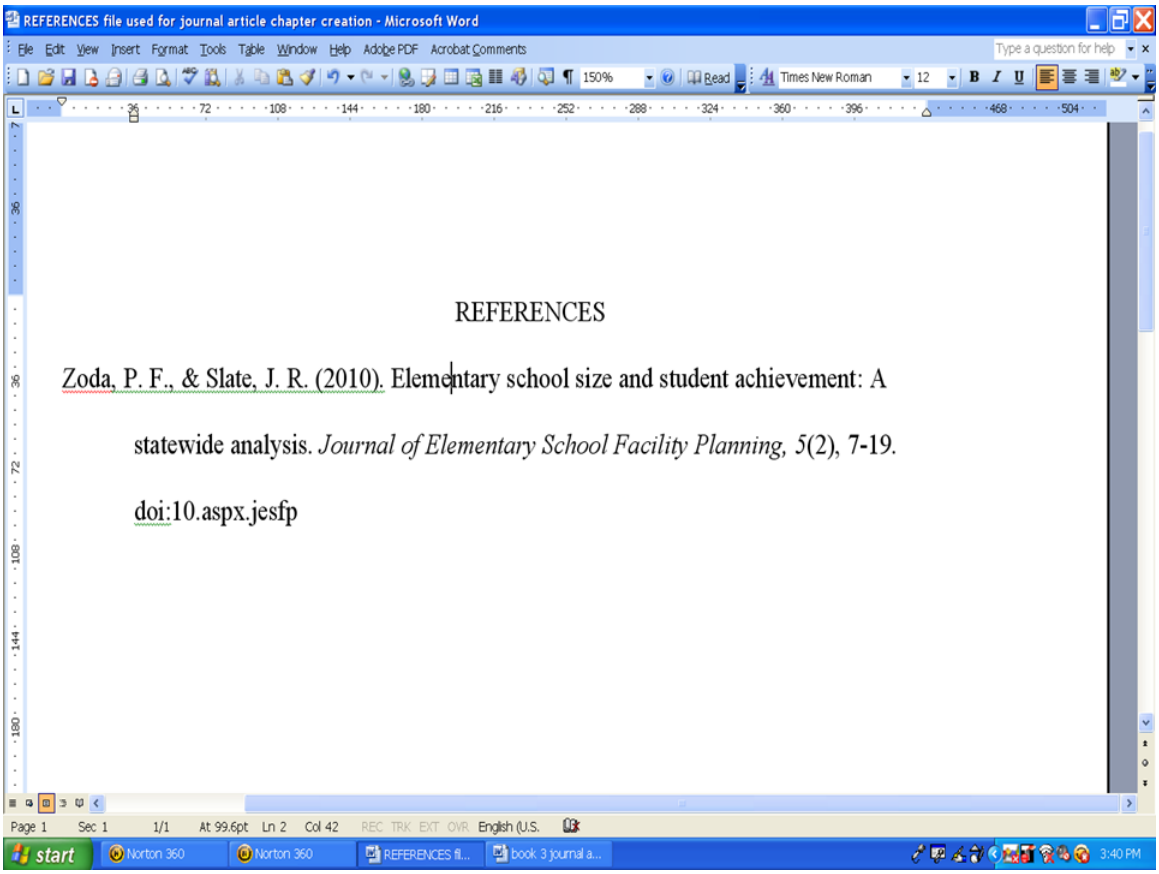
[9] http://cnx.org/content/m38561/latest/9b.4.png/image



[10]

The second author's name is written in the same manner as the first author: Last name; followed by a comma; initial of first name; followed by a period and a space; initial of second name, if present; followed by a period and a space.

[10] http://cnx.org/content/m38561/latest/9b.5.png/image



[11]

By following these steps and screenshots, you now have correctly typed a journal article citation having two authors in accordance with the 6th edition of APA's *Publication Manual* (2010).

[11] http://cnx.org/content/m38561/latest/9b.6.png/image

Chapter 3

Journal Article Reference: Three Authors[1]

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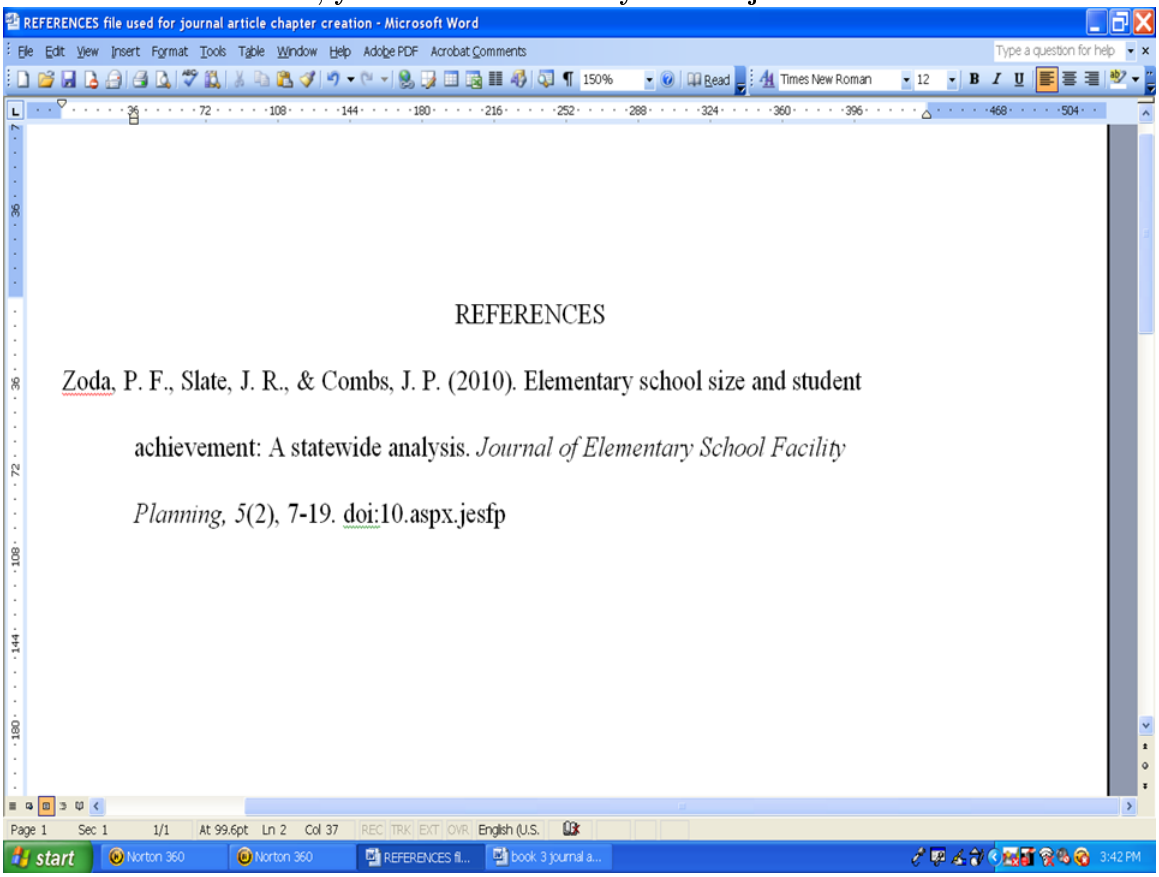
In the screenshot below, you will see a correctly written journal article with three authors.

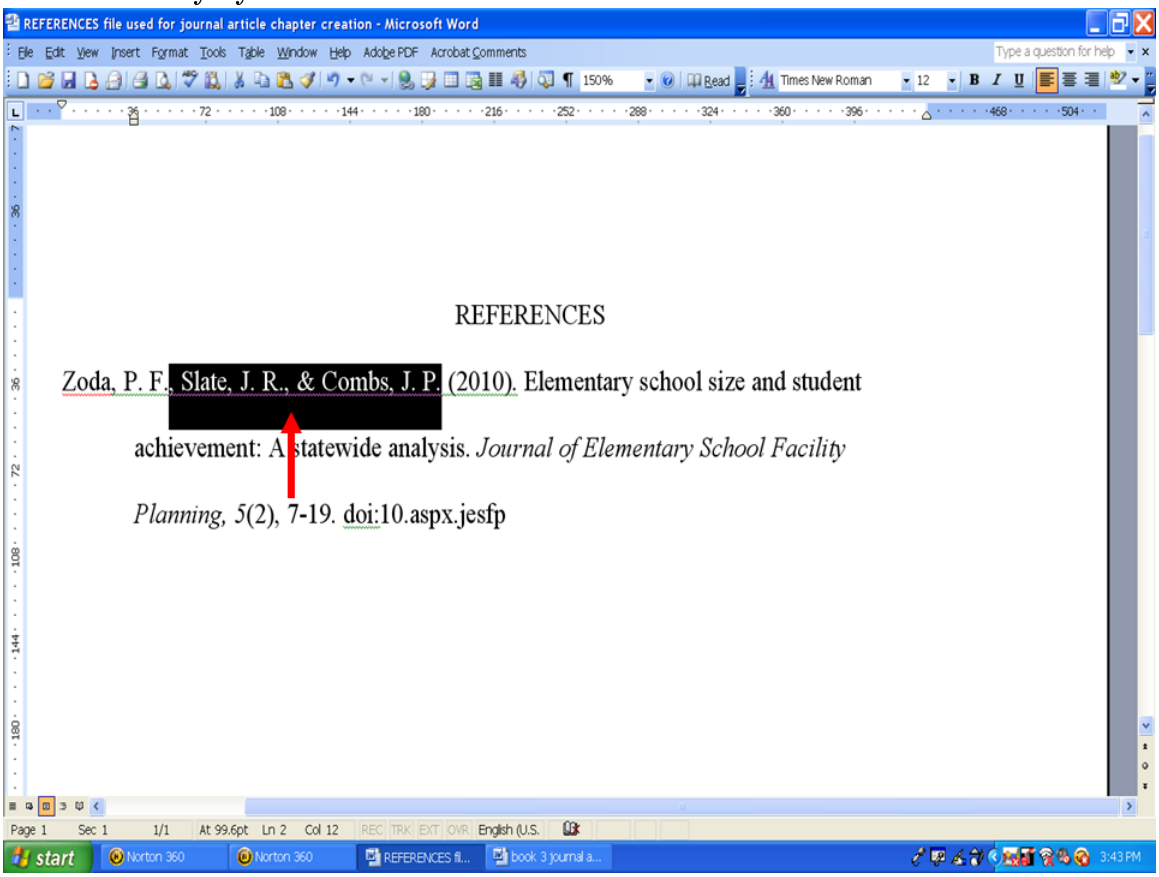


[6]

In the screenshot below, only the information that is in addition to the single author citation has been highlighted. The rest of this citation is exactly the same as if this citation

[4] http://www.ncpeapublications.org
[5] http://ncpeapublications.org/about-elr.html
[6] http://cnx.org/content/m38563/latest/9c.1.png/image

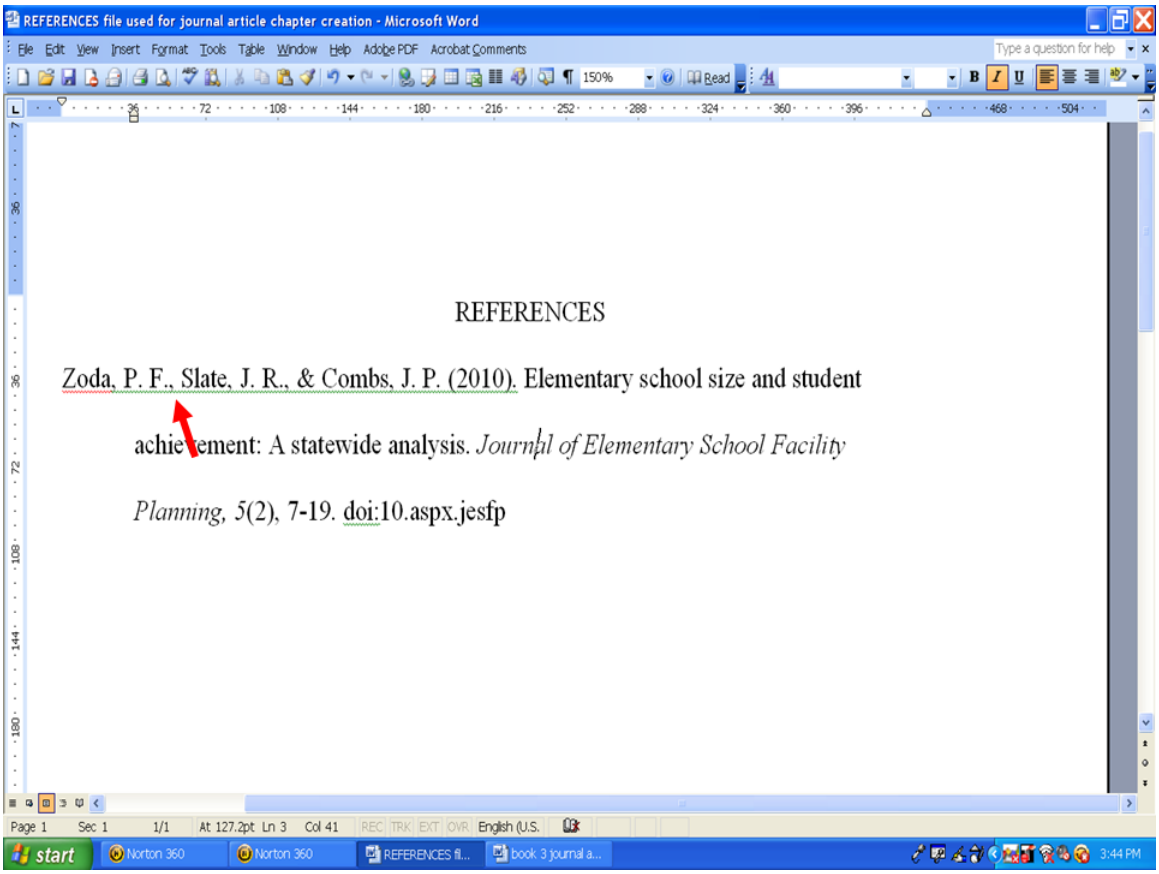
was authored only by Zoda.



[7]

Immediately after the period for Zoda's second initial (F.), you will see that a comma is present.

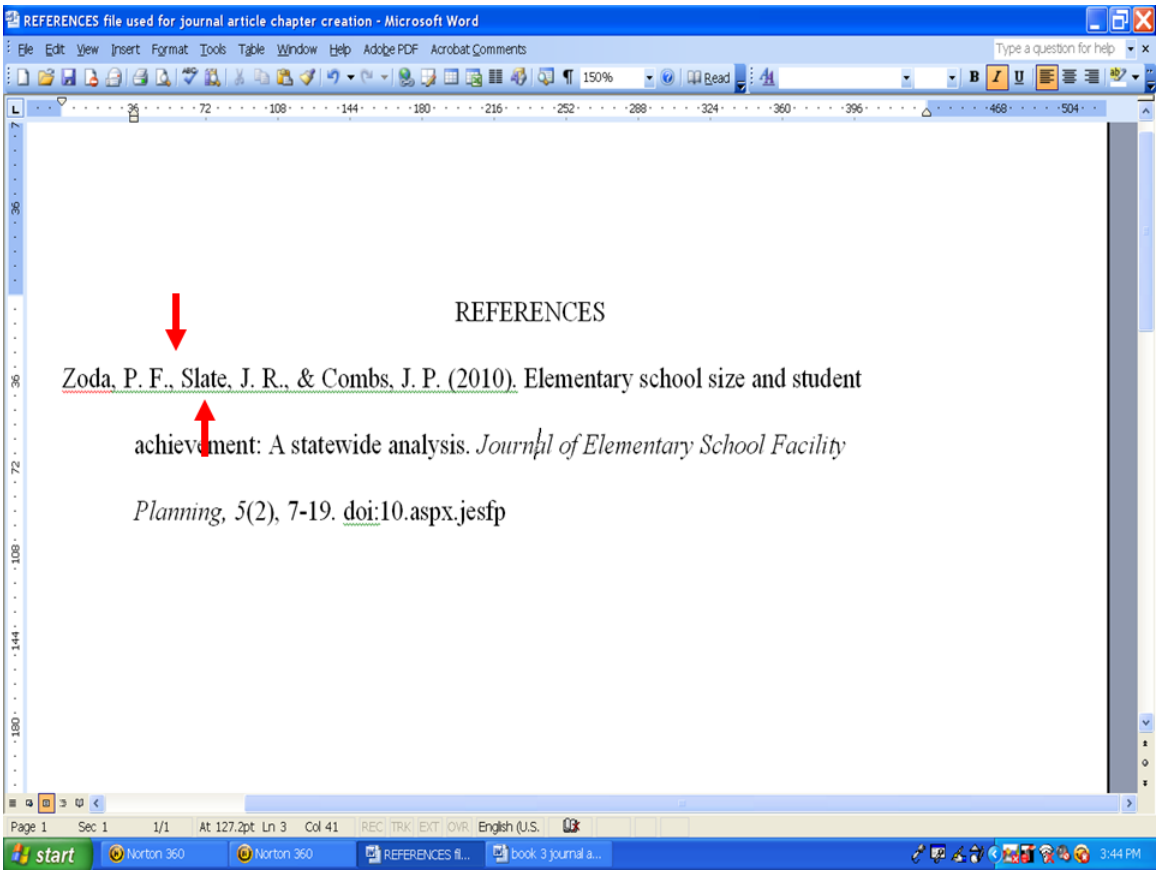
[7] http://cnx.org/content/m38563/latest/9c.2.png/image



[8]

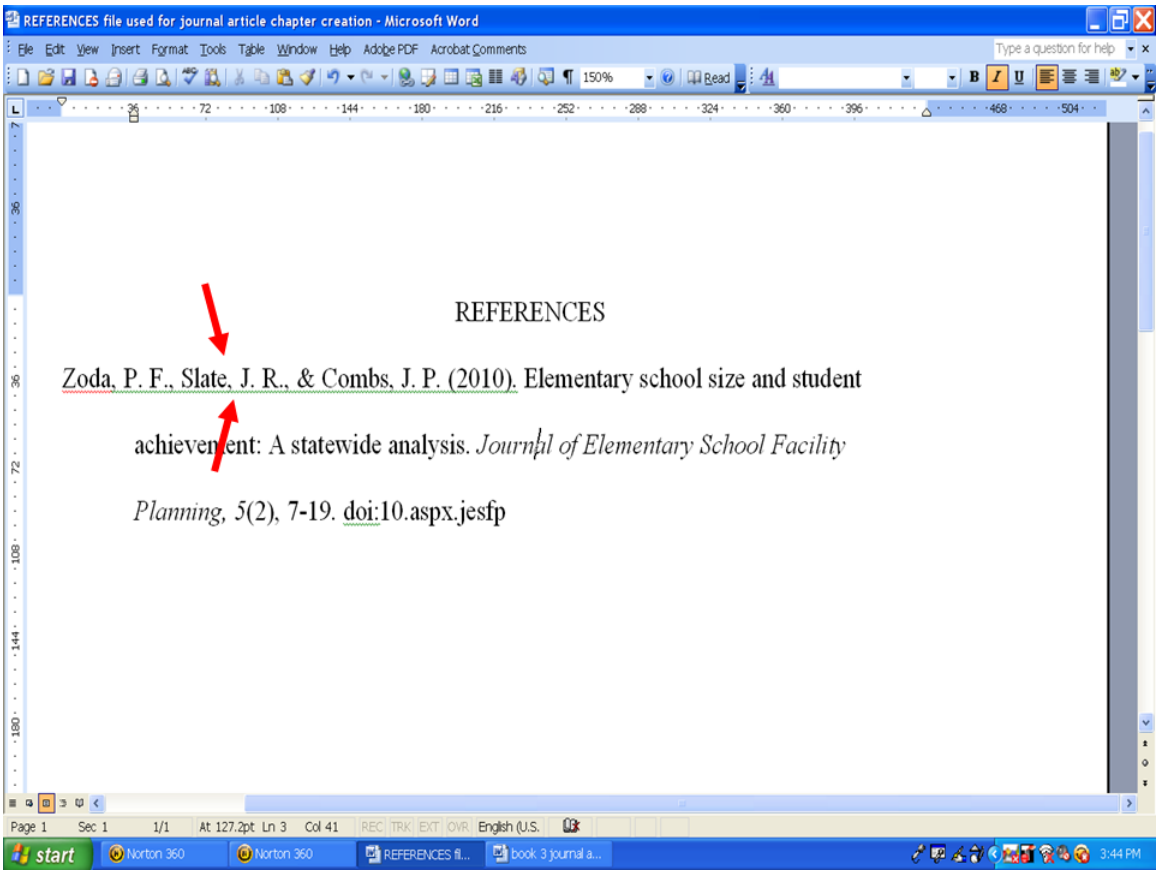
Following the comma is a space and then the second author's last name.

[8] http://cnx.org/content/m38563/latest/9c.3.png/image



Following the second author's last name is a comma, followed by a space.

[9] http://cnx.org/content/m38563/latest/9c.4.png/image

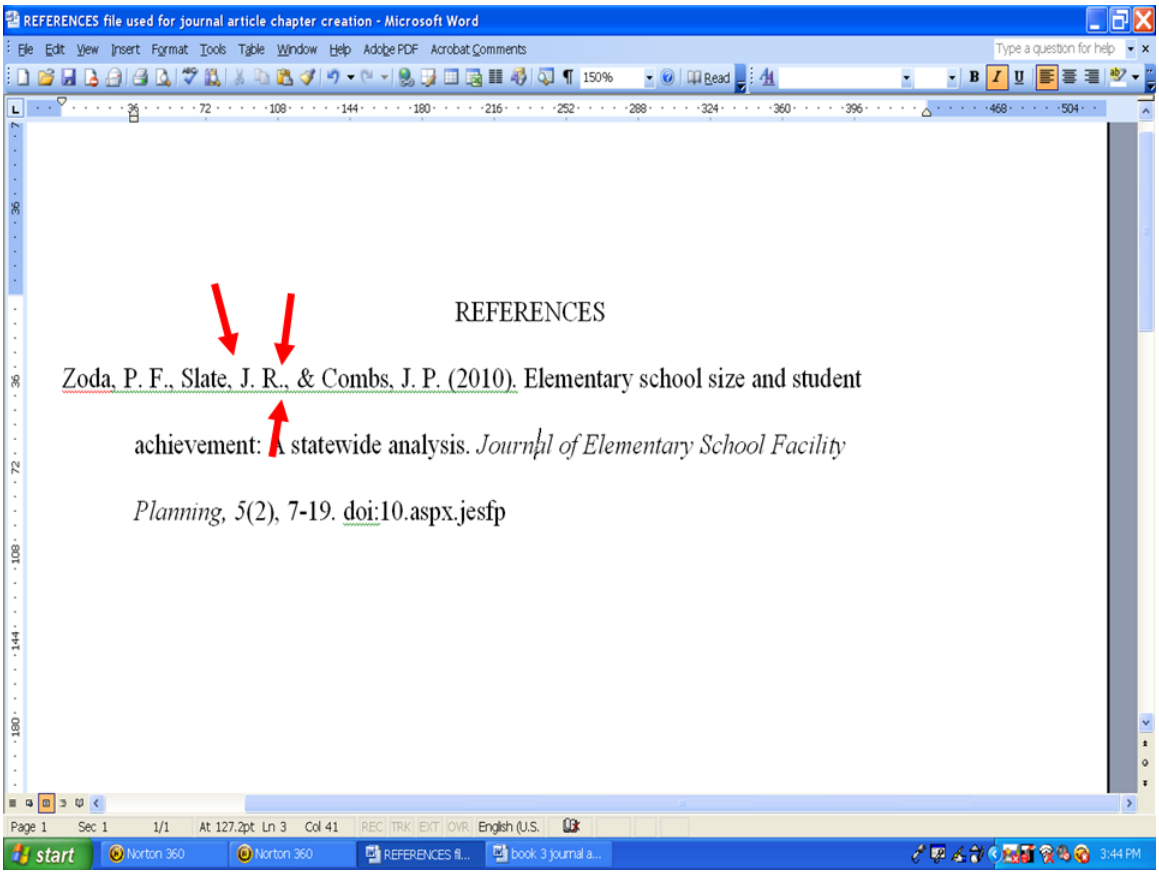


[10]

The second author's name is written in the same manner as the first author:

Last name; followed by a comma;
initial of first name; followed by a period and a space;
initial of second name, if present; followed by a period.
As a third author is present in this reference, the initial of the second author's second name will be followed by a comma.

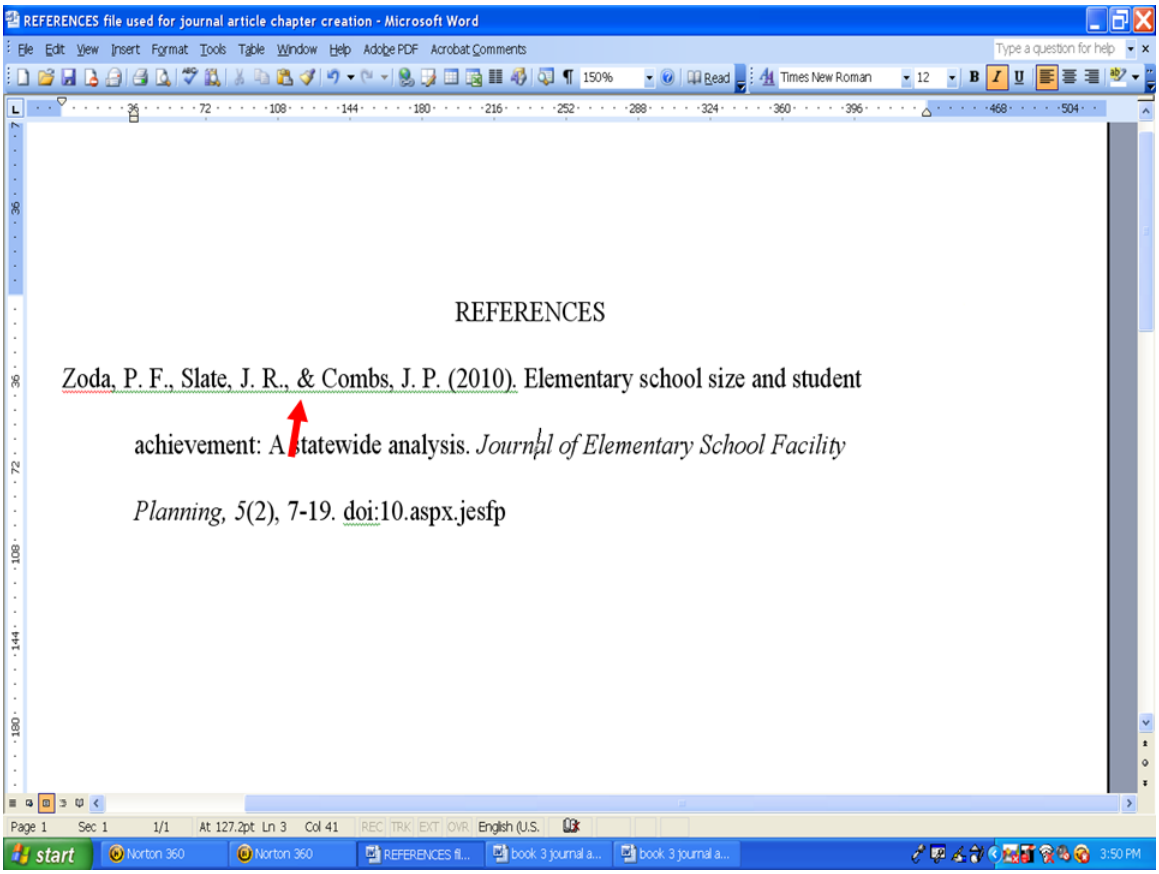
[10] http://cnx.org/content/m38563/latest/9c.5.png/image



[11]

Following the comma is a space and then the ampersand (&) sign, instead of the word, and.

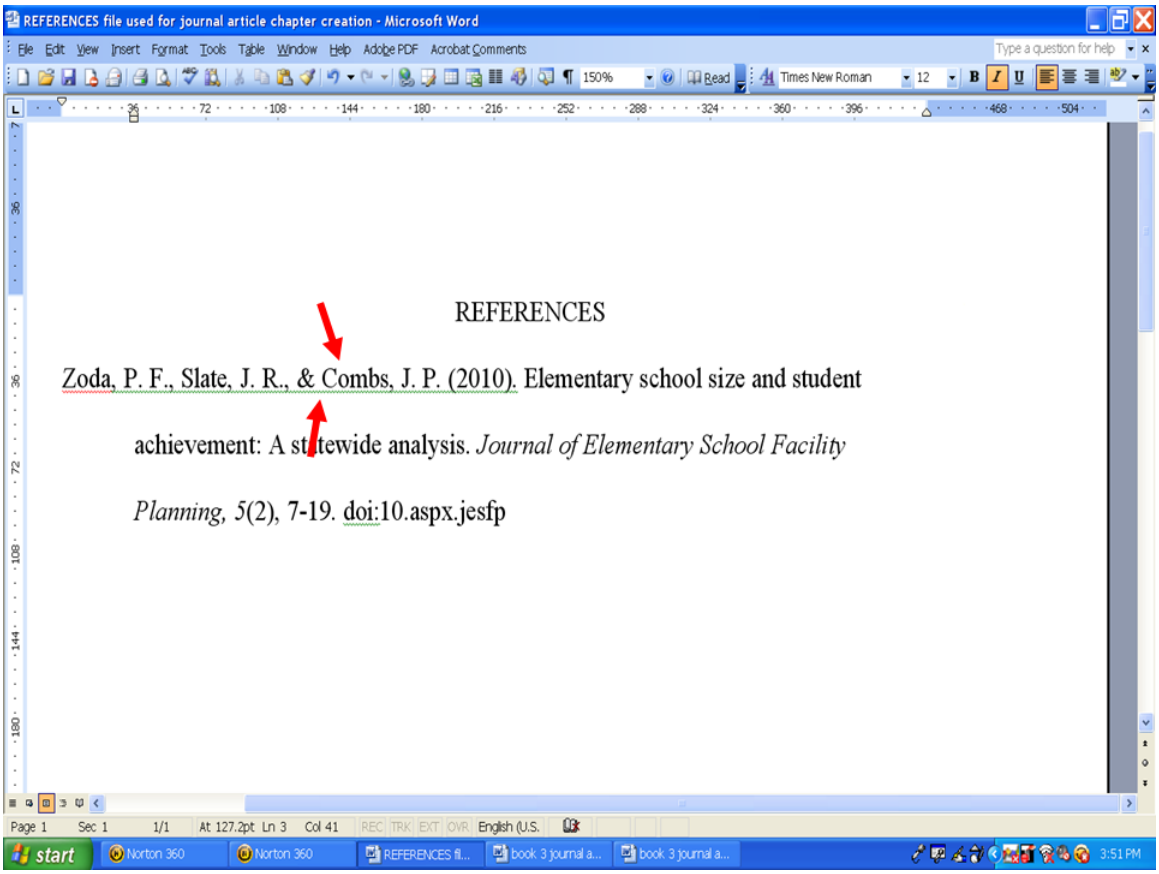
[11] http://cnx.org/content/m38563/latest/9c.6.png/image



12

Following the ampersand (&) sign is a space and then the author's last name.

[12] http://cnx.org/content/m38563/latest/9c.7.png/image

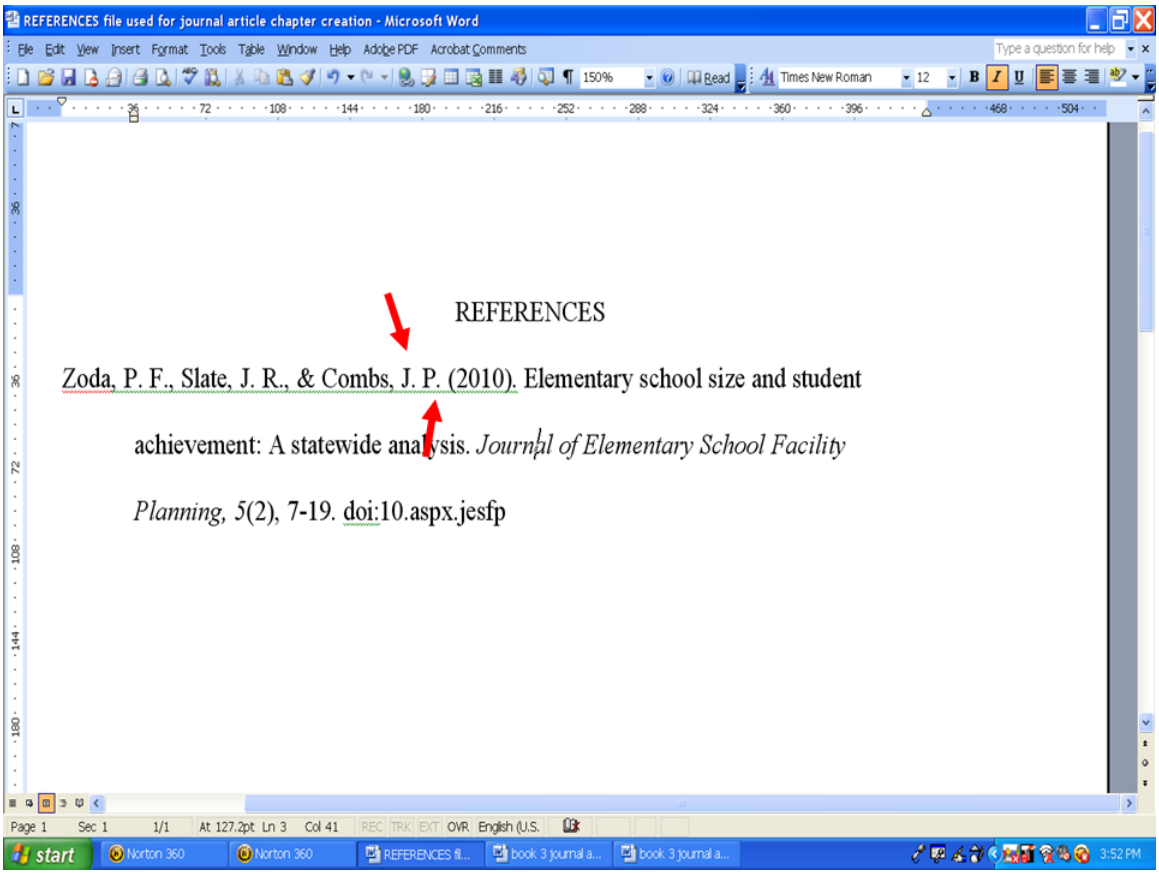


[13]

The third author's name is written in the same manner as the first two.

Last Name; Comma; Space
Initial of first name; Period; Space
Initial of second name; Period; space

[13] http://cnx.org/content/m38563/latest/9c.8.png/image



[14]

By following these steps and screenshots, you now have correctly typed a journal article citation having three authors in accordance with the 6th edition of APA's*Publication Manual* (2010).

[14] http://cnx.org/content/m38563/latest/9c.9.png/image

Chapter 4

Journal Article Reference: More than Seven Authors[1]

NOTE: This chapter is published by NCPEA Press[2] and is presented as an NCPEA/Connexions publication as a "print on demand book." Each chapter has been peer-reviewed, accepted, and endorsed by the National Council of Professors of Educational Administration (NCPEA) as a significant contribution to the scholarship and practice of education administration.

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About the Editors

[1] This content is available online at <http://cnx.org/content/m38564/1.1/>.
[2] http://www.ncpeapublications.org/books.html
[3] http://cnx.org/content/m38564/latest/www.writingandstatisticalhelp

Theodore B. Creighton, is a Professor at Virginia Tech and the Publications Director for NCPEA Publications[4] , the Founding Editor of Education Leadership Review,[5] and the Senior Editor of the NCPEA Connexions Project.

Brad E. Bizzell, is a recent graduate of the Virginia Tech Doctoral Program in Educational Leadership and Policy Studies, and is a School Improvement Coordinator for the Virginia Tech Training and Technical Assistance Center. In addition, Dr. Bizzell serves as an Assistant Editor of the NCPEA Connexions Project in charge of technical formatting and design.

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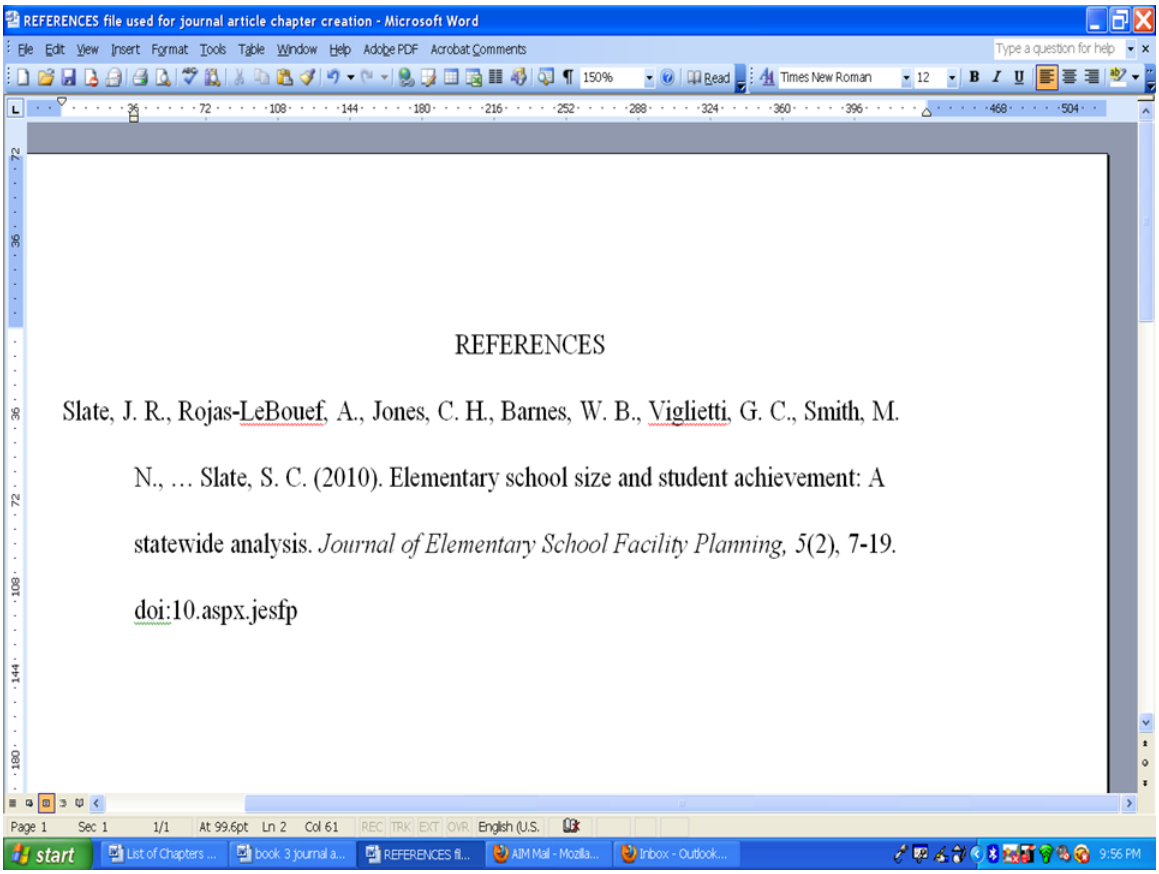
In this specific set of steps and screenshots, you will be shown how to cite a journal article with more than seven authors in strict compliance with the 6th edition of the *Publication Manual of the American Psychological Association* (2010). **This particular set of steps and screenshots are in addition to the previous chapters in which instructions were provided on how to cite a journal article with a single author; a journal article with two authors; and then a journal article with three authors. For journal articles with up to seven authors, the previous chapters should provide sufficient direction. When you have a journal article with more than seven authors, that journal reference is typed differently than for journal articles with seven or fewer authors. Only the changes are provided in this chapter. See our other chapters on how to cite journal articles with a single author, with two authors, and with three authors.**

In the screenshot below, you will see a correctly written journal article with more than seven authors.

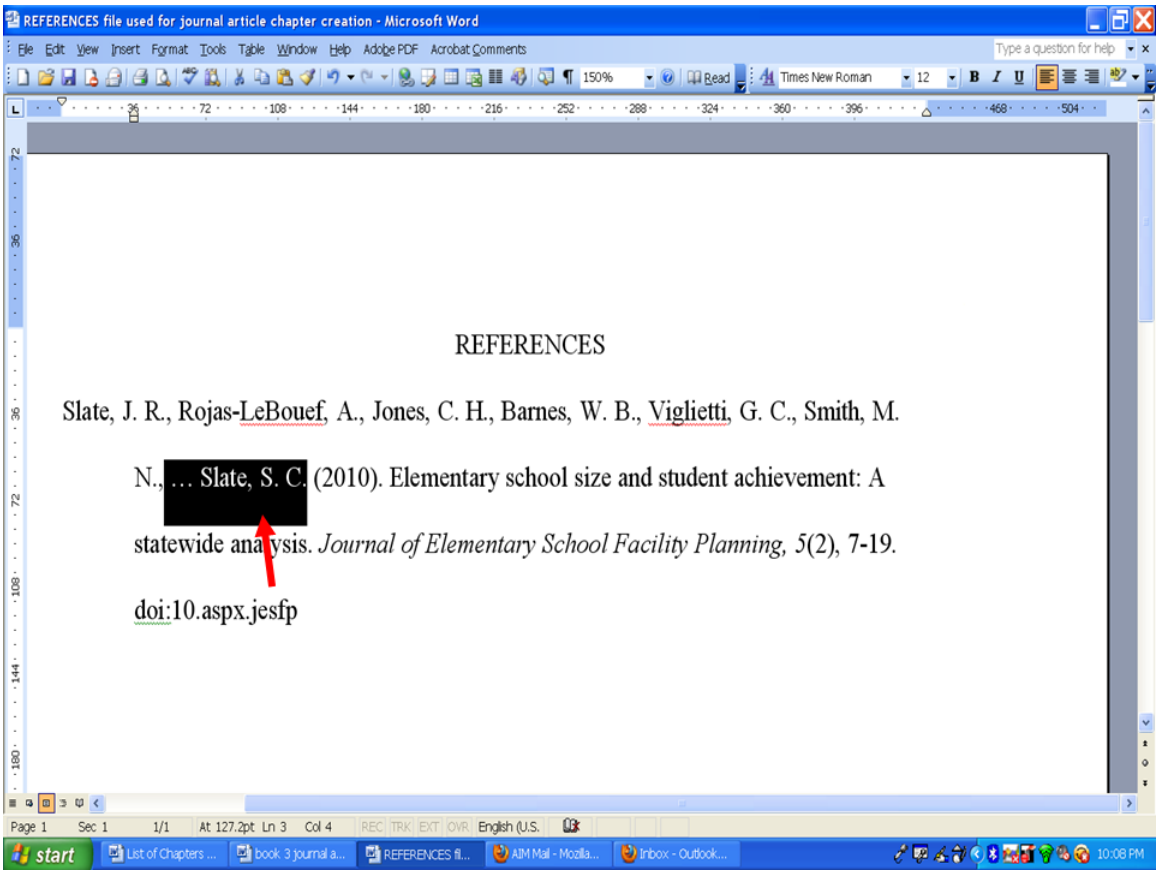
[4] http://www.ncpeapublications.org
[5] http://ncpeapublications.org/about-elr.html



6

In the screenshot below, only the information that is different from seven and fewer authors has been highlighted. The rest of this citation is exactly the same as if this citation was authored by seven authors, with the exception of the ampersand (&).

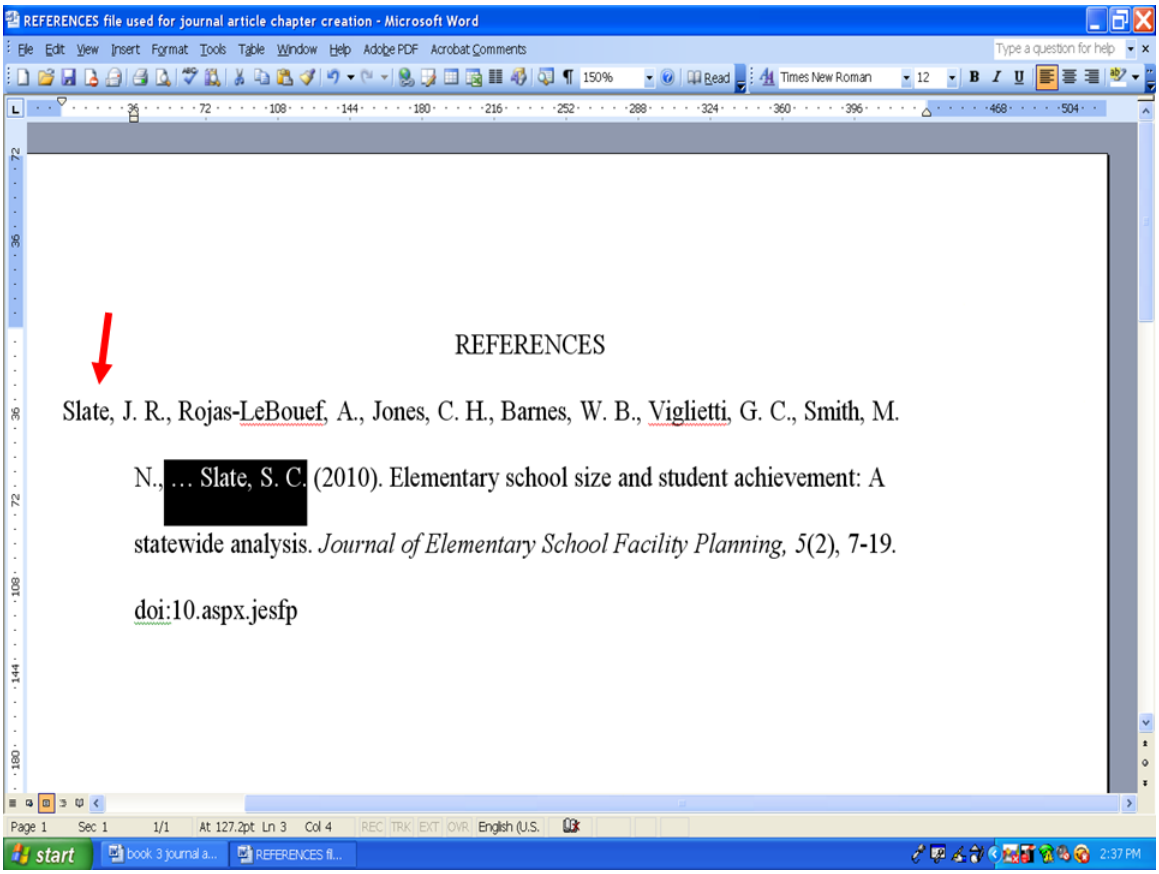
[6] http://cnx.org/content/m38564/latest/9d.1.png/image



[7]

Immediately after the period for Zoda's second initial (F.), you will see that a comma is present. You will notice that each of the first six authors' names is written in exactly the same way as in the previous chapters. Author's last name; comma; space; initial of first name; period; space; initial of second name when present; period; comma; space. Then the process begins for the second author, third author, and so on up to the point where more than seven authors are present.

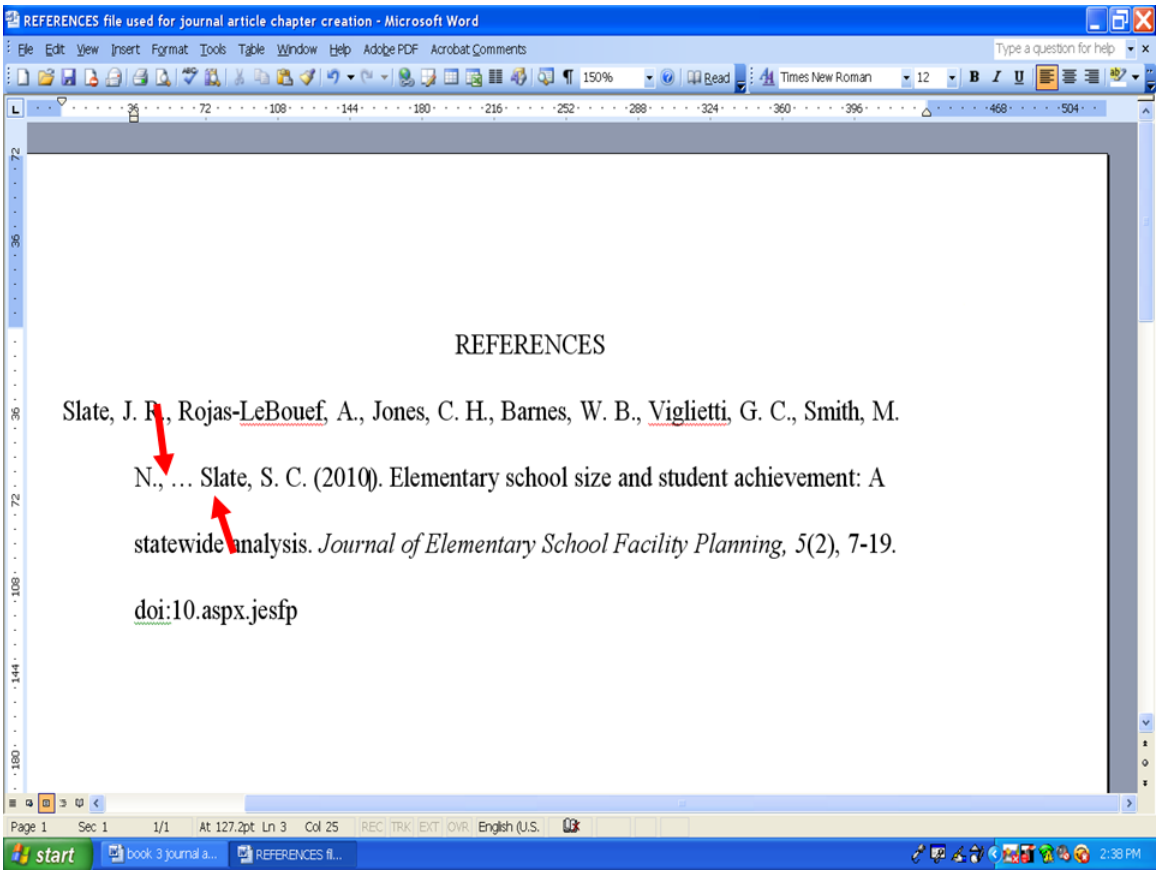
[7] http://cnx.org/content/m38564/latest/9d.2.png/image



[8]

You will note below that where the seventh authors' name should be is an ellipsis or three periods in a row. This ellipsis is preceded by a space and followed by a space. This ellipsis represents the author or authors between the sixth author and the last author of this journal article. If this article had eight authors, then the ellipsis (…) represents a single author. If this article had 20 authors, then the (…) represents 13 authors.

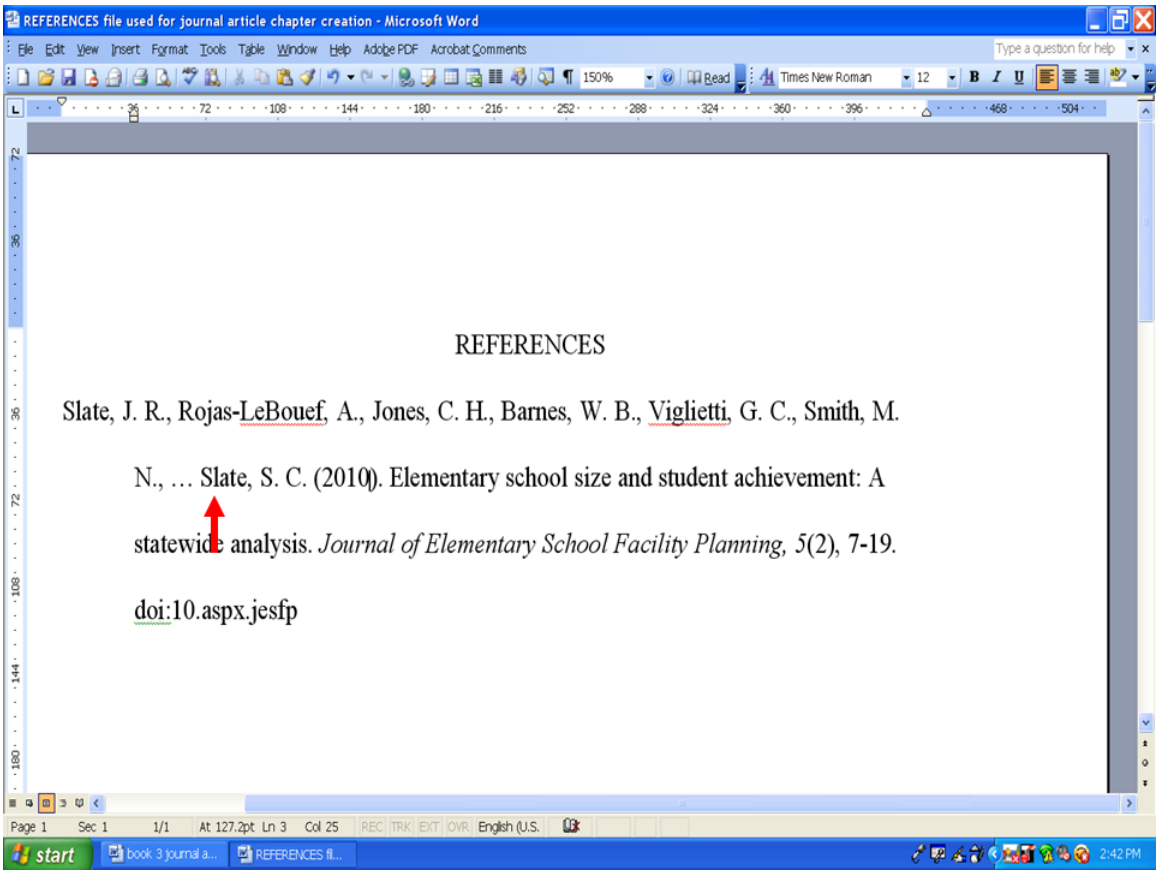
[8] http://cnx.org/content/m38564/latest/9d.3.png/image



[9]

Following the ellipsis (…) is a space and then the last author's name. This last author's name is written in the same format as previously indicated: last name; comma; space; initial of first name; period; space; initial of second name, if present; period; space. If you are familiar with typing in references with more than one author, you know that the ampersand (&) is not present.

[9] http://cnx.org/content/m38564/latest/9d.4.png/image



[10]

By following these steps and screenshots, you now have correctly typed a journal article citation having more than seven authors in accordance with the 6th edition of APA's*Publication Manual* (2010).

[10] http://cnx.org/content/m38564/latest/9d.5.png/image

Chapter 5

Book Citation with One Author[1]

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[1] This content is available online at <http://cnx.org/content/m38550/1.1/>.
[2] http://www.ncpeapublications.org/books.html
[3] http://cnx.org/content/m38550/latest/www.writingandstatisticalhelp
[4] http://www.ncpeapublications.org
[5] http://ncpeapublications.org/about-elr.html

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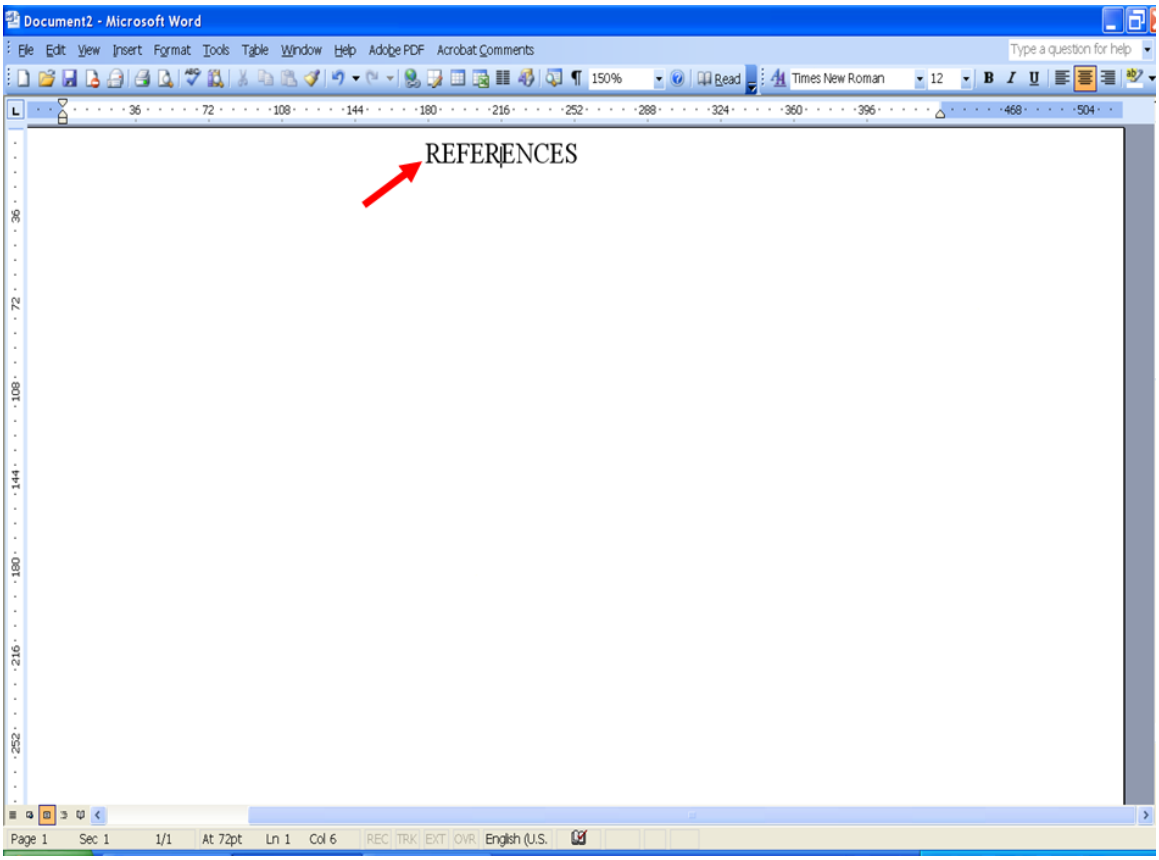
In this set of steps and screenshots, you will be shown how to cite a book with one author in strict compliance with the 6th edition of the *Publication Manual of the American Psychological Association* (2010). **Learning how to cite books correctly in your references section will save you valuable time as well as the time of your faculty supervisors (in the case of dissertations and theses) or the journal reviewers (in the case of manuscripts). In an editorial co-authored by the first author of this book (John), the most common APA errors were documented. See the editorial "Evidence-Based Guidelines for Avoiding the Most Common APA Errors in Journal Article Submissions." http://msera.org/download/RITS_16_2_APAErrors6th.pdf**[6]

Prior to typing your first book reference, please make sure that your margins and indentation are correct. See our other chapters on setting up your references prior to following the specific steps and screenshots in this chapter.

After you have followed the steps to creating a References page, we are now ready to begin typing in a reference. Readers should note that the word, References, is written in all capital letters below. The all capital use of REFERENCES is appropriate for dissertations and for theses, but not for manuscripts. The word should be typed as References for manuscripts.

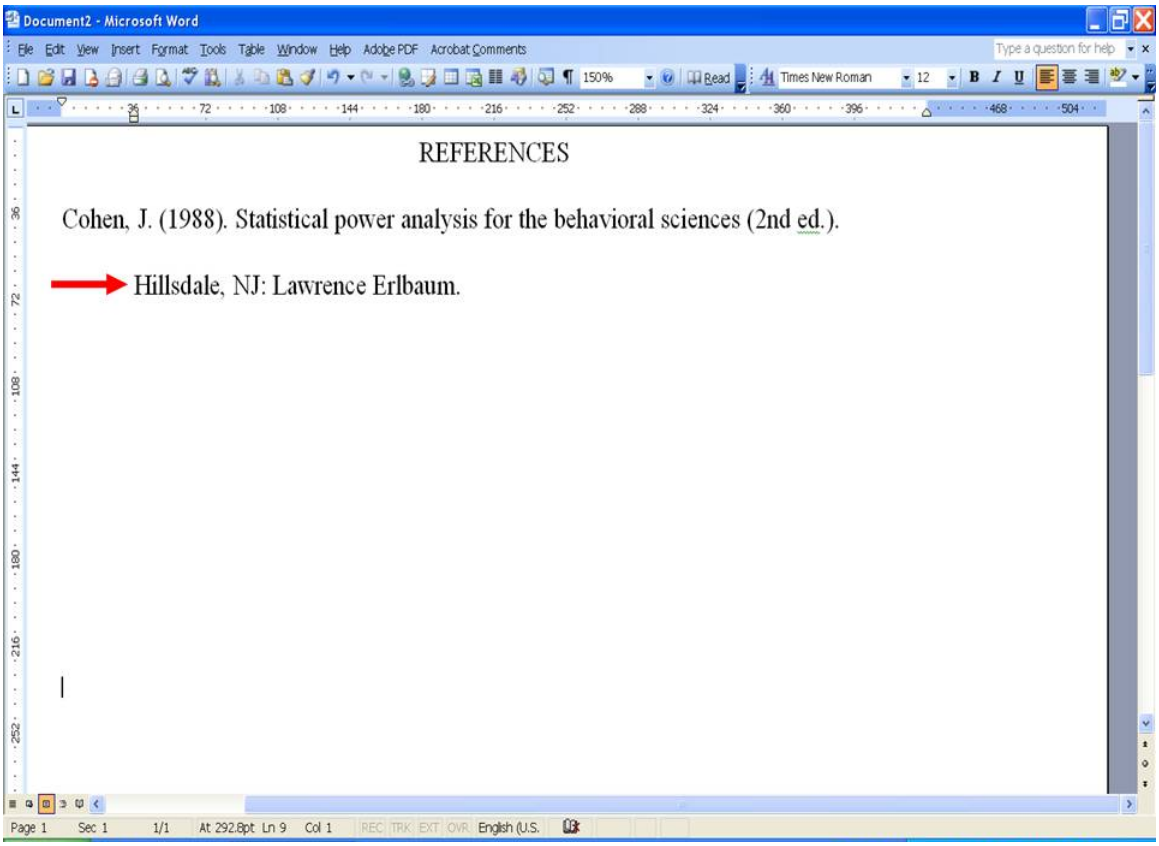
[6] http://msera.org/download/RITS_16_2_APAErrors6th.pdf



[7]

We will begin our references with a book written by a single author. If we have followed the previous set of steps and screenshots correctly, our reference will automatically have a hanging indent. You will see that in the second row of this book reference.

[7] http://cnx.org/content/m38550/latest/10.1.png/image

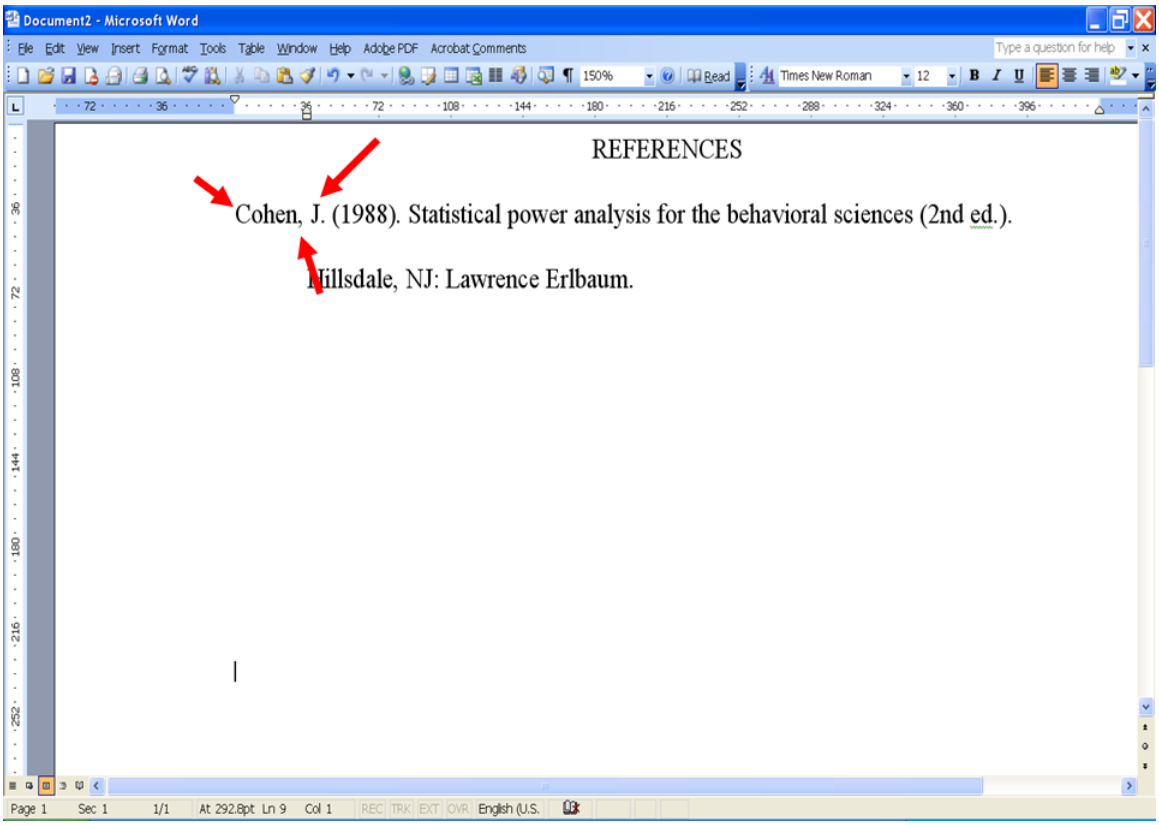


[8]

Let's begin with the author's last name and go space by space through this reference.

You will note that a comma is present after the author's last name. This comma is followed by a space and then the initial of the author's first name (J), followed by a period. After the J. is a space.

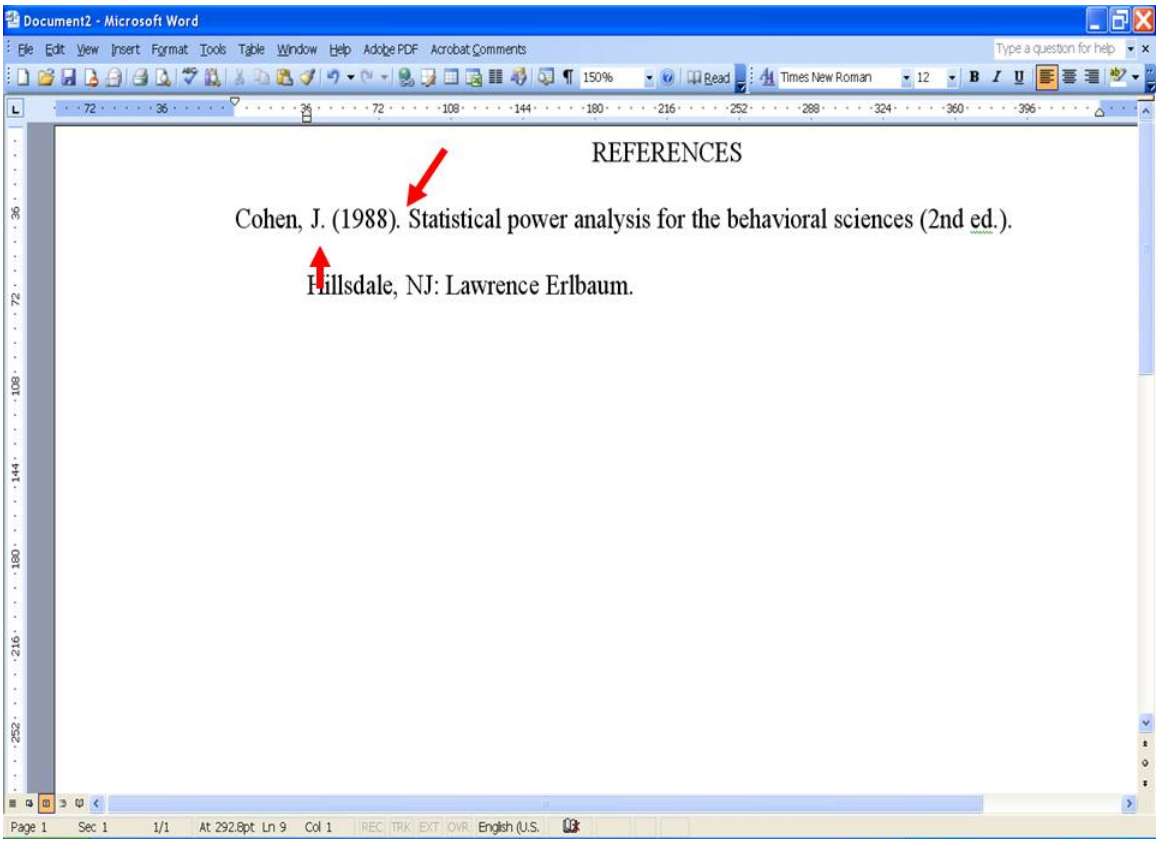
[8] http://cnx.org/content/m38550/latest/10.2.png/image



[9]

After the Cohen, J. is a space. Then the year of the book is typed, surrounded by parentheses. You will note that the second parentheses, the), is followed by a period and then a space. Readers should ensure that they space after the comma following the author's last name; a space after the period following author's first initial; a space after the period following the author's second initial (when present); and a space after the period following the second parentheses.

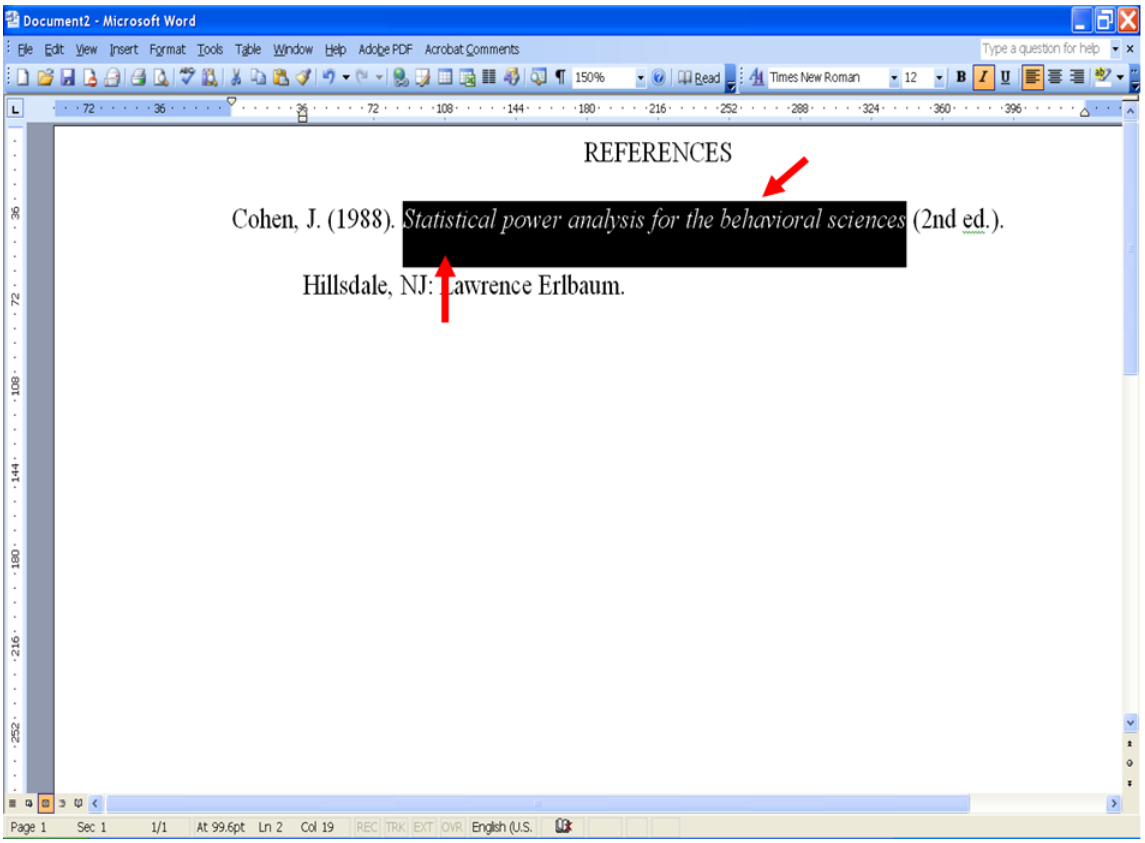
[9] http://cnx.org/content/m38550/latest/10.3.png/image



[10]

Now we will make sure that the title of our book is correctly typed. For book titles, the first word should be capitalized, as well as proper nouns. Moreover, when a colon is present in the book title, the first word following the colon should be capitalized. The other words in the title are not capitalized when they are typed in the References list. The title of the book is also placed in italics.

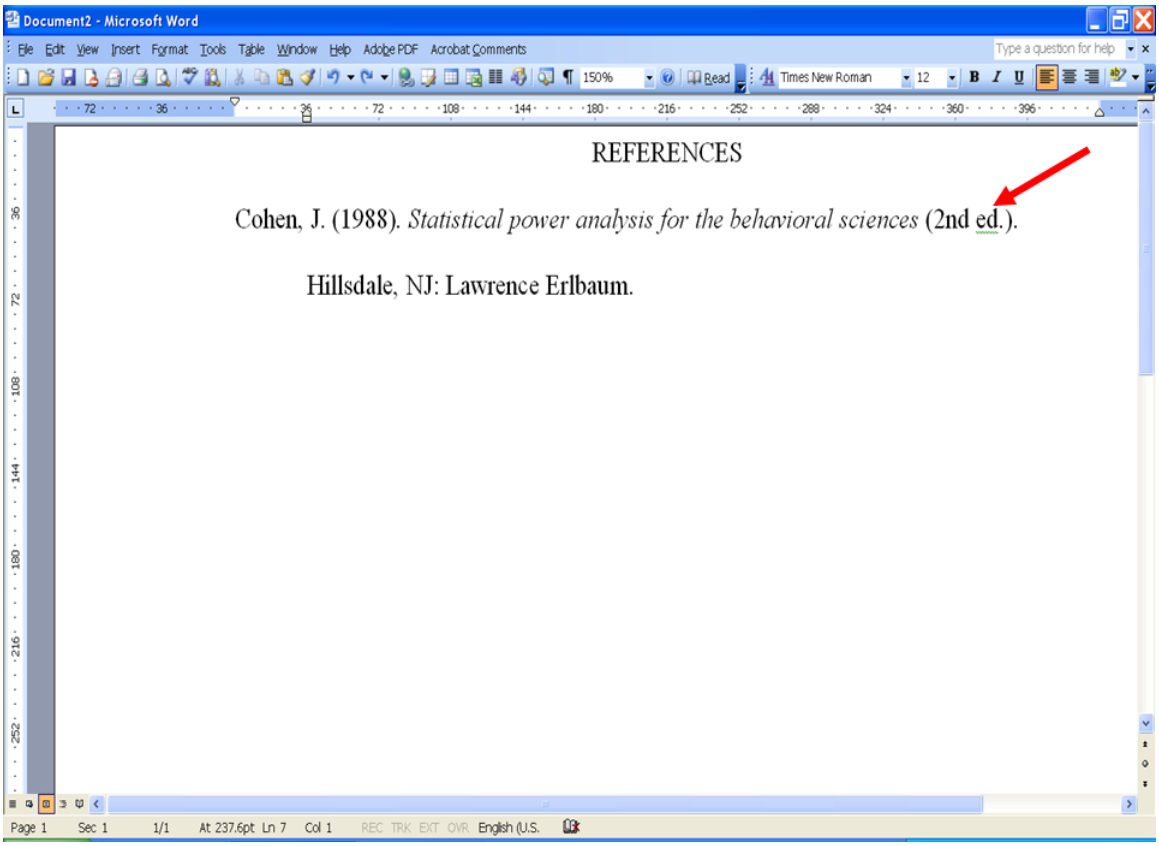
[10] http://cnx.org/content/m38550/latest/10.4.png/image



[11]

At the end of the book title, a period should be present. In this case of this book, we are using the Second edition. This information is typed at the end of the book title, however, note that it is not in italics.

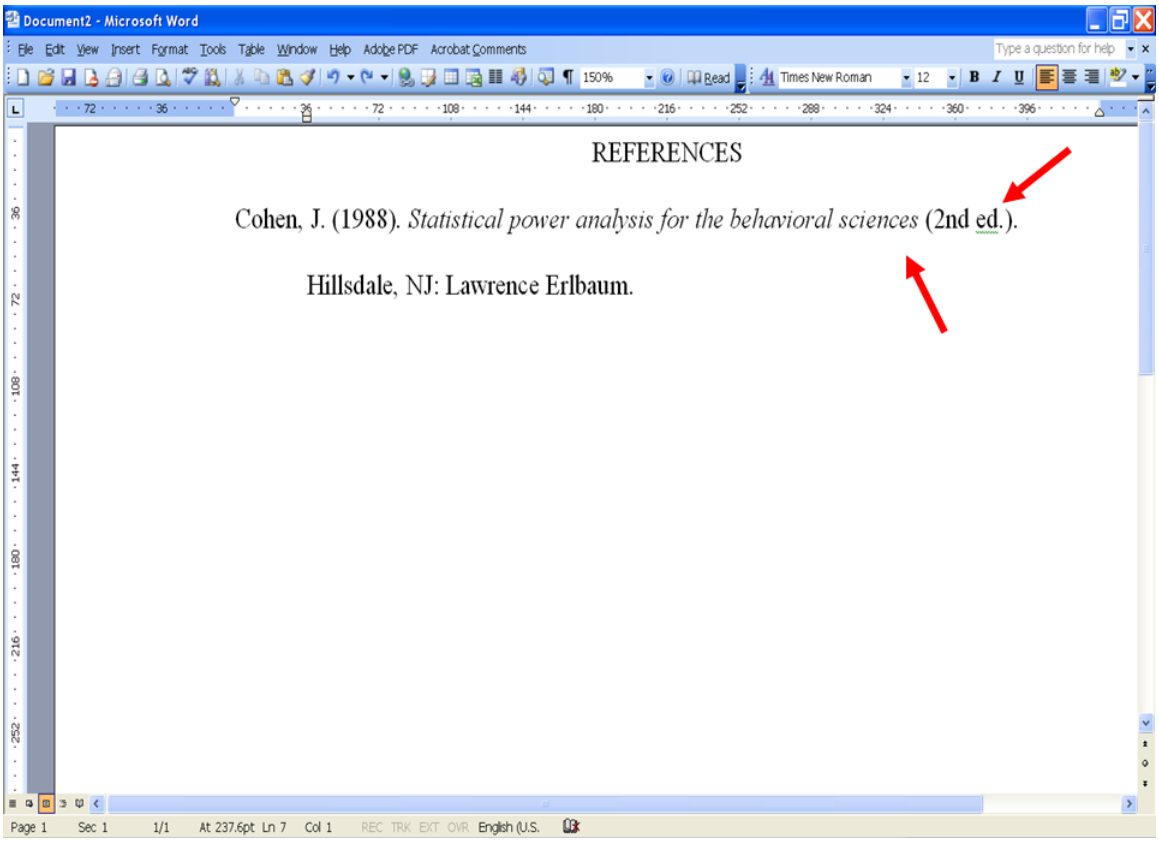
[11] http://cnx.org/content/m38550/latest/10.5.png/image



[12]

Following the book title which is in italics, we place a space and then the edition within parentheses (2nd ed.) followed by a period. Notice that the ed has a period after it within the parentheses.

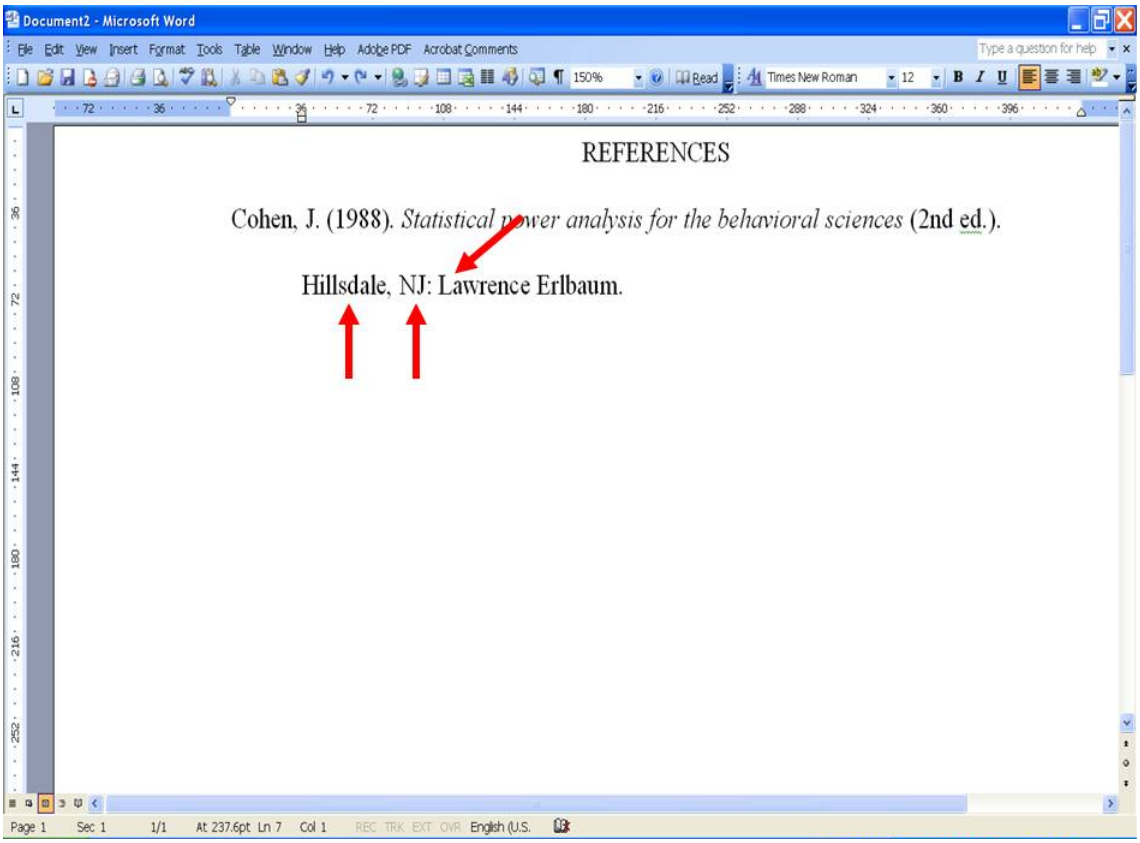
[12] http://cnx.org/content/m38550/latest/10.6.png/image



[13]

Following the period after the) a single space is inserted. Next, the city of the publisher is typed, followed by a comma, a single space, and then the state abbreviation. In the screen below we have Hillsdale as the city and New Jersey (NJ) as the state. A colon is typed after the state abbreviation, followed by a single space.

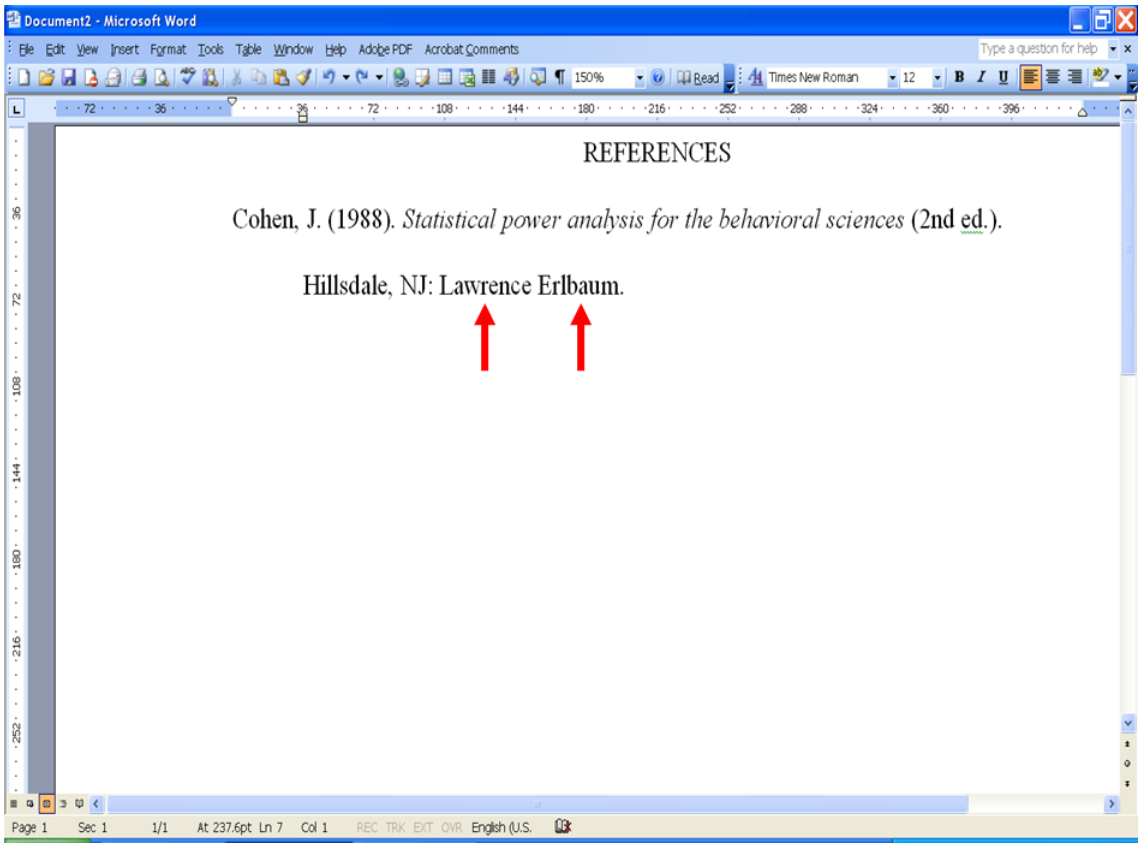
[13] http://cnx.org/content/m38550/latest/10.7.png/image



[14]

After typing in the city, state abbreviation, colon, and space, the publisher's name is typed. Lawrence Erlbaum is the publisher of Cohen's book. A period is placed at the end of this book reference. See the screen below.

[14] http://cnx.org/content/m38550/latest/10.8.png/image



[15]

You have now correctly typed in a reference for a book with a single author.

[15] http://cnx.org/content/m38550/latest/10.9.png/image

Chapter 6

Creating a Table in Word (97-2003 Word Version)[1]

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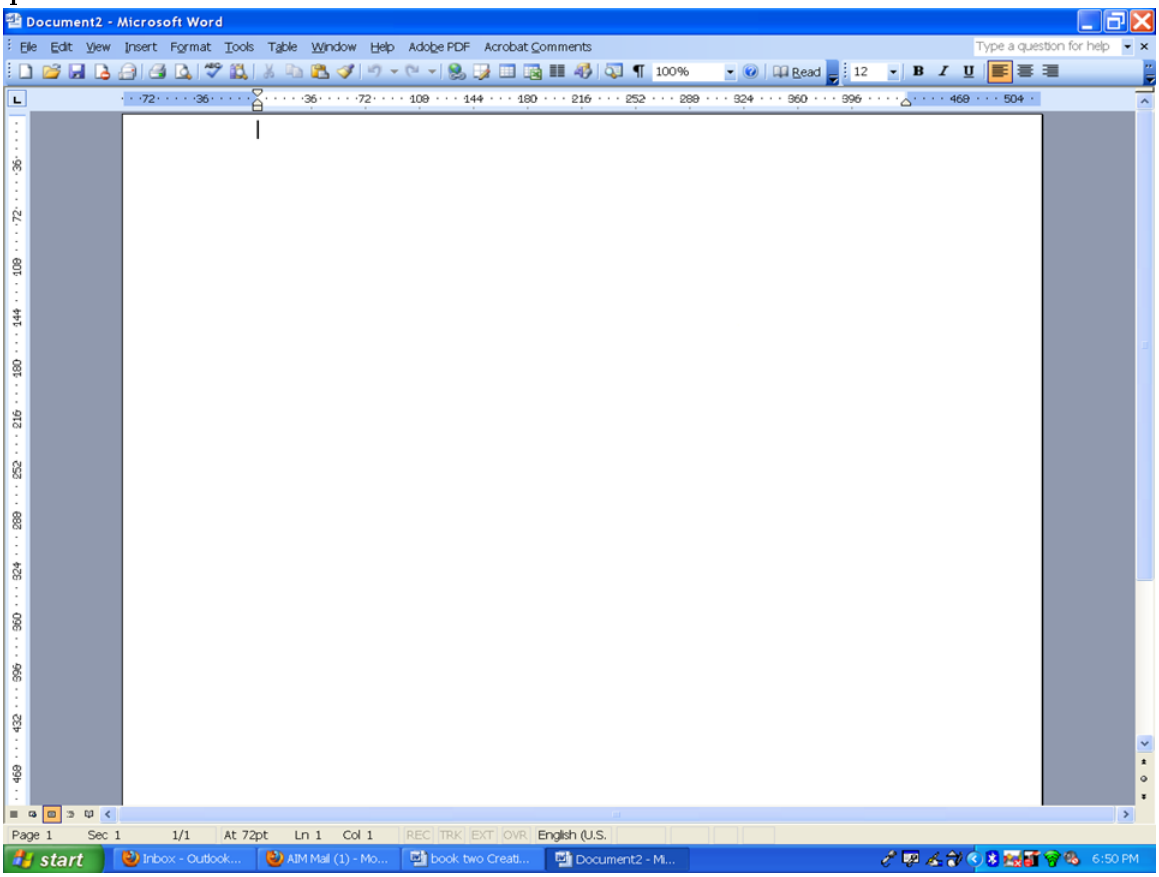
These procedures are to be followed when you have statistical output that you wish to place into a Word table. In this chapter, you will be provided with steps and screenshots on how to create a table in a Word document, using the Table command. In the table, you will be placing statistical information from a SPSS output file.

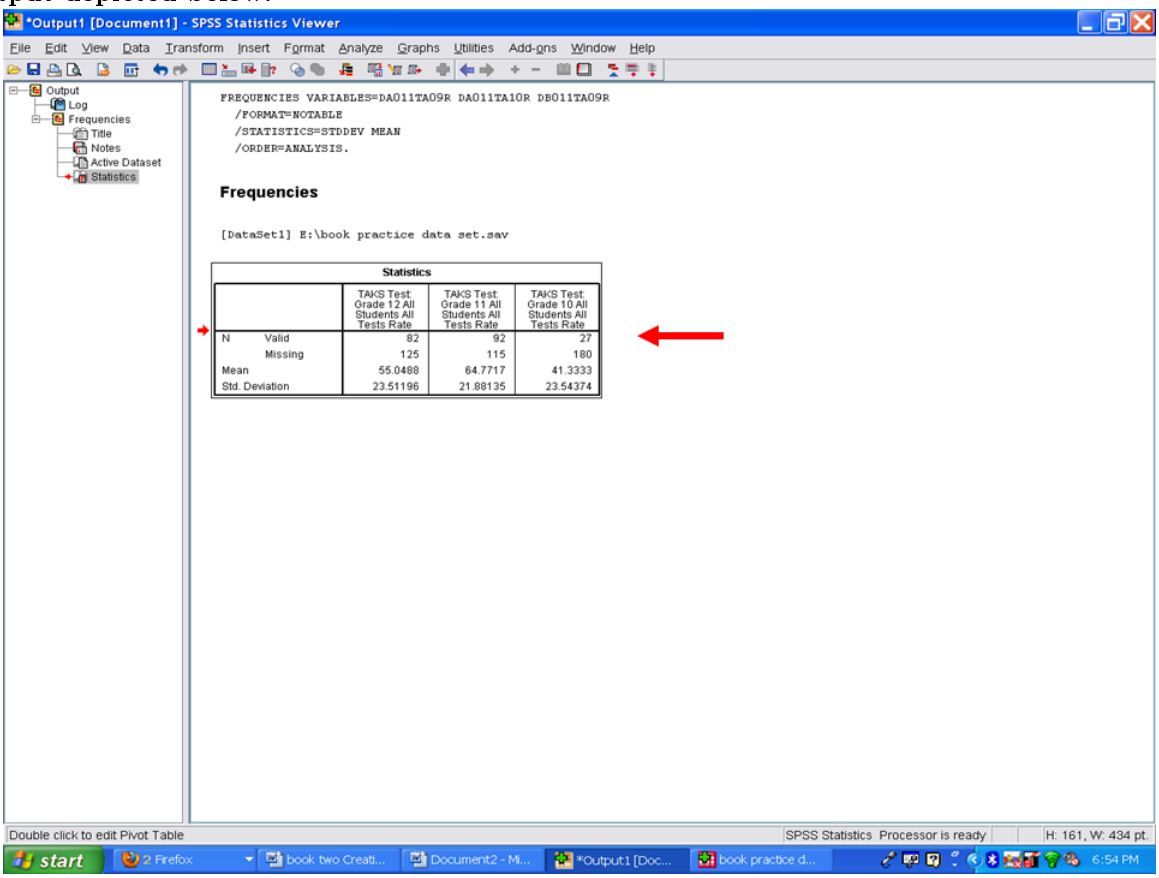
In this chapter, we will work from a blank Word file, although you can use the same procedures in placing a table in a Word document that has already been created. Readers should be aware that these steps and screenshots are for the 97-2003 version of Word. Readers who are using the most current version of Word should not use this chapter but rather the chapter titled 2003-2007 version of Word.



[6]

[4] http://www.ncpeapublications.org
[5] http://ncpeapublications.org/about-elr.html
[6] http://cnx.org/content/m38557/latest/11.1.png/image

You should now calculate or have already calculated statistical information which you will insert into a Word table. We will be using the statistical information present in the SPSS output depicted below.

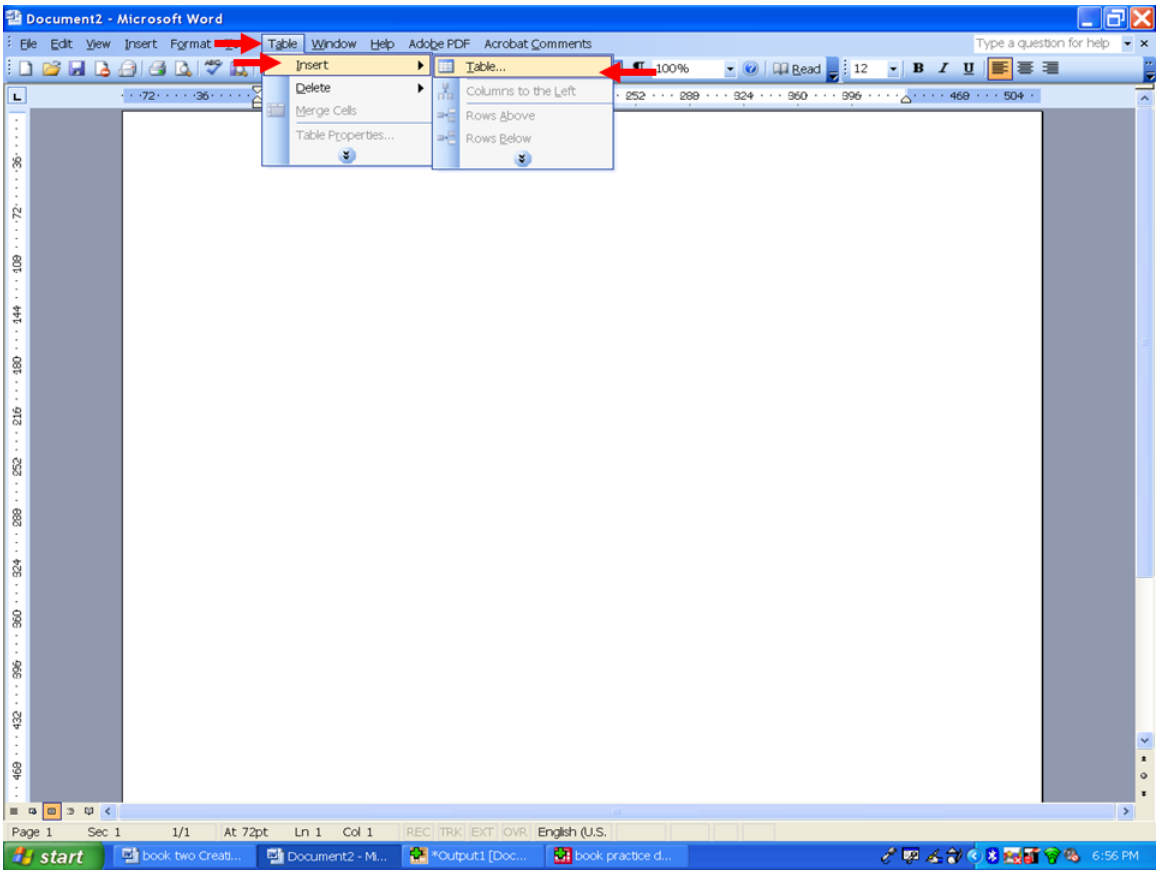


[7]

In the Word document,

√ **Click on Table**
√ **Click on Insert**
√ **Click on Table**

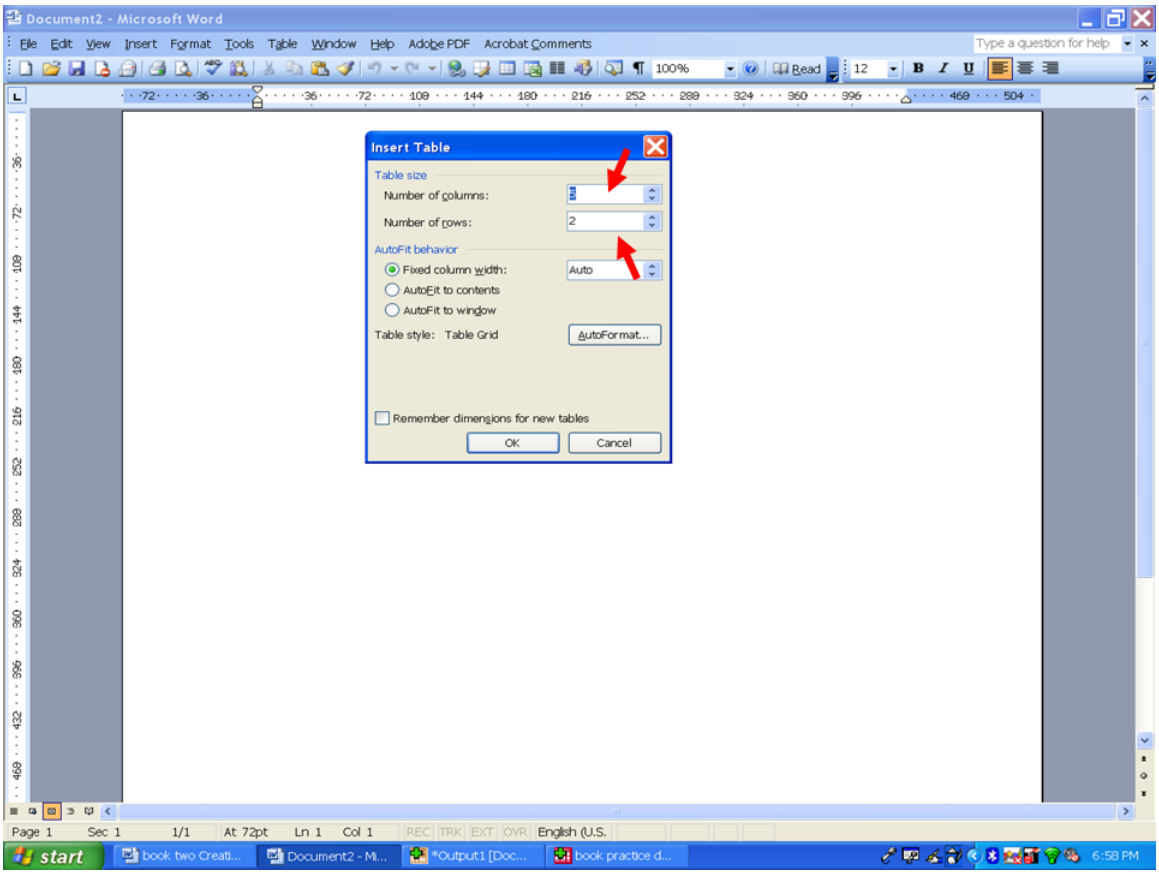
[7] http://cnx.org/content/m38557/latest/11.2.png/image



[8]

Following these steps, your screen will look like the following: The default setting for a Word table is 5 columns and 2 rows. For our purposes, given the statistical information in the SPSS output depicted previously, we will need a column for the variable name; one for the sample size (n); one for the Mean (M); and one for the Standard Deviation (SD). Thus, we will need four columns, not the five shown below. We have statistical information on three variables in the SPSS output table. In addition to these three rows, we will need a row in which to name our variables. Therefore, we will need four rows.

[8] http://cnx.org/content/m38557/latest/11.3.png/image



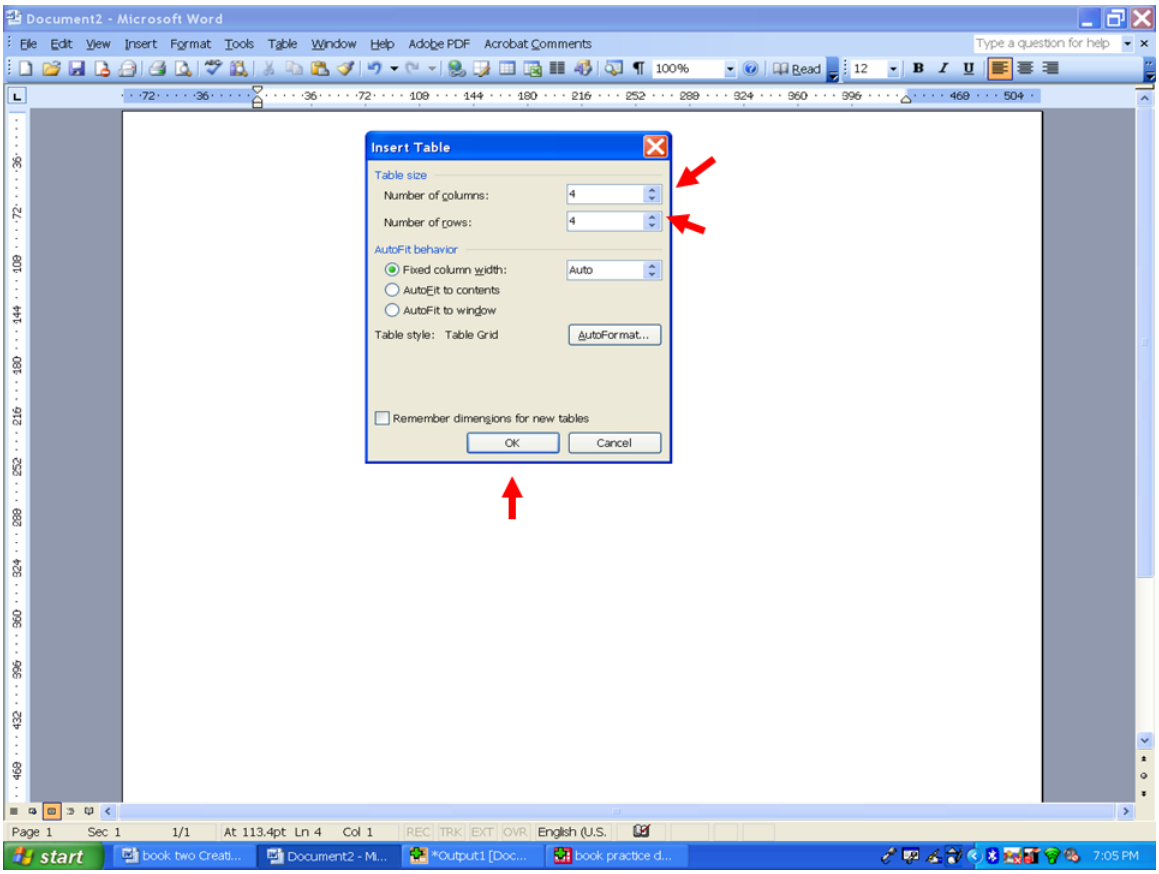
[9]

√ **Click on the down arrow for the number of columns which will change the default of 5 to a 4**

√ **Click on the up arrow for the number of rows which will change the default from 2 to a 4**

√ **Click on OK**

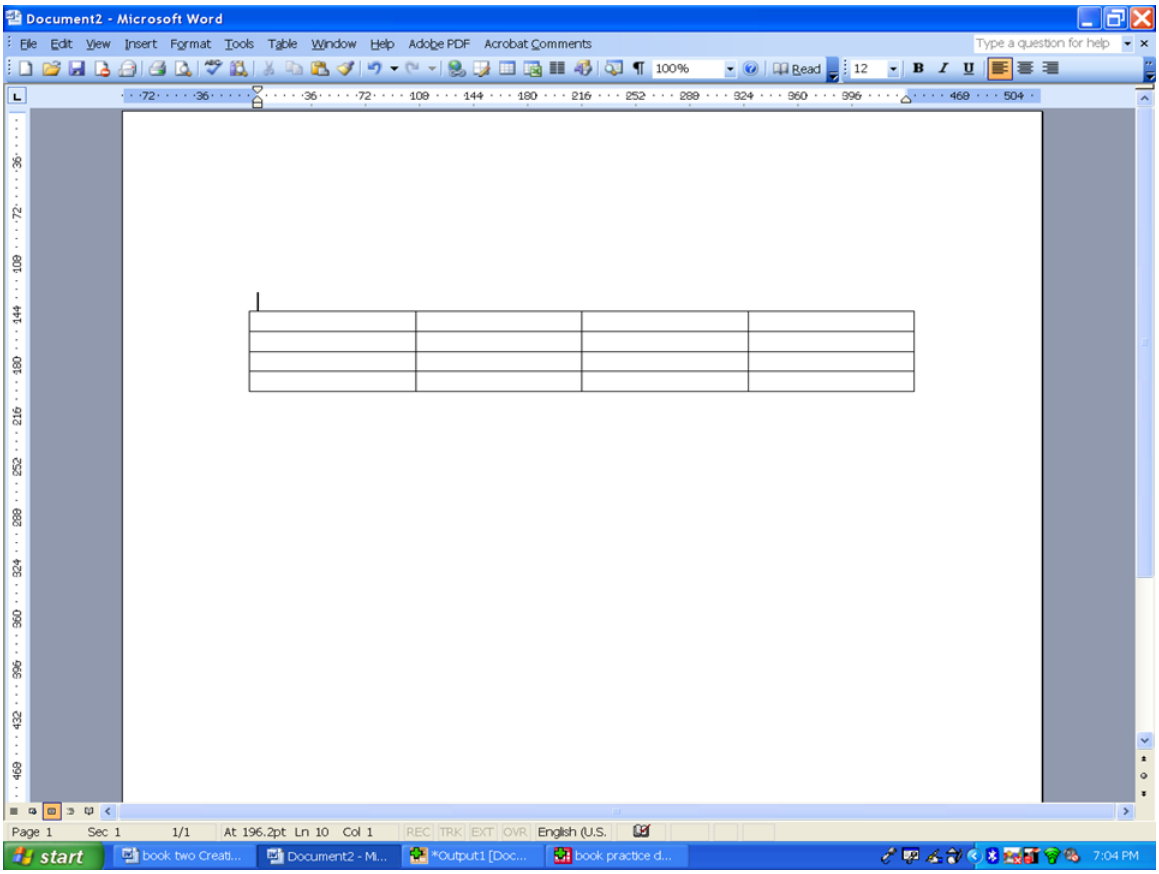
[9] http://cnx.org/content/m38557/latest/11.4.png/image



[10]

Word will then generate a table for you with 4 columns and 4 rows. The top row will be used to label the columns.

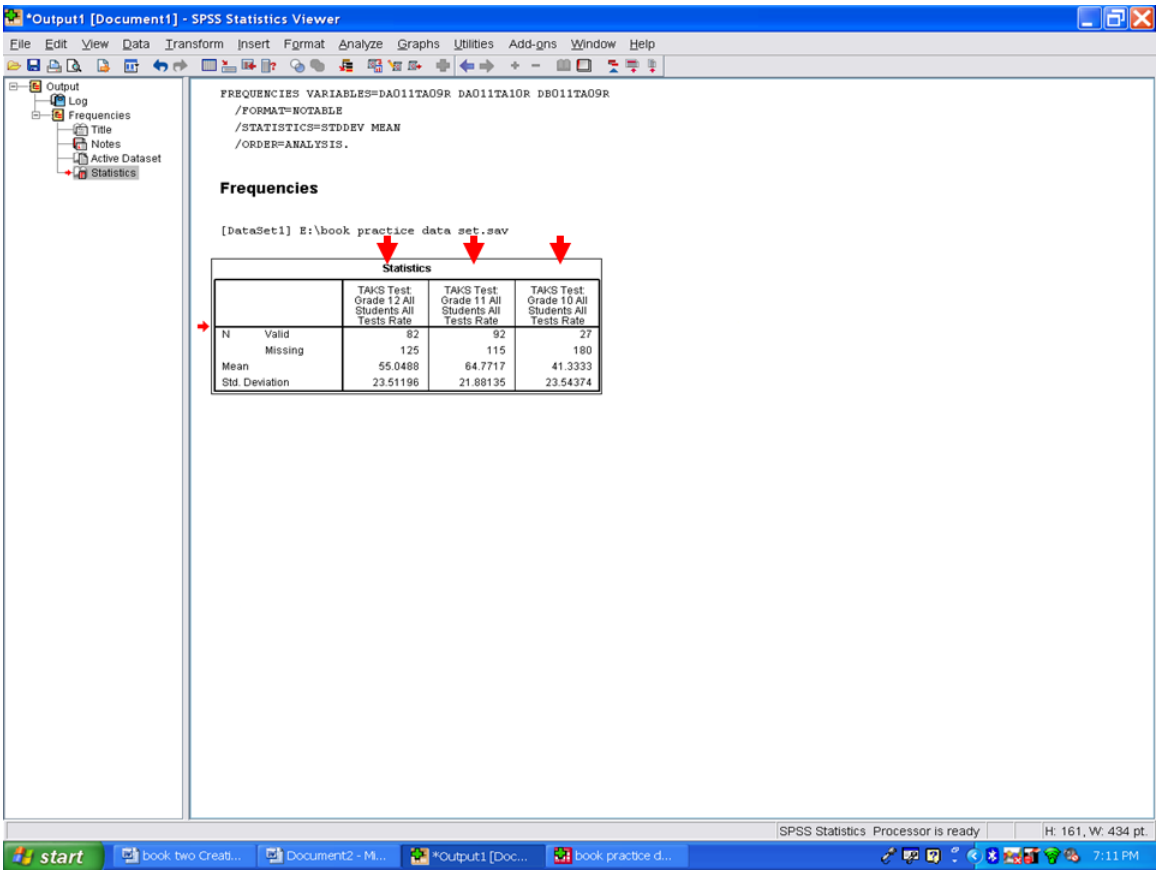
[10] http://cnx.org/content/m38557/latest/11.5.png/image



[11]

From the SPSS output, our three variables are TAKS Test Grade 12 All Students Tests Rate; TAKS Test Grade 11 All Students Tests Rate; and TAKS Test Grade 10 All Students Tests Rate. Thus Grade levels of 12, 11, and 10 will be out variable names.

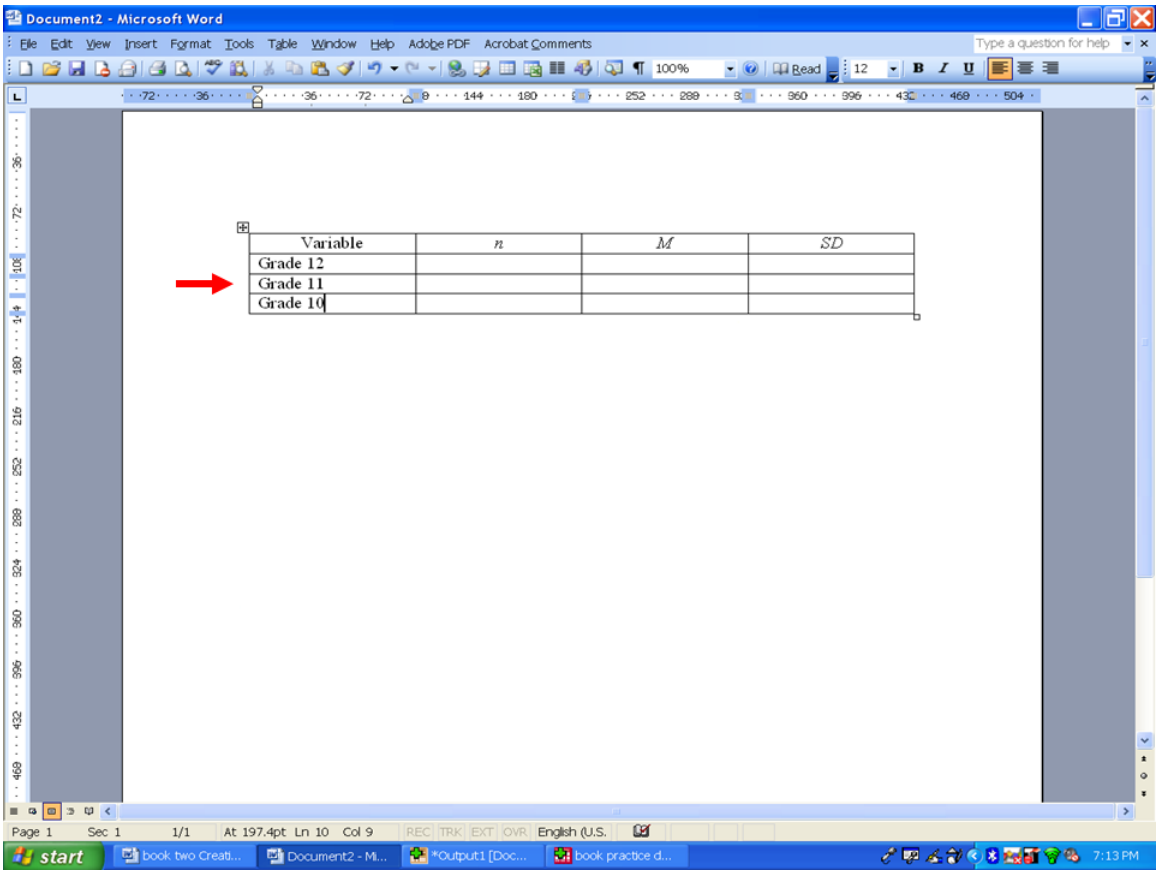
[11] http://cnx.org/content/m38557/latest/11.6.png/image



[12]

The Word table will look as follows once that information has been typed into the table.

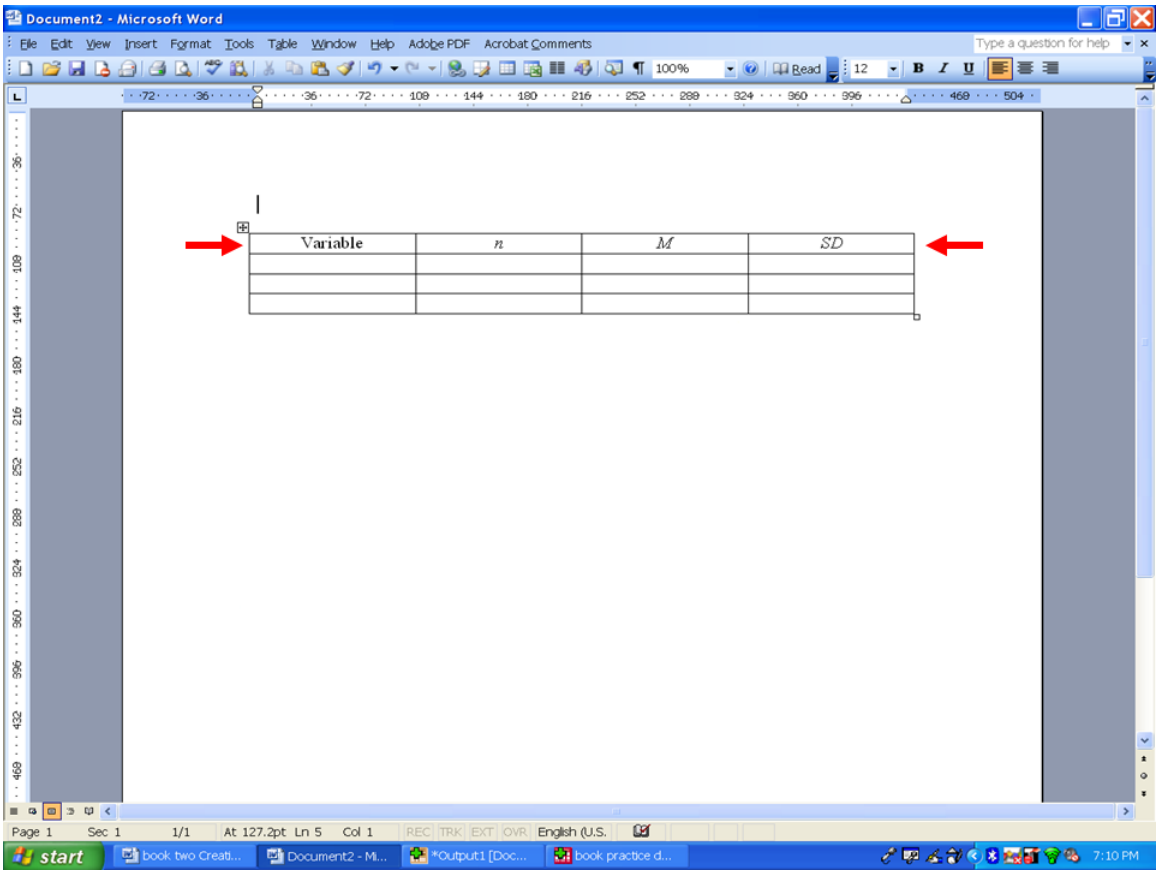
[12] http://cnx.org/content/m38557/latest/11.7.png/image



13

In this example, we will label the far left column as Variable; the second column will be for the sample size (n); the third column for the M ; and the fourth column for the SD . Notice that the labels of Variable, n , M , and SD are centered. Also note that APA requires that mathematical symbols should be placed in italics.

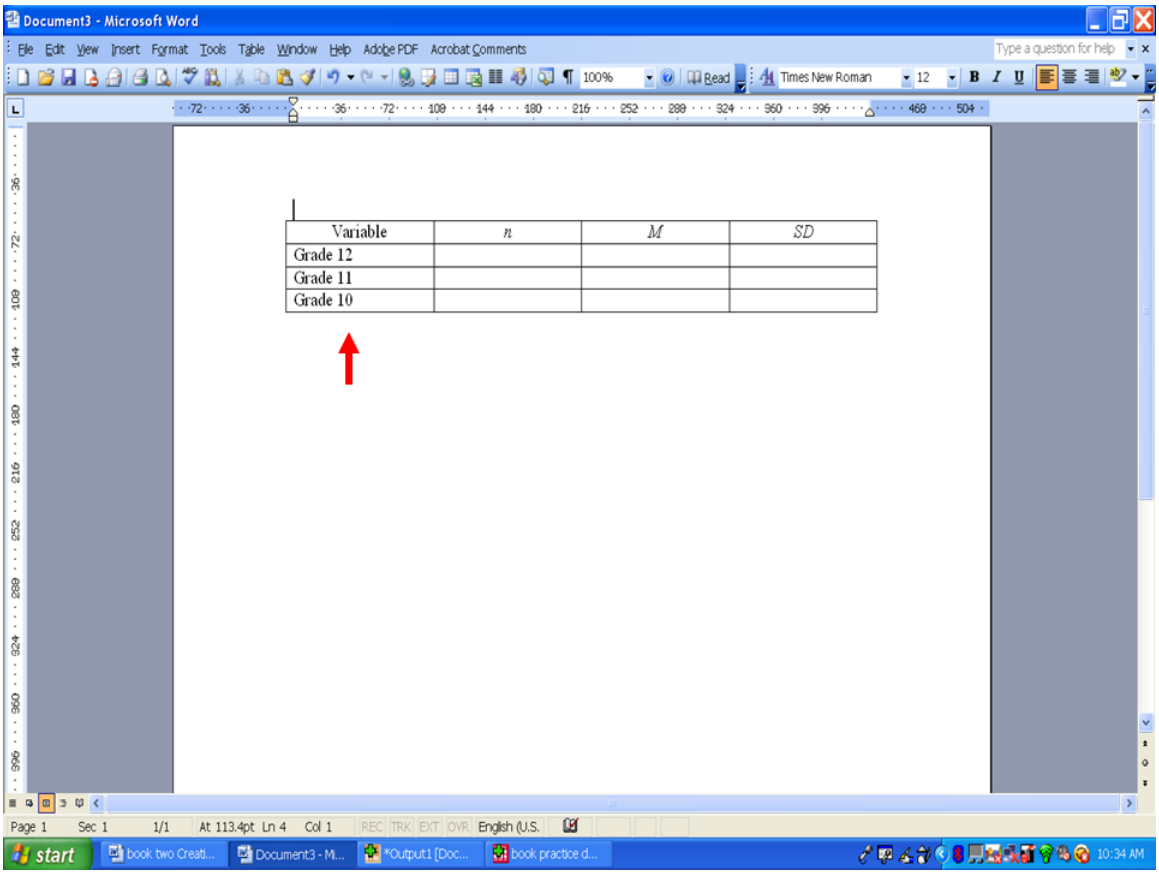
[13] http://cnx.org/content/m38557/latest/11.8.png/image



[14]

Now we will type into the Word table the variable names specified before: Grade 12, Grade 11, and Grade 10. These variable names should be left margin justified within the first column.

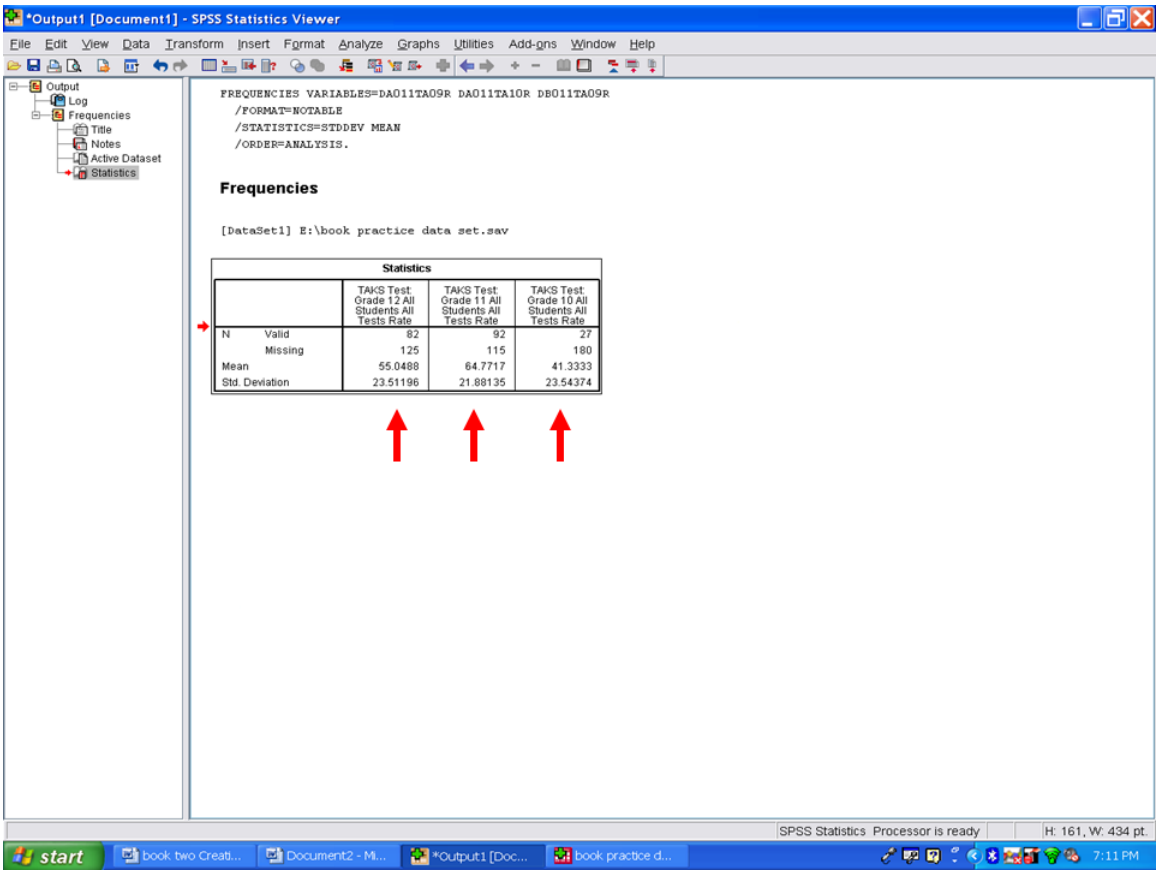
[14] http://cnx.org/content/m38557/latest/11.9.png/image



[15]

Next we type into the n, M, and SD cells in the Word table the statistical information from the SPSS output screen.

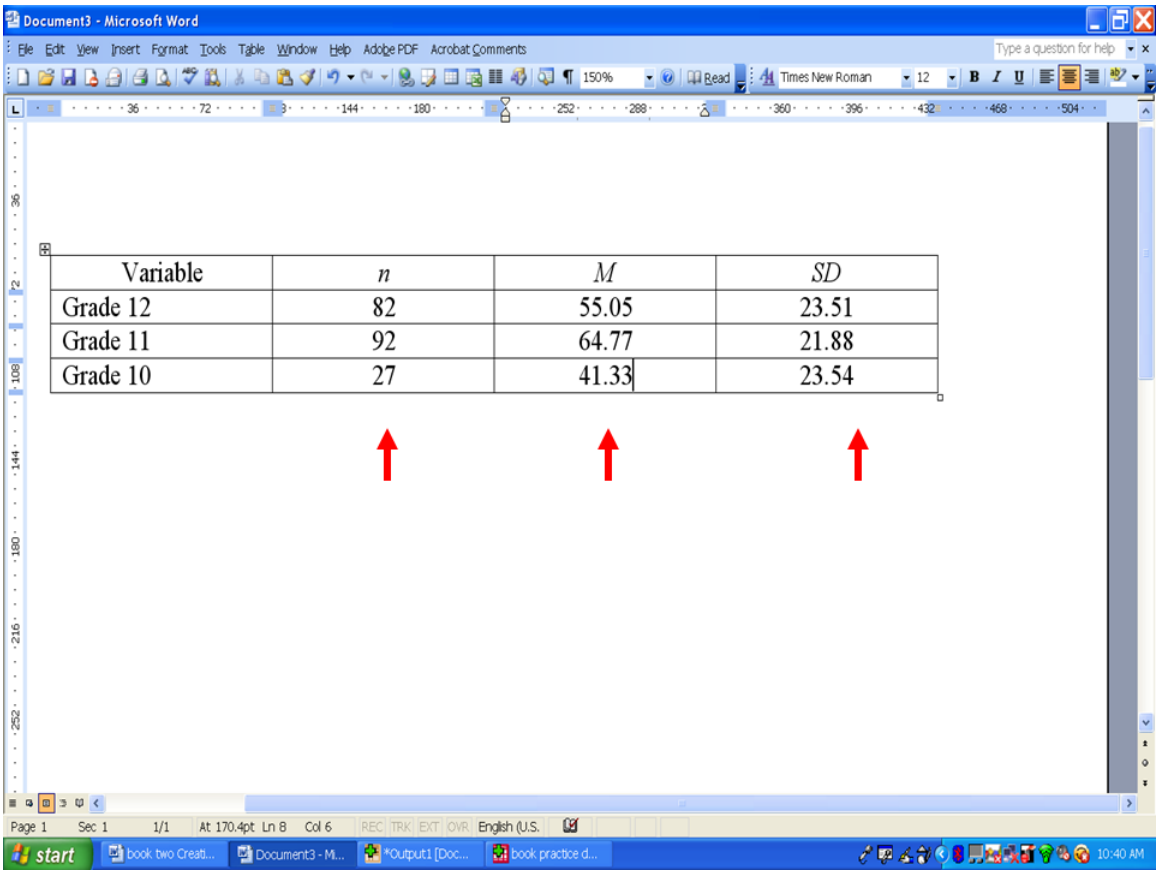
[15] http://cnx.org/content/m38557/latest/11.10.png/image



11.11 here [16]

After typing this information into the Word table, the table will look as follows: Note that decimal places are carried to only two places, as per APA 6th edition requirements. The statistical information is also centered under each column heading. The next item to take care of is the lines at the top and bottom of the table, as well as under the top row.

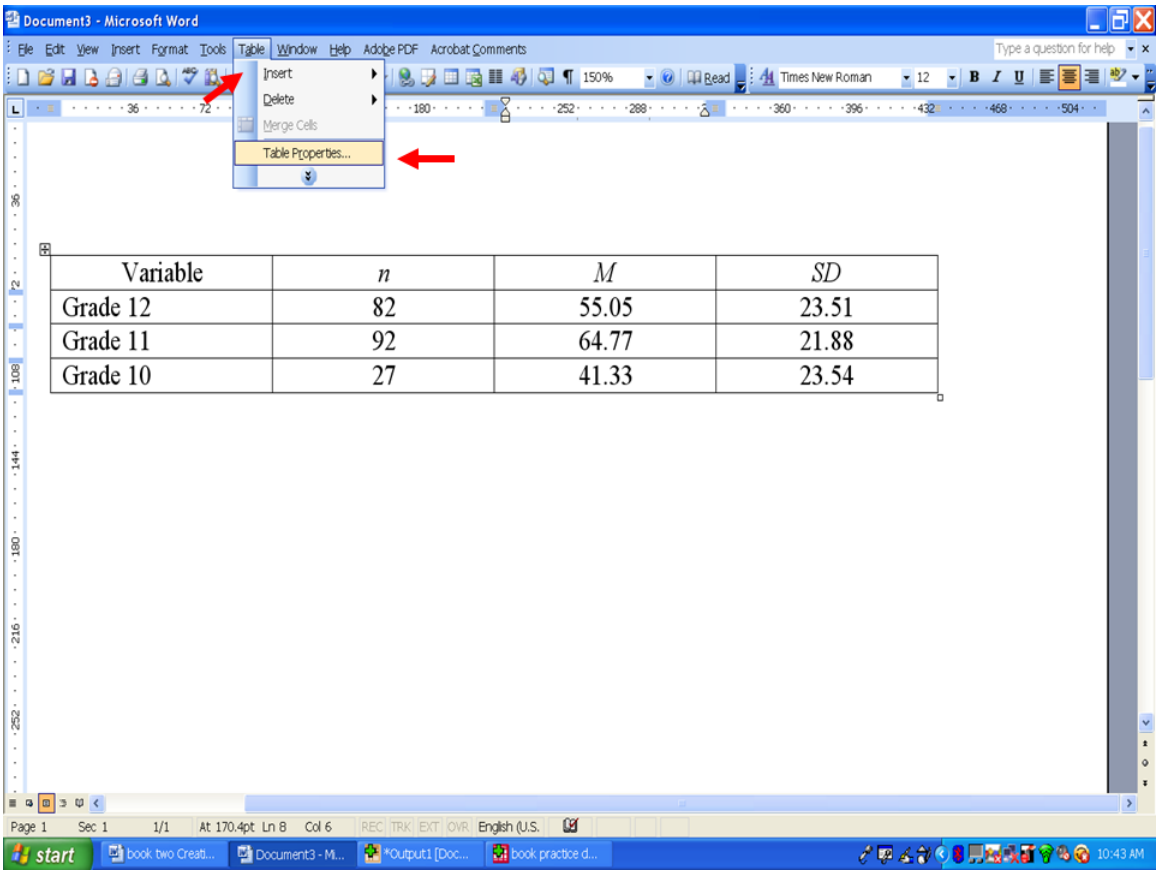
[16] http://cnx.org/content/m38557/latest/11.11.png/image



[17]

√ **Click on Table**
√ **Click on Properties**

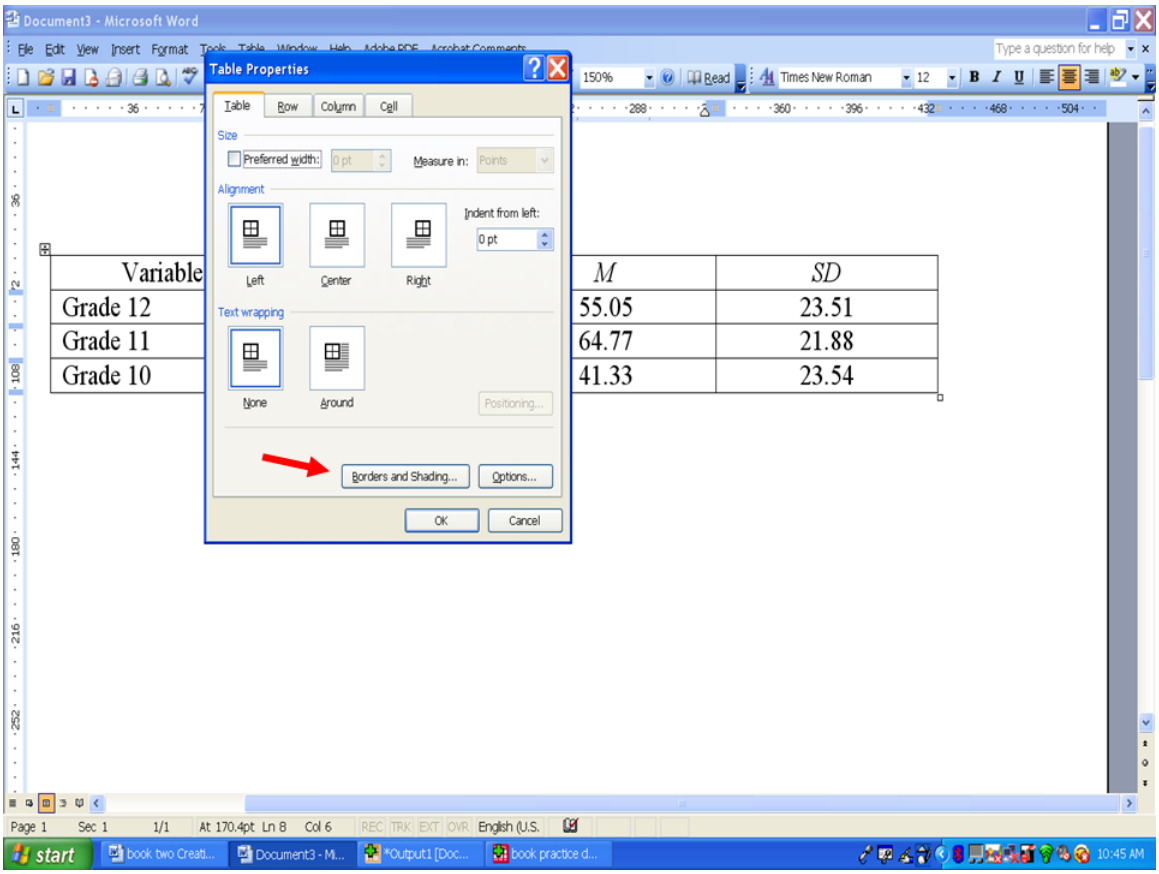
[17] http://cnx.org/content/m38557/latest/11.12.png/image



[18]

√ **Click on Borders and Shading**

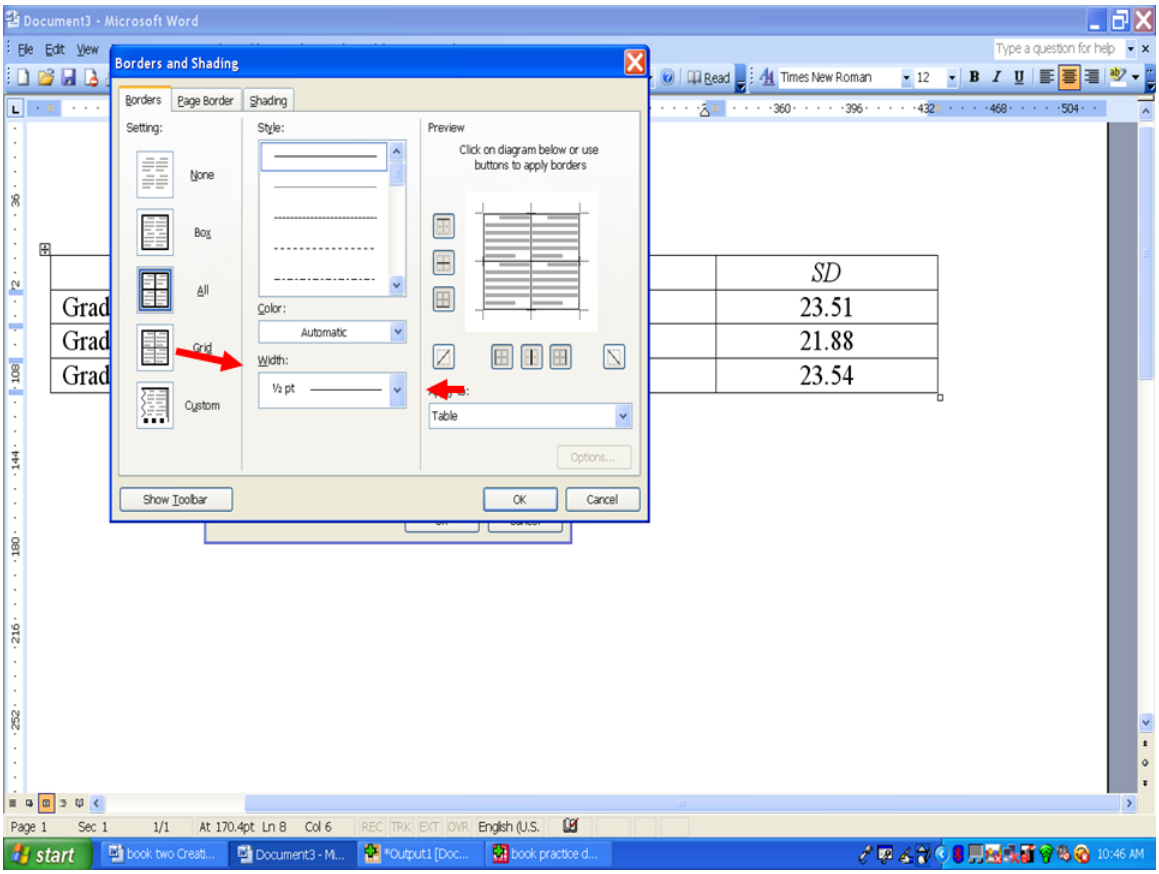
[18] http://cnx.org/content/m38557/latest/11.13.png/image



[19]

After clicking on Borders and Shading, the screen below will appear: We will change the Width from its current ½ pt to 1 pt. To do so, click on the down arrow and change it to 1 pt.

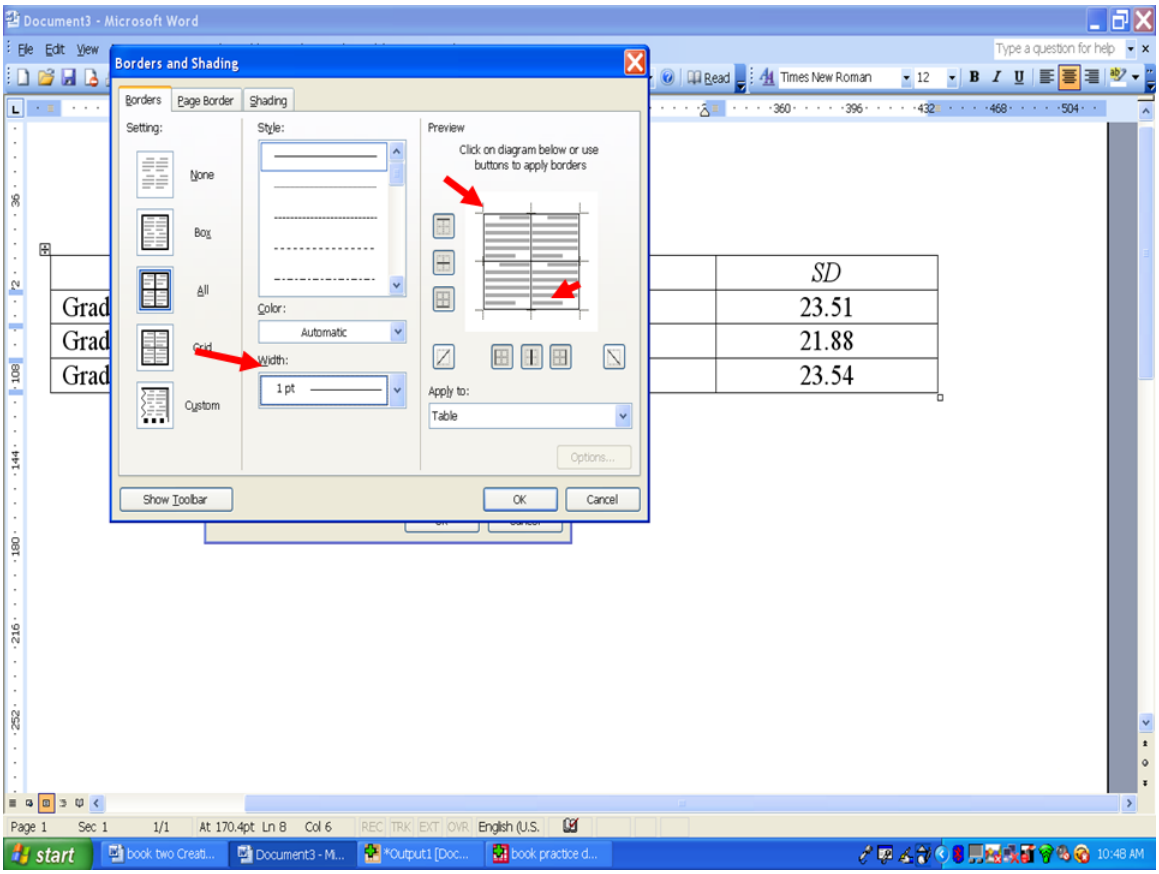
[19] http://cnx.org/content/m38557/latest/11.14.png/image



[20]

Your screen will now look like the screen below. We will next click on the top line of the table and on the bottom line of the table to change them to 1 pt. They are currently set at $\frac{1}{2}$ pt because it is the default value. Clicking on the line one time will remove it. Clicking on it again will make it appear as a 1 pt. value.

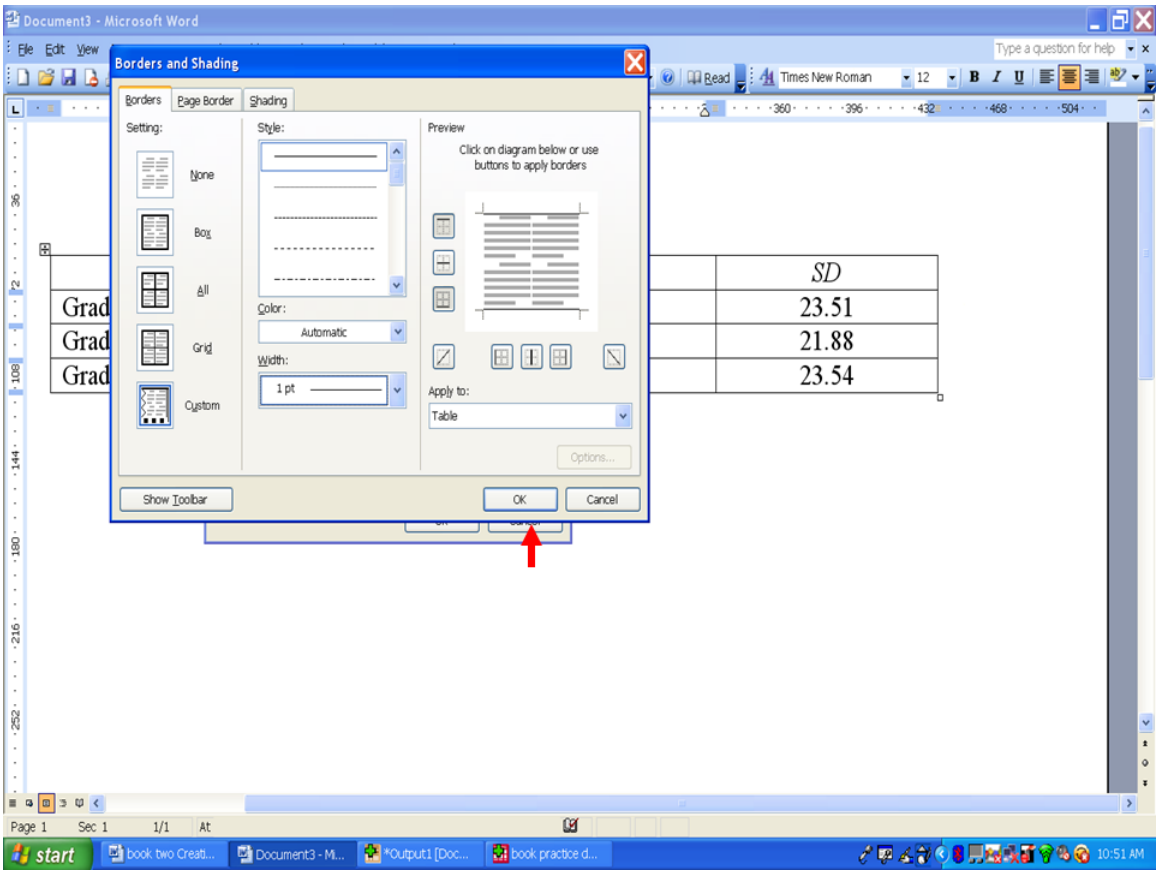
[20] http://cnx.org/content/m38557/latest/11.15.png/image



[21]

After changing the top and bottom lines, click on the other lines one time. Clicking one time should remove each line. When your table looks like the one below, click on OK.

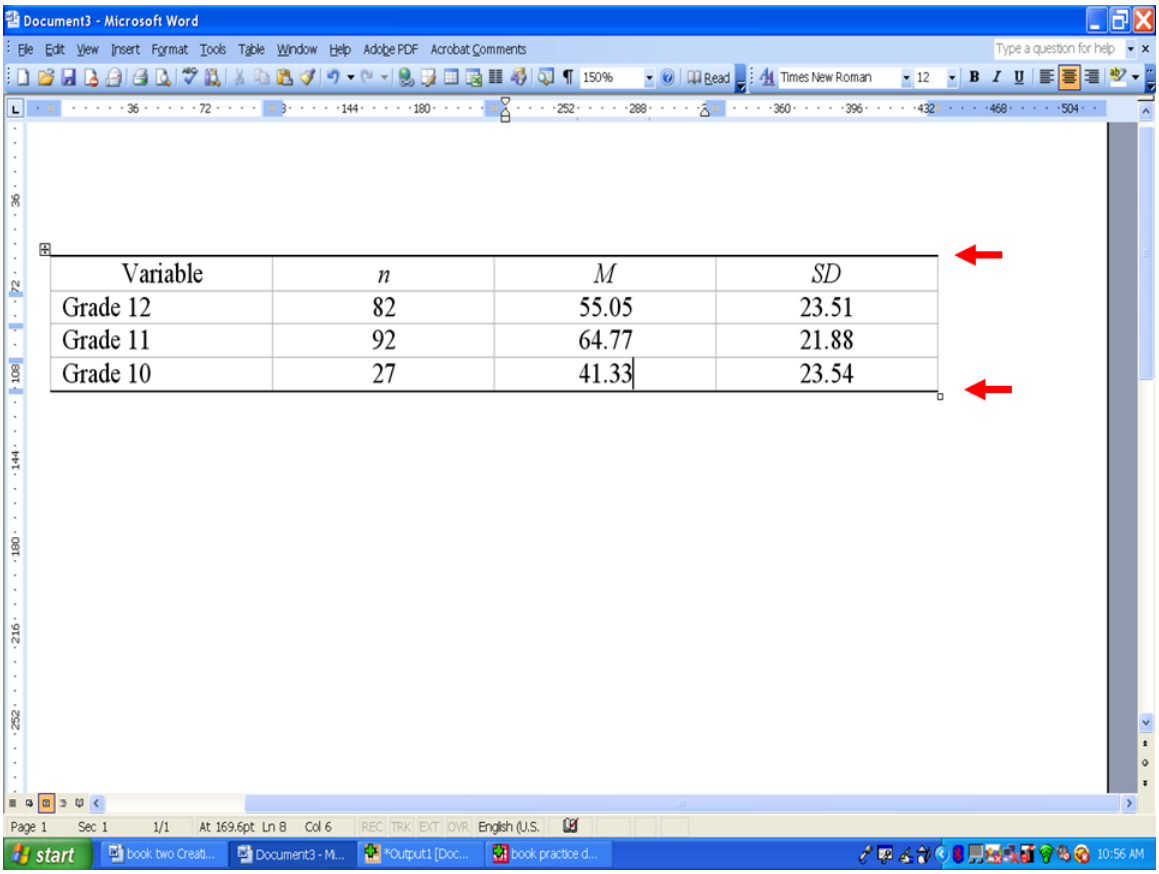
[21] http://cnx.org/content/m38557/latest/11.16.png/image



[22]

Your table will now look like this. You now have a 1 pt. line at the top and at the bottom of your table. We now need to place a line under the top row, the one that begins with variable. To do this, we will highlight the first row.

[22] http://cnx.org/content/m38557/latest/11.17.png/image

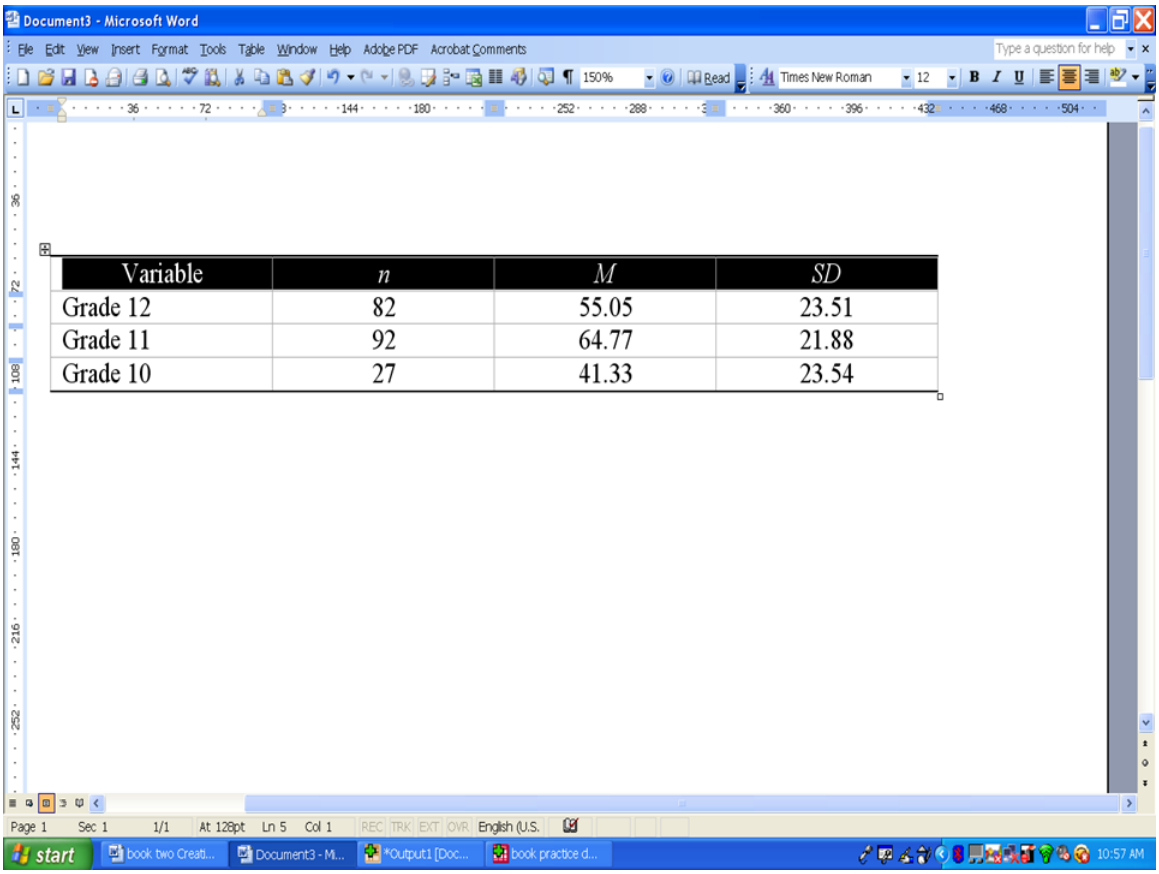


[23]

Your screen should now look like the one below. To have Word place a line under the top row:

√ **Click on Table**
√ **Click on Properties**

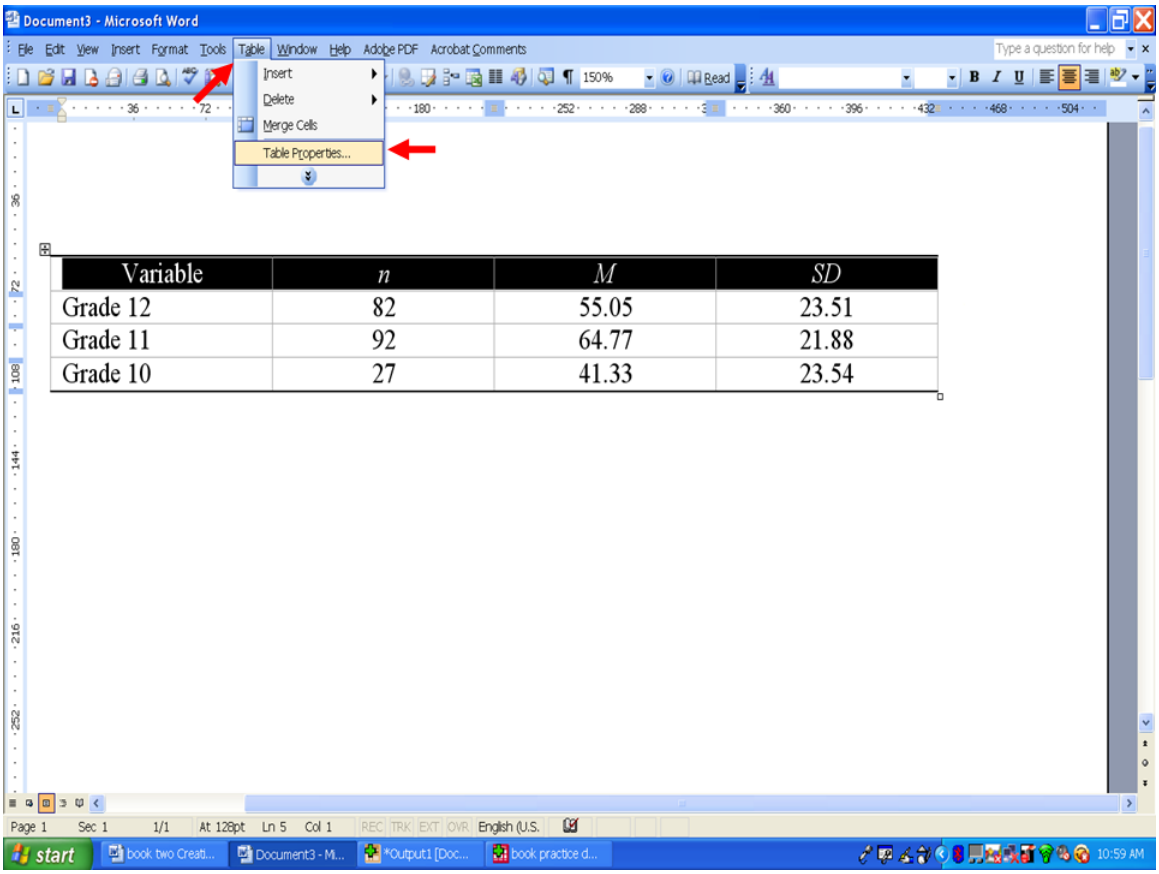
[23] http://cnx.org/content/m38557/latest/11.18.png/image



[24]

Your screen should look like:

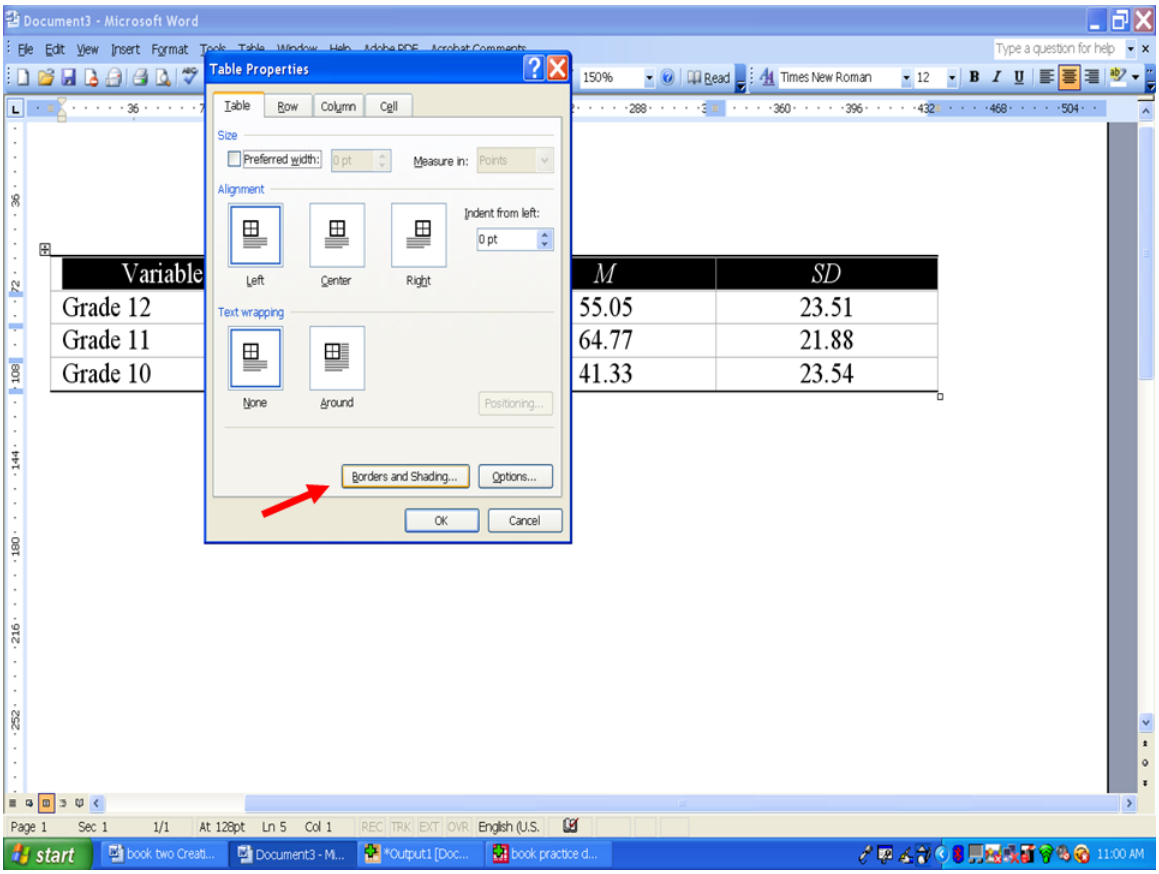
[24] http://cnx.org/content/m38557/latest/11.19.png/image



[25]

√ **Click on Borders and Shading**

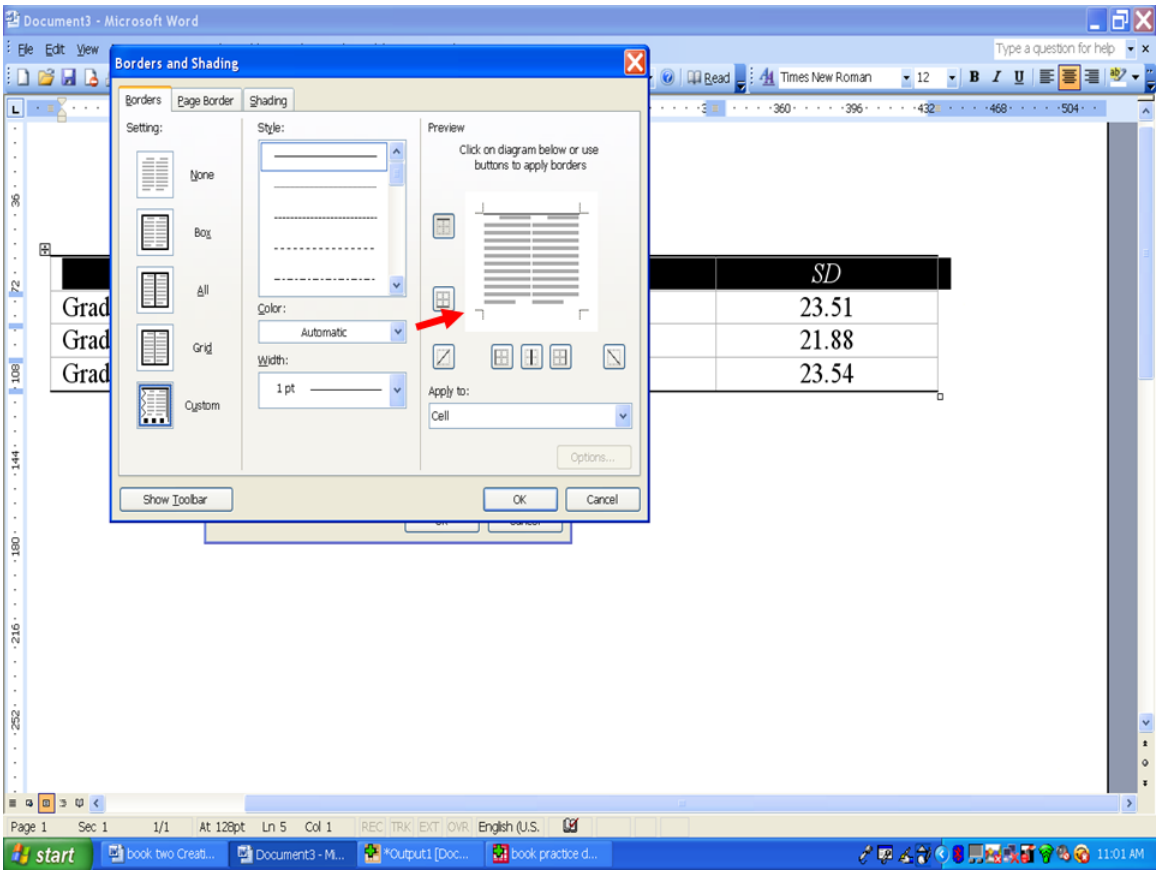
[25] http://cnx.org/content/m38557/latest/11.20.png/image



26

After clicking on borders and shading, this screen will appear. Click on the bottom part of the table so that a line appears.

[26] http://cnx.org/content/m38557/latest/11.21.png/image

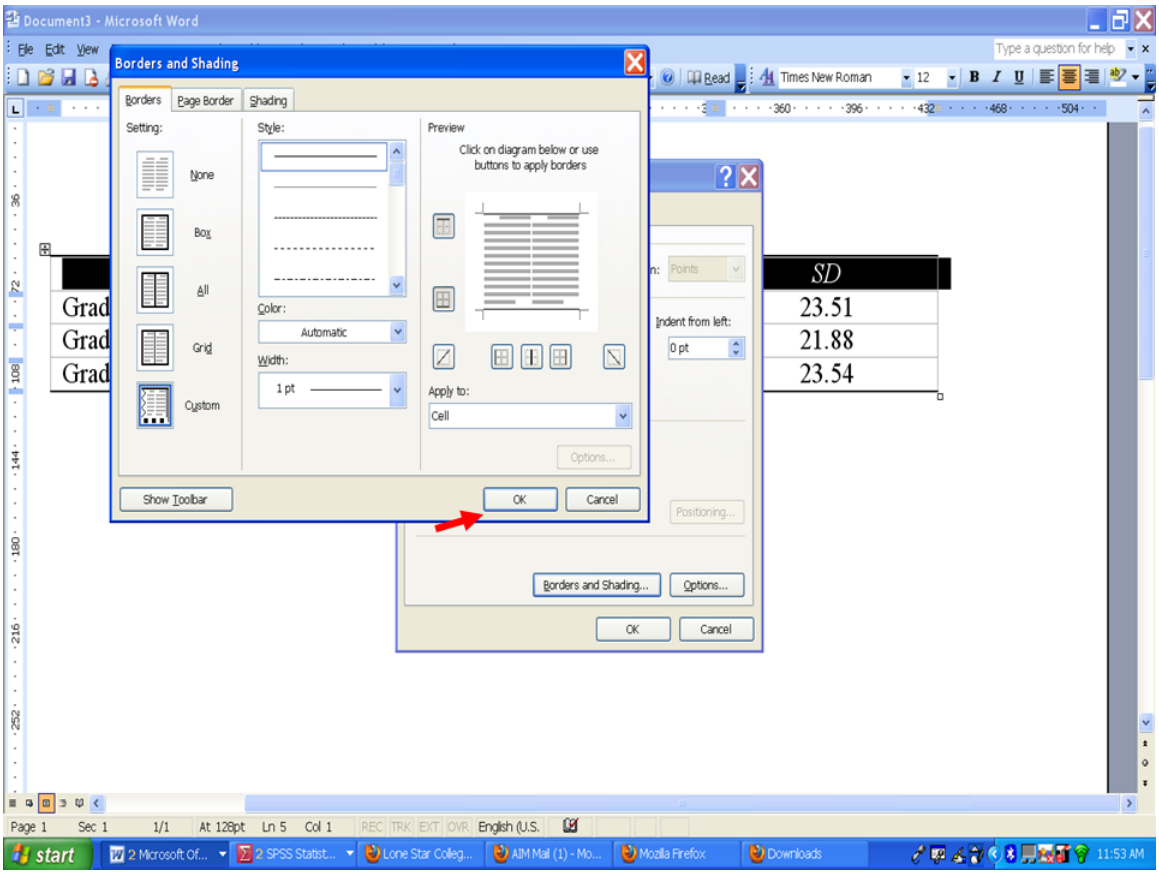


[27]

Your table will then look like the following.

√ **Click on OK.**

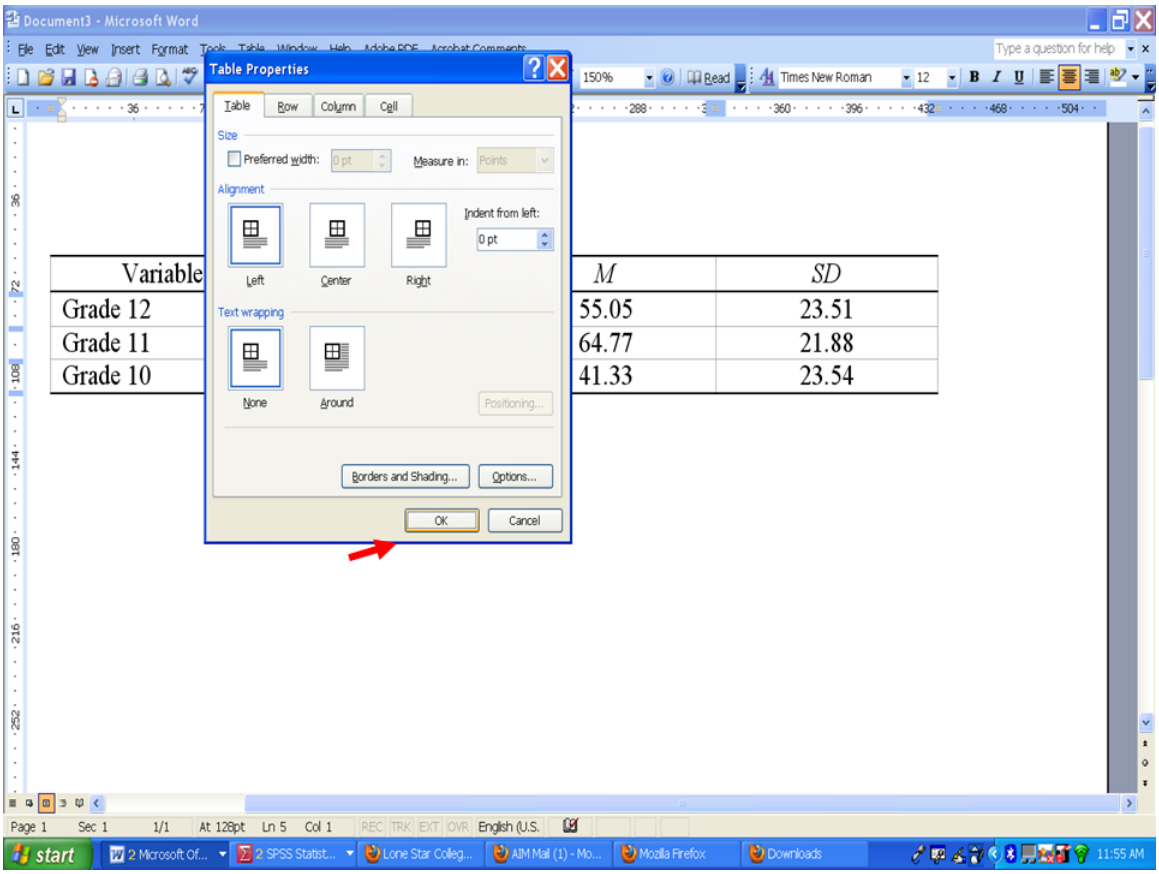
[27] http://cnx.org/content/m38557/latest/11.22.png/image



[28]

√ **Click on OK.**

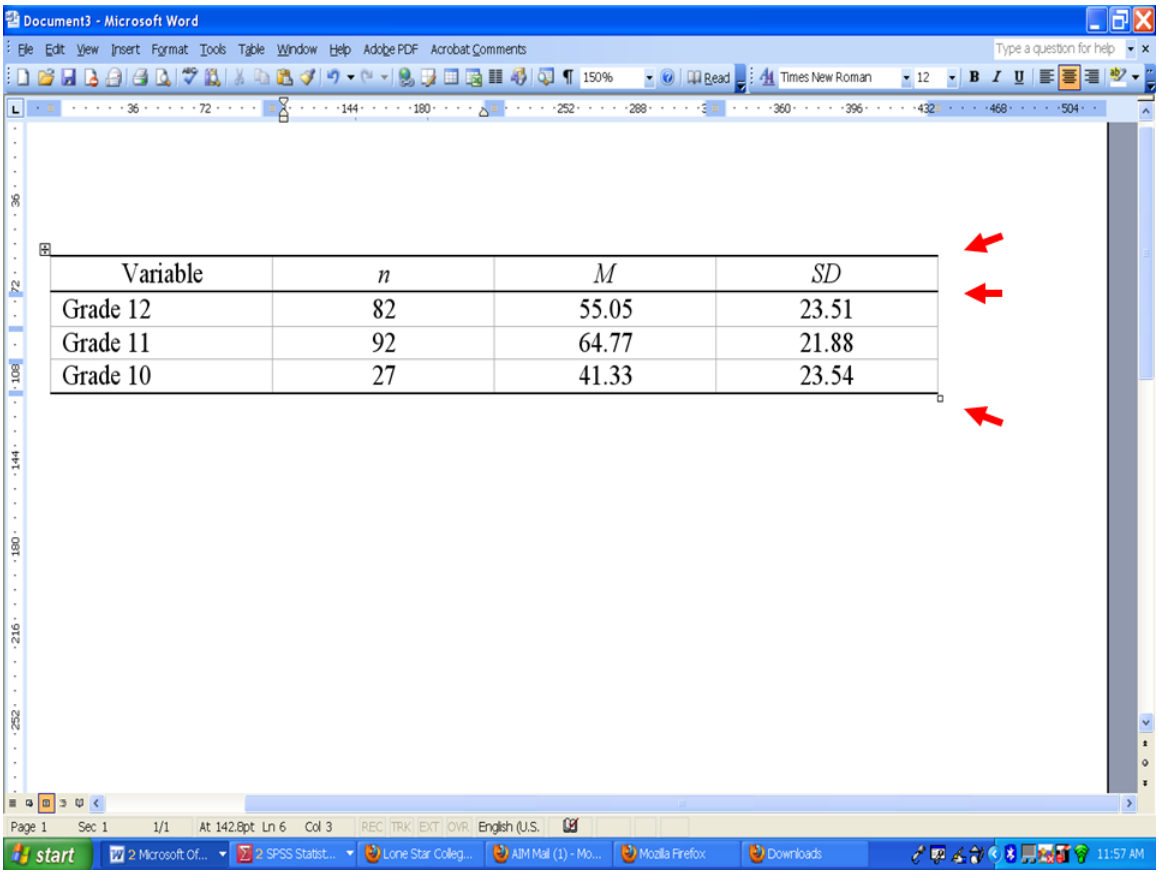
[28] http://cnx.org/content/m38557/latest/11.23.png/image



[29]

Your Word table has now been created correctly as per APA 6th edition guidelines. It will look like the following: You should have three lines in the table: one at the top; one at the bottom; and one at the bottom of the top row. Now the next step is to type in Table 1 (if the first table or appropriate table # if not)

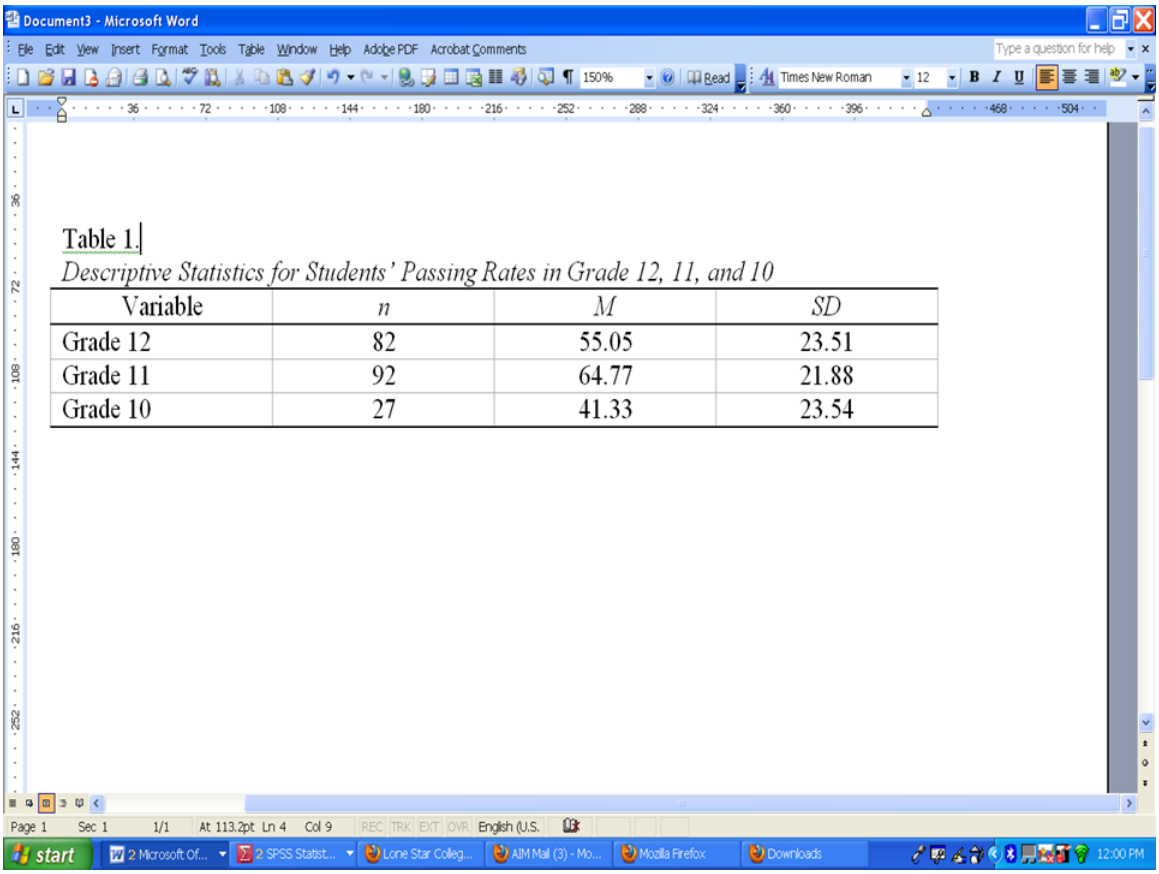
[29] http://cnx.org/content/m38557/latest/11.24.png/image



[30]

For this example, we will type in Table 1. and then a table title that accurately reflects the information contained within the table. Notice that the table title is in italics. A period is present after Table 1. but not after the table title itself. Though APA does permit tables to be single-spaced, we encourage the use of double-spacing, unless told to do otherwise.

[30] http://cnx.org/content/m38557/latest/11.25.png/image



[31]

You have now generated a Word table, properly formatted in APA 6th edition, that contains descriptive information from SPSS output.

[31] http://cnx.org/content/m38557/latest/11.26.png/image

Chapter 7

Creating a Table in Word (2007 Word Version)[1]

NOTE: This chapter is published by NCPEA Press[2] and is presented as an NCPEA/Connexions publication as a "print on demand book." Each chapter has been peer-reviewed, accepted, and endorsed by the National Council of Professors of Educational Administration (NCPEA) as a significant contribution to the scholarship and practice of education administration.

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About the Editors

[1] This content is available online at <http://cnx.org/content/m38556/1.1/>.
[2] http://www.ncpeapublications.org/books.html
[3] http://cnx.org/content/m38556/latest/www.writingandstatisticalhelp

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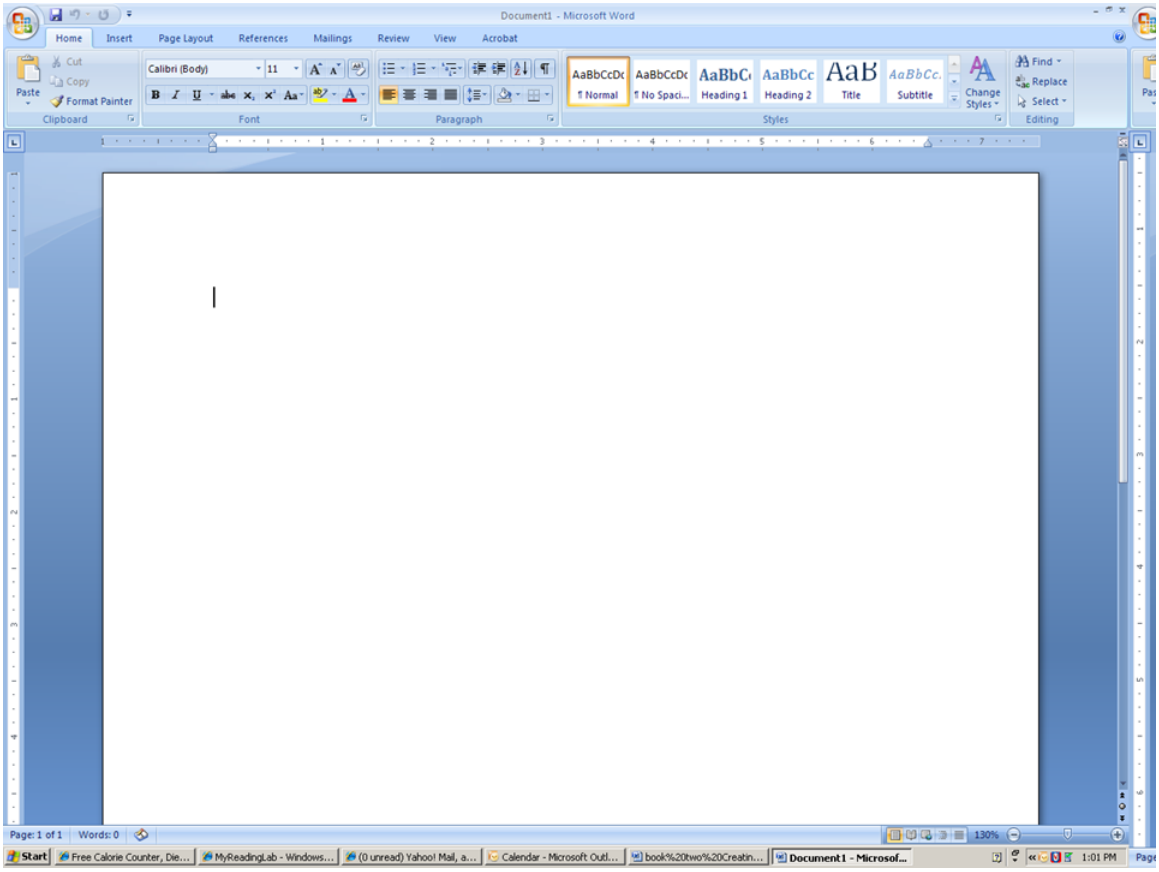
7.1 Steps Involved in Creating a Basic Table in Word Using SPSS Output

These procedures are to be followed when you have statistical output that you wish to place into a Word table. In this chapter, you will be provided with steps and screenshots on how to create a table in a Word document, using the Table command. In the table, you will be placing statistical information from a SPSS output file.

In this chapter, we will work from a blank Word file, although you can use the same procedures in placing a table in a Word document that has already been created. Note that these steps and screenshots are for the latest version of Word, not for the 97-2003 version of Word.

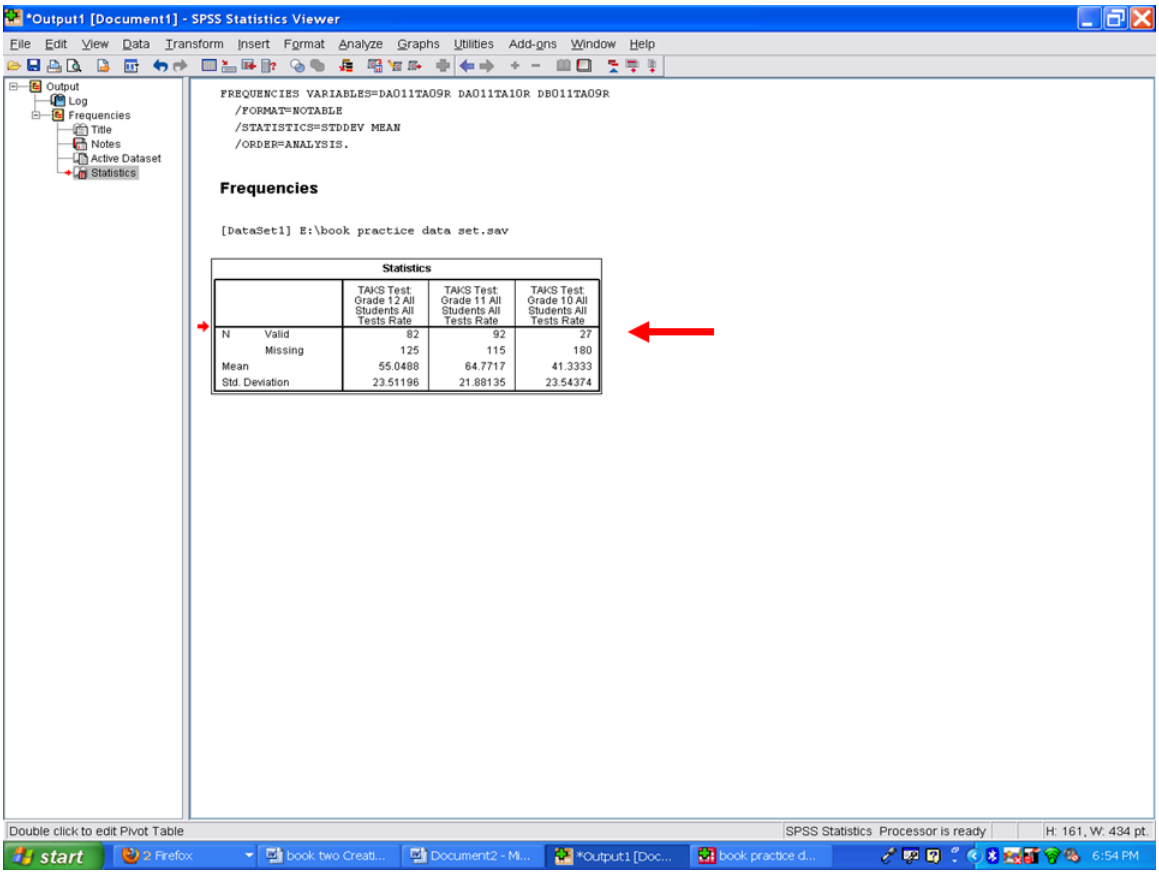
[4] http://www.ncpeapublications.org
[5] http://ncpeapublications.org/about-elr.html



[6]

You should now calculate or have already calculated statistical information which you will insert into a Word table. We will be using the statistical information present in the SPSS output depicted below.

[6] http://cnx.org/content/m38556/latest/figure1.1.png/image

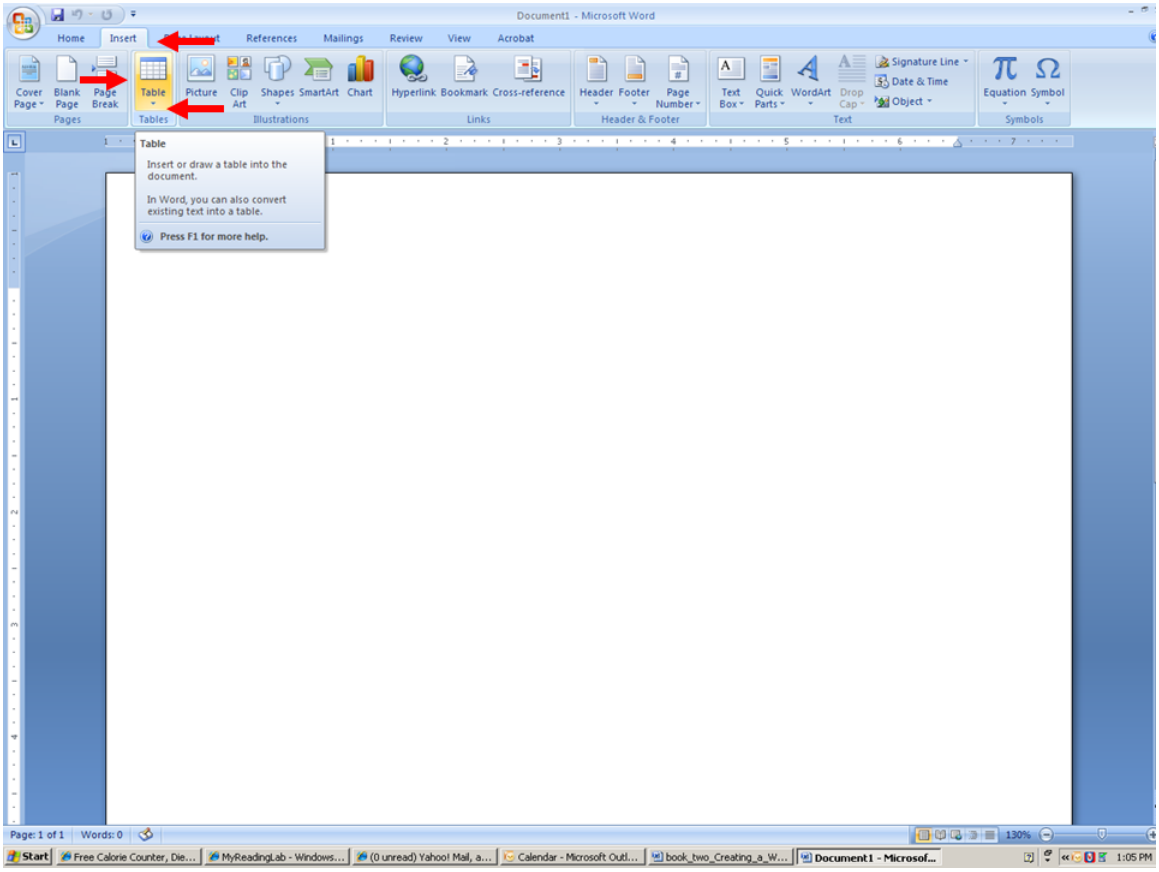


[7]

In the Word document,

√ **Click on Insert**
√ **Click on Table**
√ **Click on little arrow tab below the word "Table"**

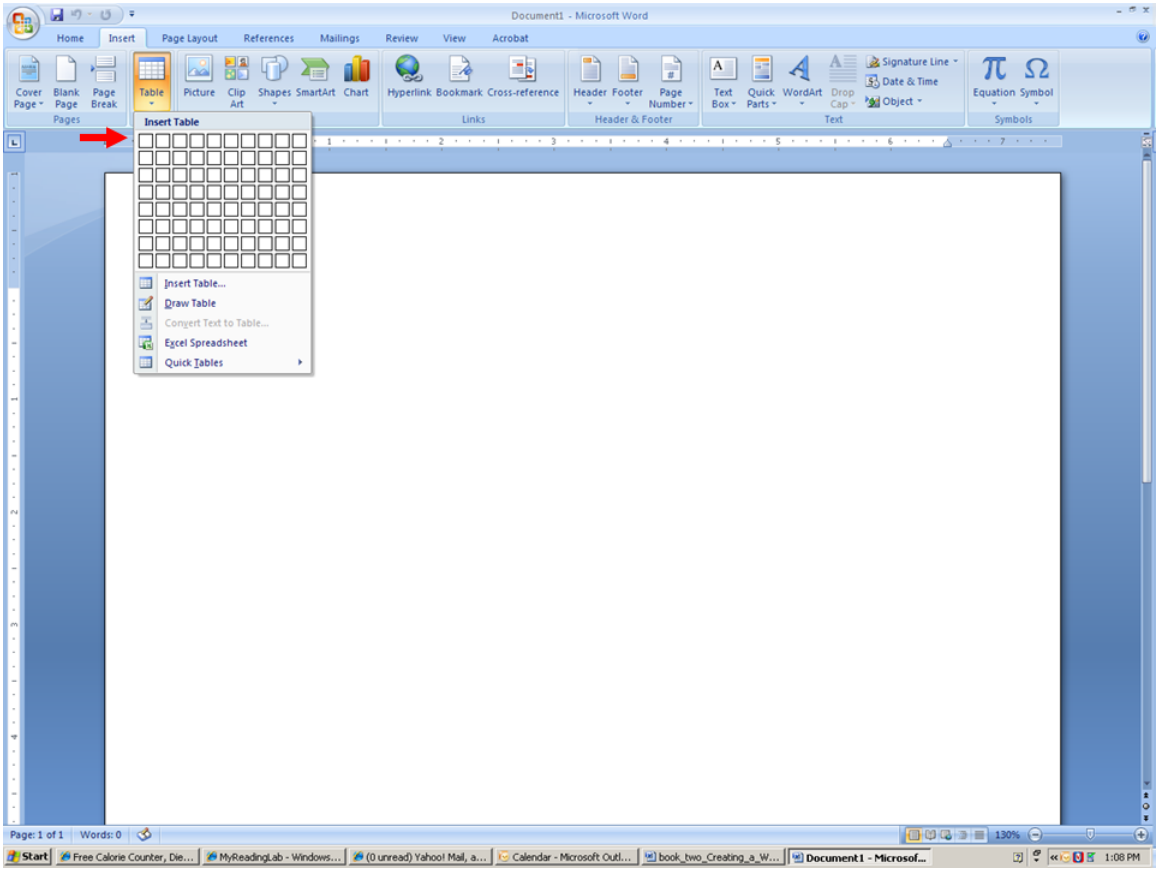
[7] http://cnx.org/content/m38556/latest/figure1.2.png/image



[8]

Once clicked, a row and column of empty boxes will appear. By simply moving your mouse over the boxes, the amount of rows and colums will appear in orange.

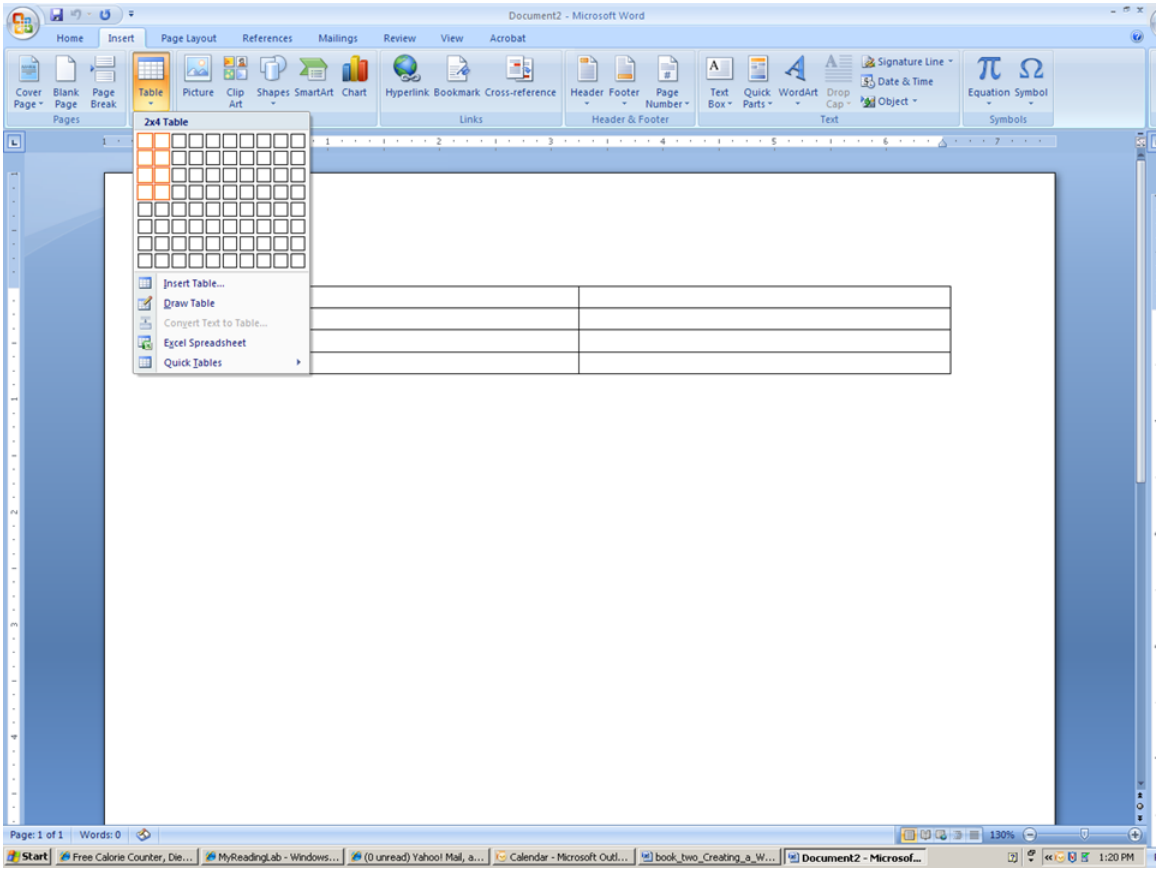
[8] http://cnx.org/content/m38556/latest/figure1.3.png/image



[9]

For instance, a 4×2 table would resemble the following:

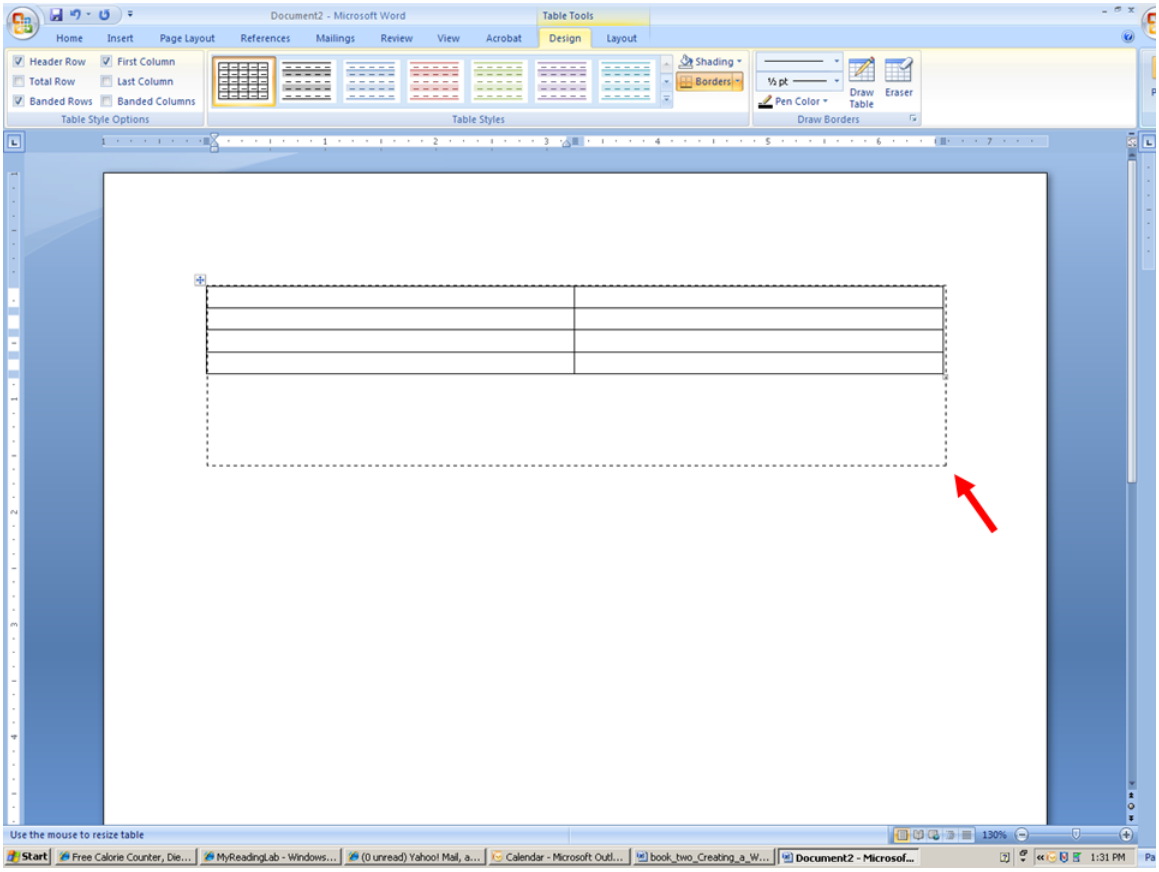
[9] http://cnx.org/content/m38556/latest/figure1.4.png/image



[10]

Once you determine the number of columns and rows, you can make your table larger by dragging the bottom part of your graph to fit the screen.

[10] http://cnx.org/content/m38556/latest/figure1.5.png/image

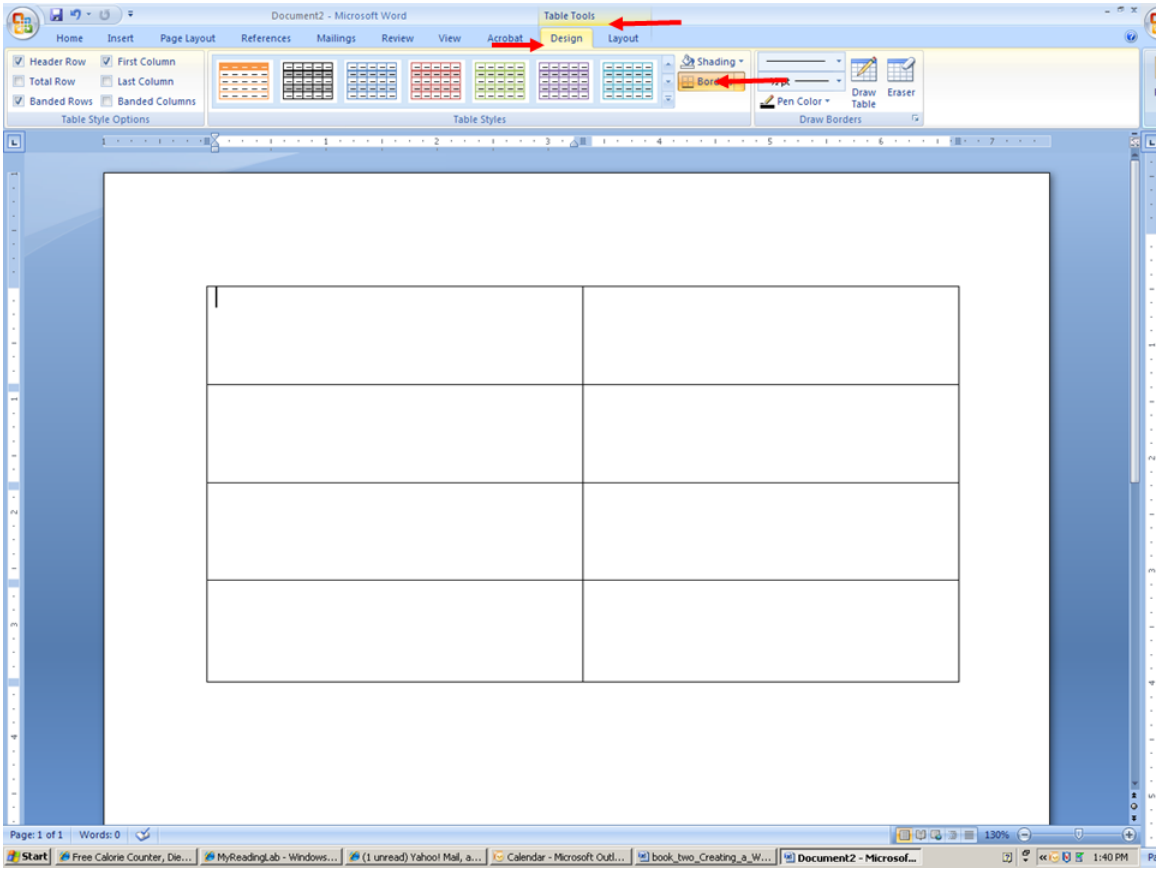


[11]

You can also change the design of your table and color :

√ **Click on Table Tools**
√ **Click on Design**

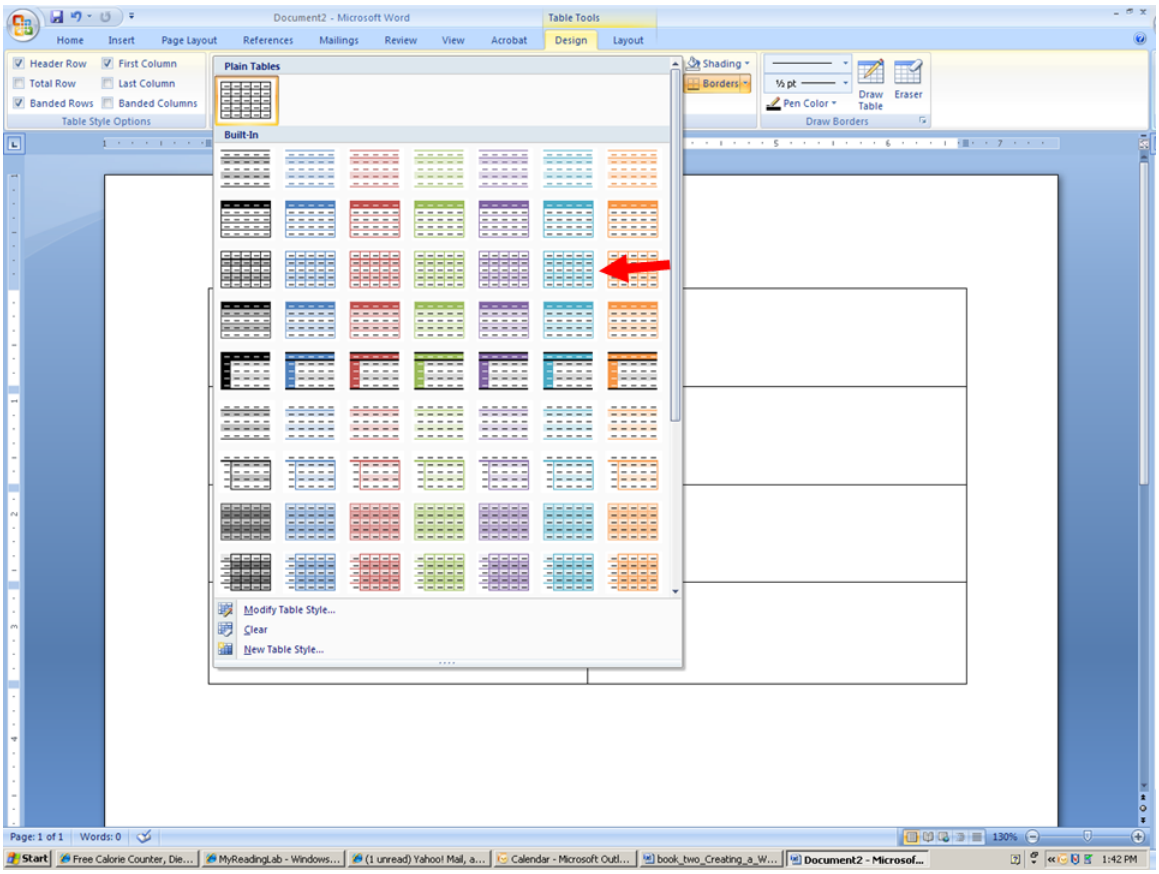
[11] http://cnx.org/content/m38556/latest/figure1.6.png/image



[12]

√ **Using the arrow to the right of the tables, choose the color and style you desire**

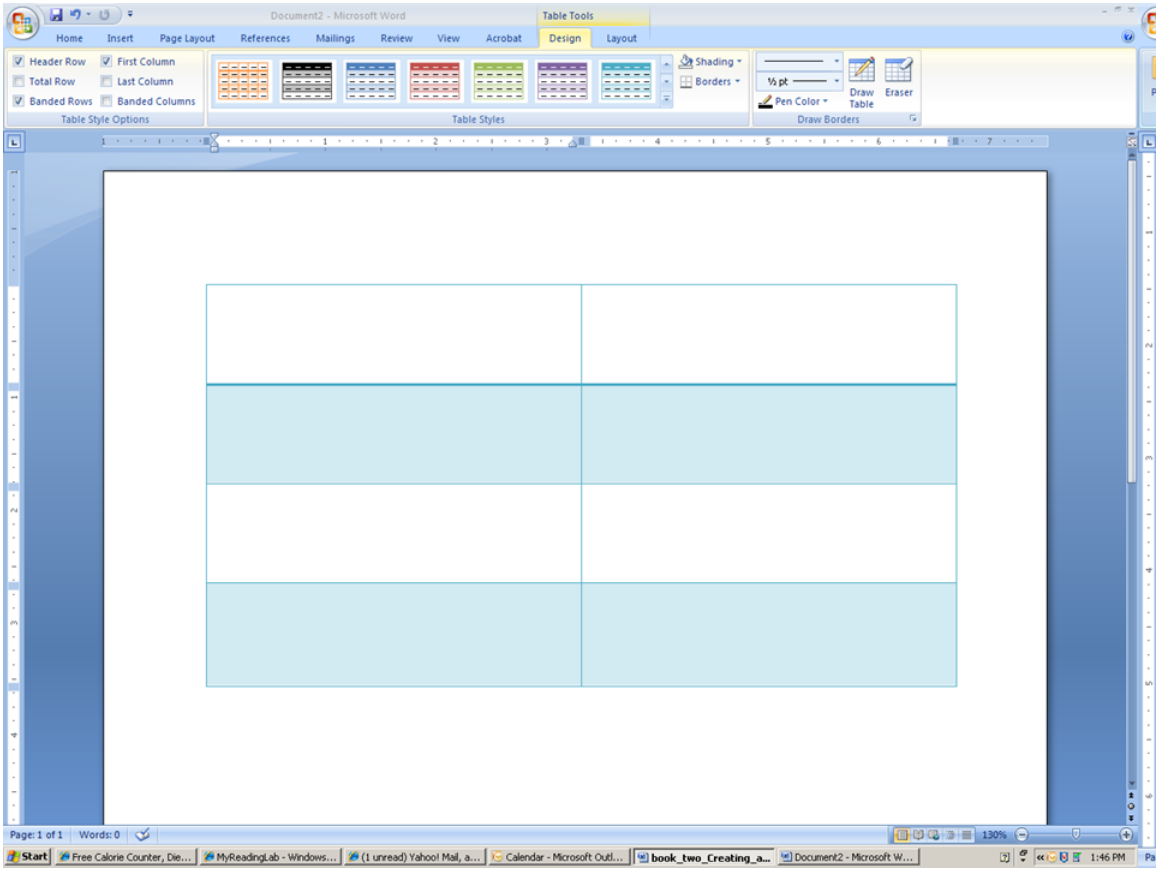
[12] http://cnx.org/content/m38556/latest/figure1.7.png/image



[13]

For example, if you choose the table in turquoise, your table will be displayed as follows:

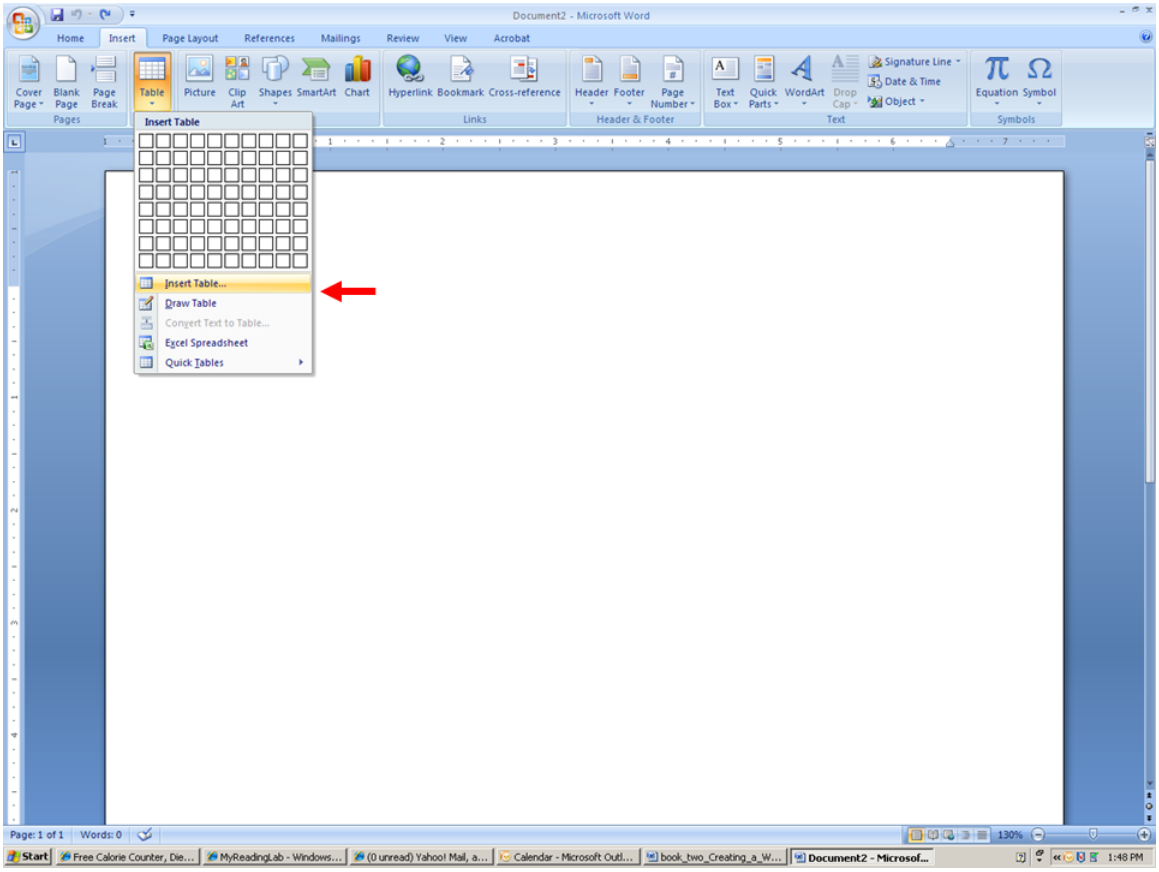
[13] http://cnx.org/content/m38556/latest/figure1.8.png/image



[14]

You can also insert a table using the "Insert Table" tab:

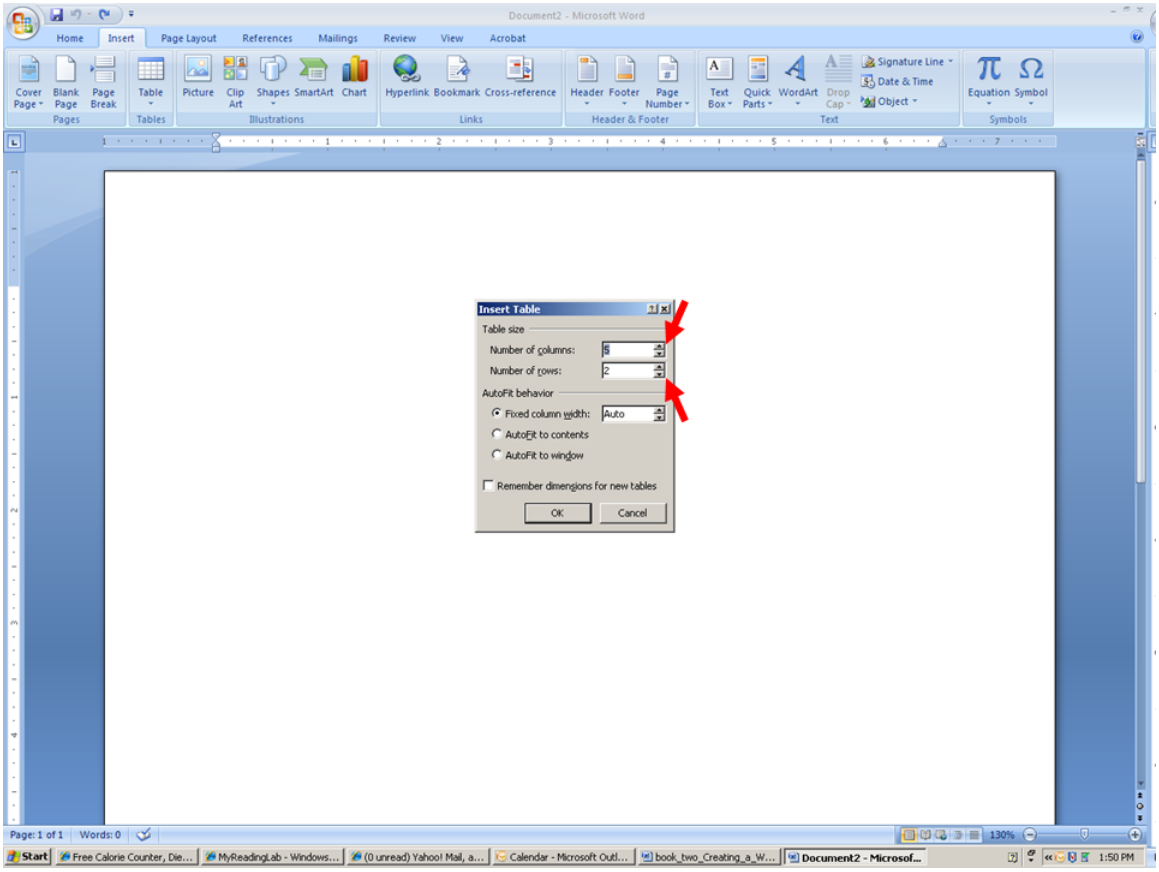
[14] http://cnx.org/content/m38556/latest/figure1.9.png/image



[15]

The default setting for a Word table is 5 columns and 2 rows. For our purposes, given the statistical information in the SPSS output depicted previously, we will need a column for the variable name; one for the sample size (n); one for the Mean (M); and one for the Standard Deviation (SD). Thus, we will need four columns, not the five shown below. We have statistical information on three variables in the SPSS output table. In addition to these three rows, we will need a row in which to name our variables. Therefore, we will need four rows.

[15] http://cnx.org/content/m38556/latest/figure1.10.png/image



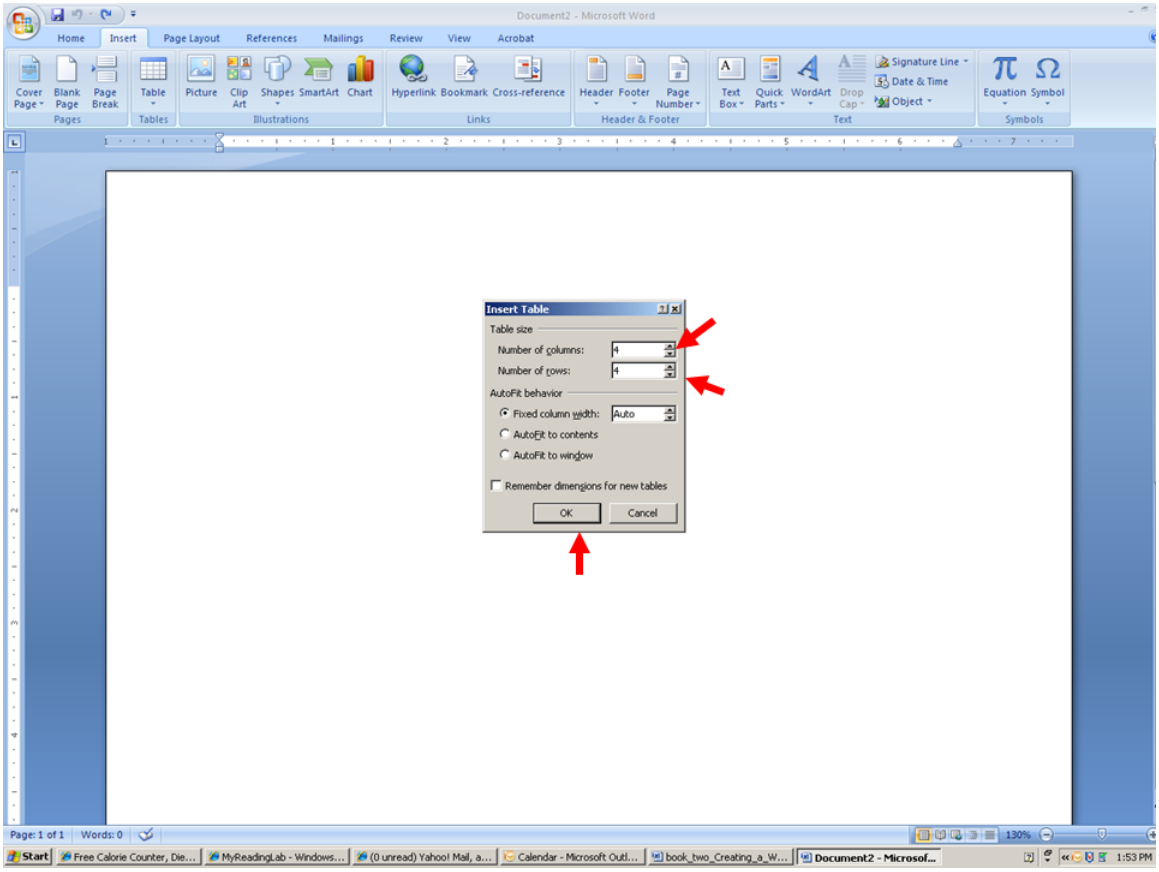
16

√ **Click on the down arrow for the number of columns which will change the default of 5 to a 4**

√ **Click on the up arrow for the number of rows which will change the default from 2 to a 4**

√ **Click on OK**

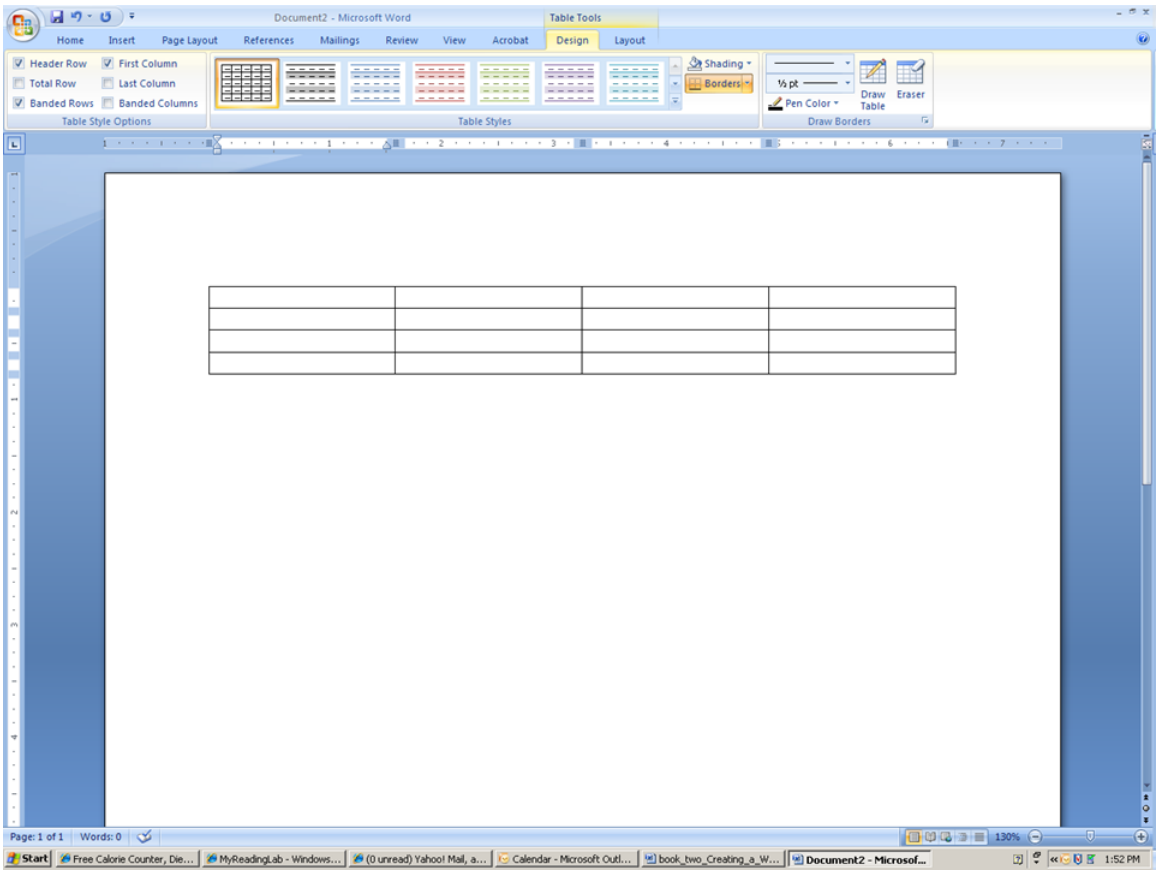
[16] http://cnx.org/content/m38556/latest/figure1.11.png/image



[17]

Word will then generate a table for you with 4 columns and 4 rows. The top row will be used to label the columns.

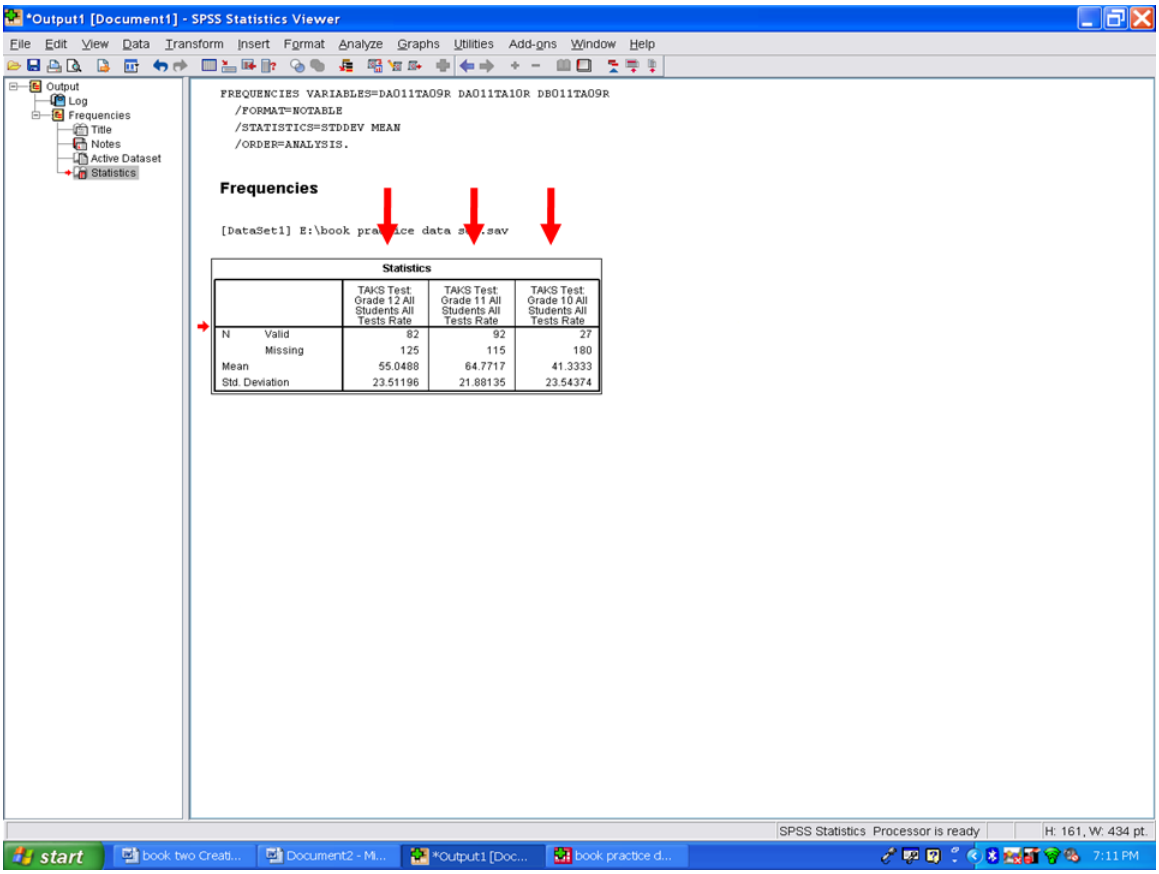
[17] http://cnx.org/content/m38556/latest/figure1.12.png/image



[18]

From the SPSS output, our three variables are TAKS Test Grade 12 All Students Tests Rate; TAKS Test Grade 11 All Students Tests Rate; and TAKS Test Grade 10 All Students Tests Rate. Thus Grade levels of 12, 11, and 10 will be out variable names.

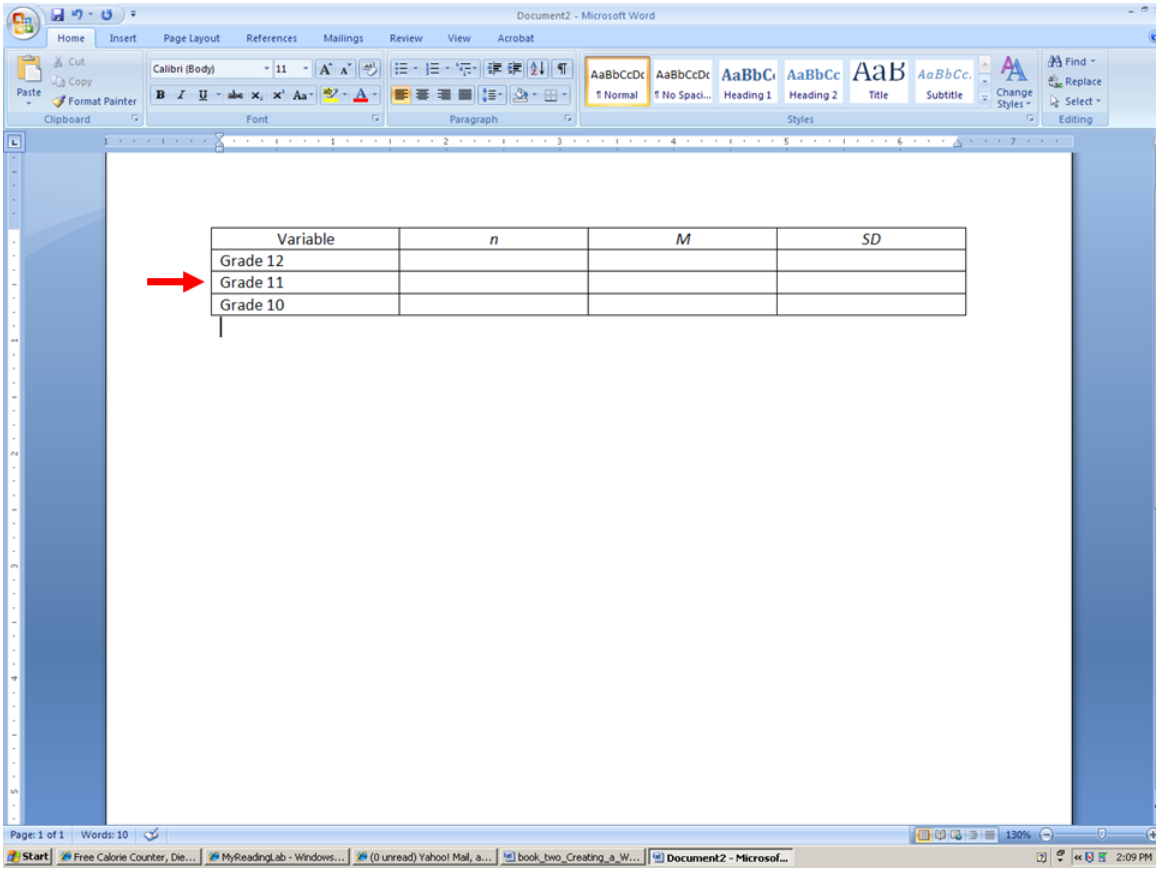
[18] http://cnx.org/content/m38556/latest/figure1.13.png/image



[19]

The Word table will look as follows once that information has been typed into the table.

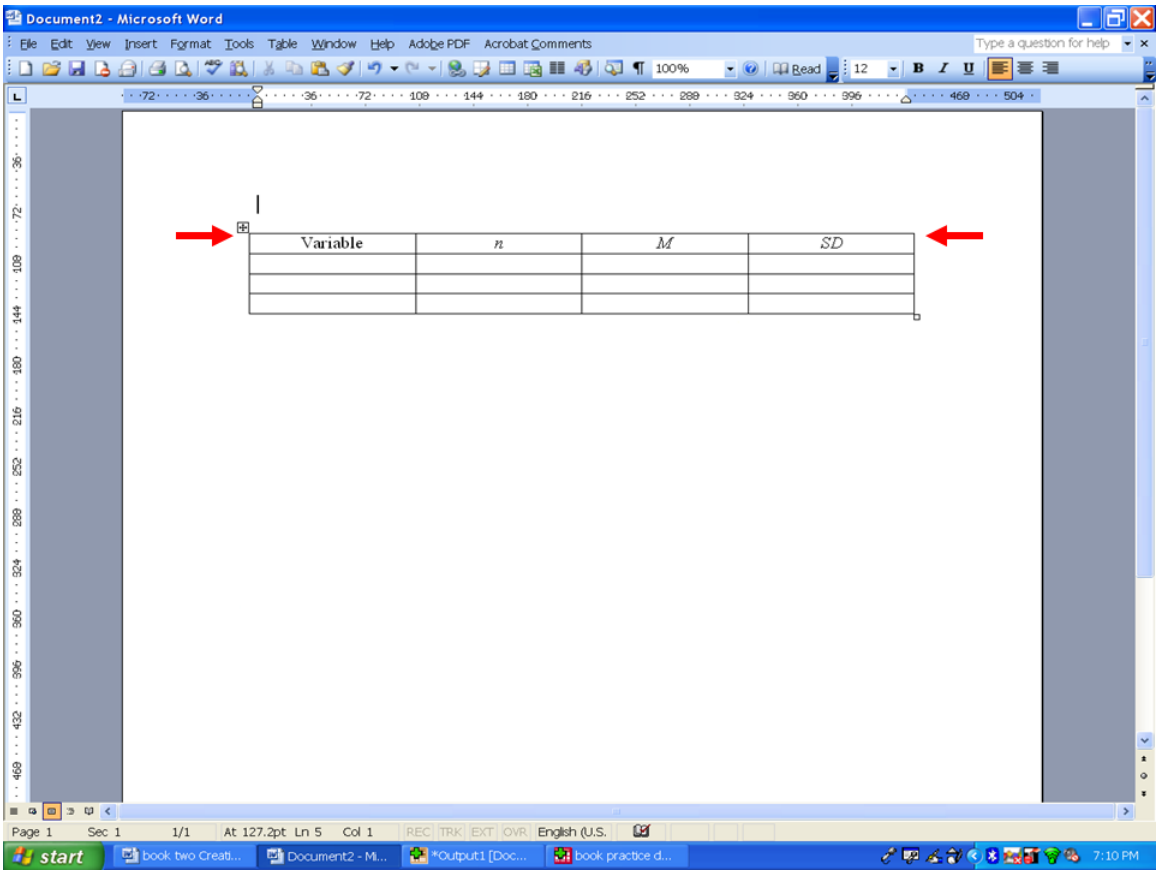
[19] http://cnx.org/content/m38556/latest/figure1.14.png/image



[20]

In this example, we will label the far left column as Variable; the second column will be for the sample size (*n*); the third column for the *M*; and the fourth column for the *SD*. Notice that the labels of Variable, *n*, *M*, and *SD* are centered. Also note that APA requires that mathematical symbols should be placed in italics.

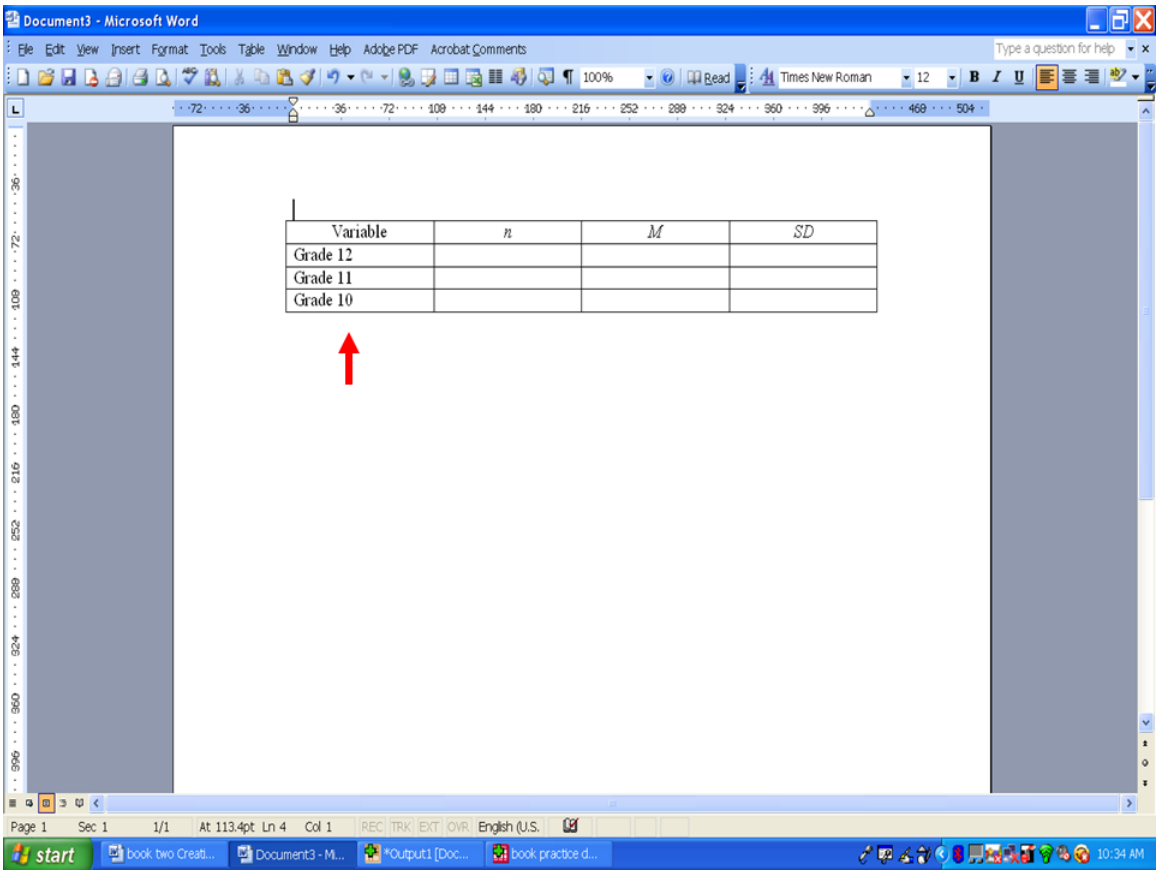
[20] http://cnx.org/content/m38556/latest/figure1.15.png/image



[21]

Now we will type into the Word table the variable names specified before: Grade 12, Grade 11, and Grade 10. These variable names should be left margin justified within the first column.

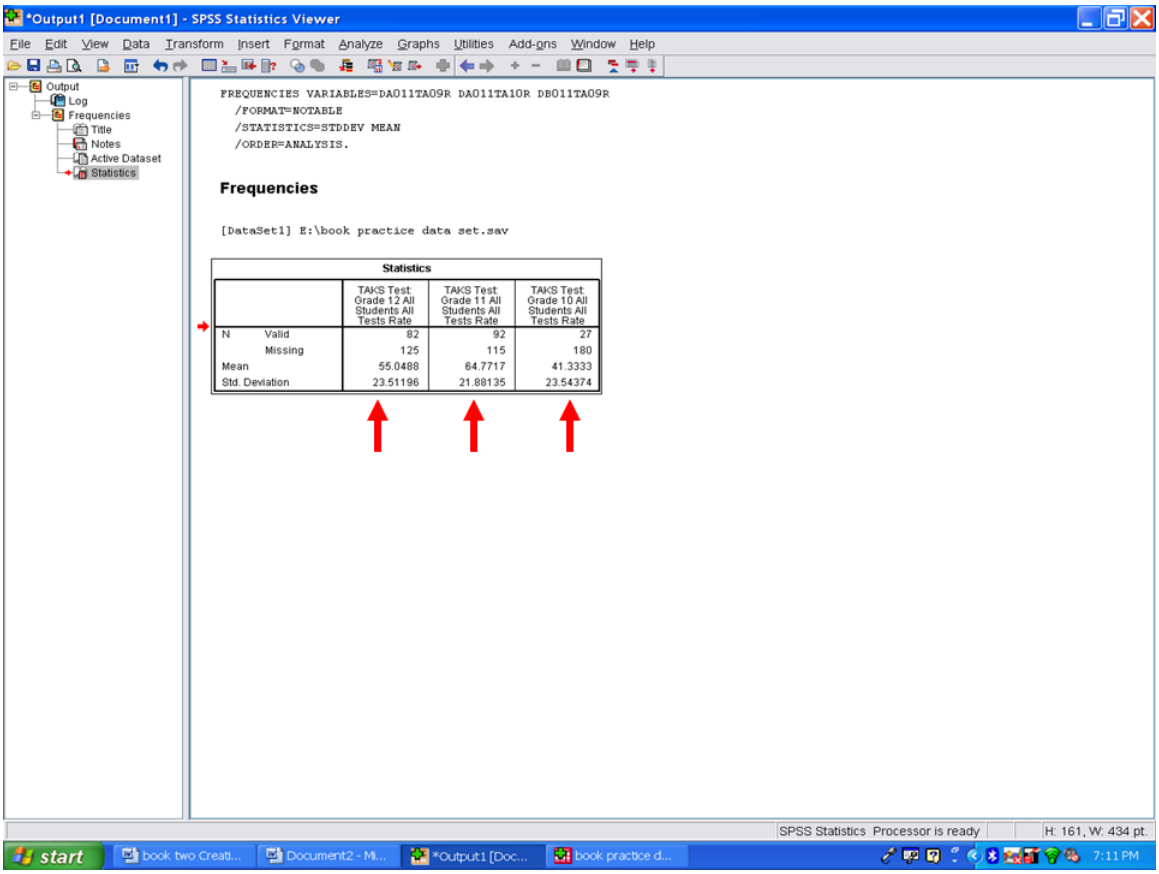
[21] http://cnx.org/content/m38556/latest/figure1.16.png/image



[22]

Next we type into the *n*, *M*, and *SD* cells in the Word table the statistical information from the SPSS output screen.

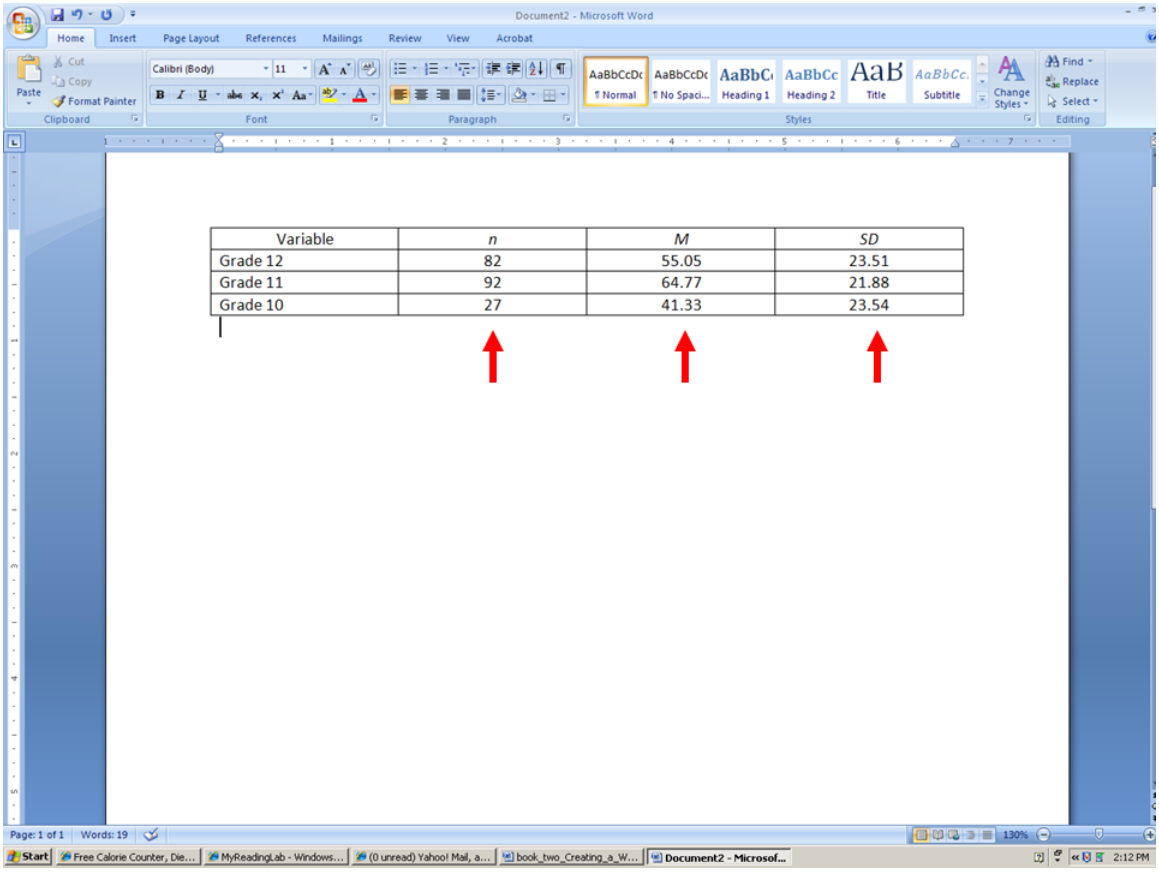
[22] http://cnx.org/content/m38556/latest/figure1.17.png/image



[23]

After typing this information into the Word table, the table will look as follows: Note that decimal places are carried to only two places, as per APA 6th edition requirements. The statistical information is also centered under each column heading. The next item to take care of is the lines at the top and bottom of the table, as well as under the top row.

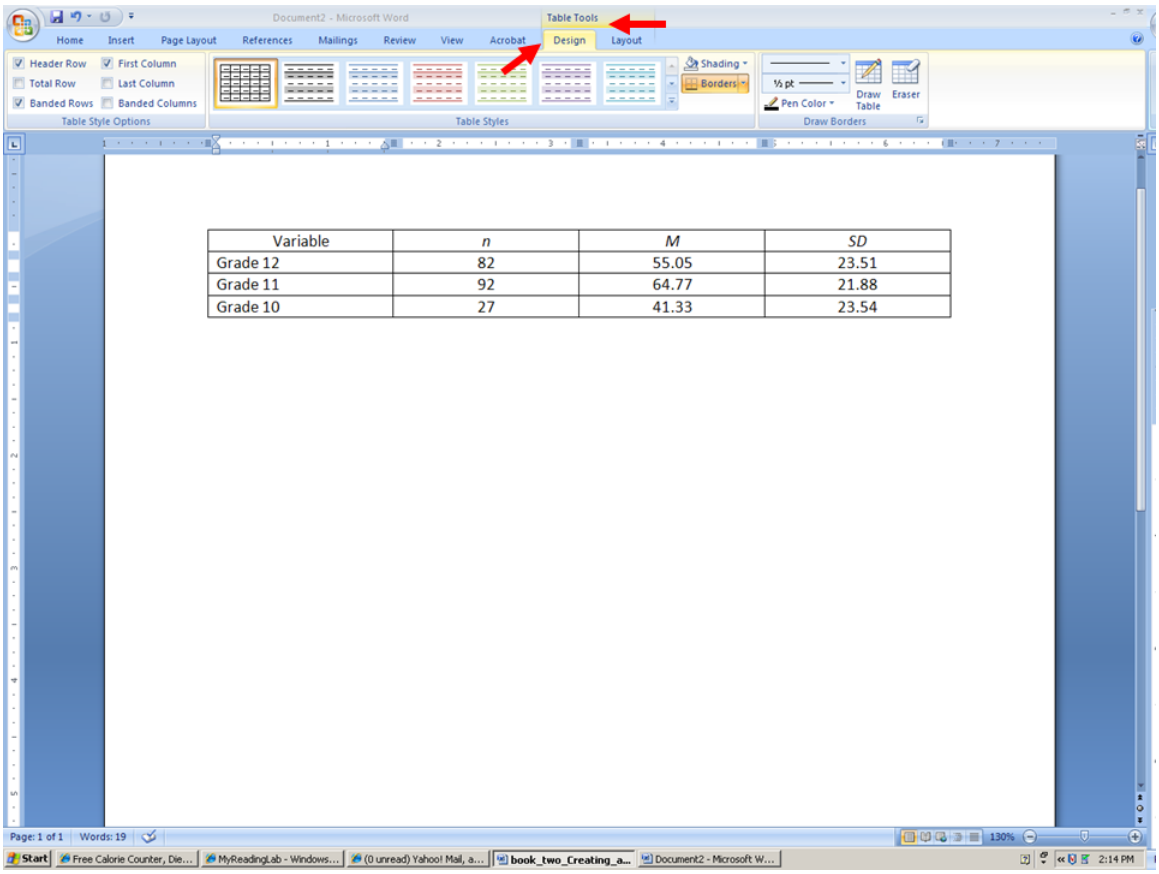
[23] http://cnx.org/content/m38556/latest/figure1.18.png/image



[24]

√ **Click on Table Tools**
√ **Click on Design**
√ **Click on Borders**

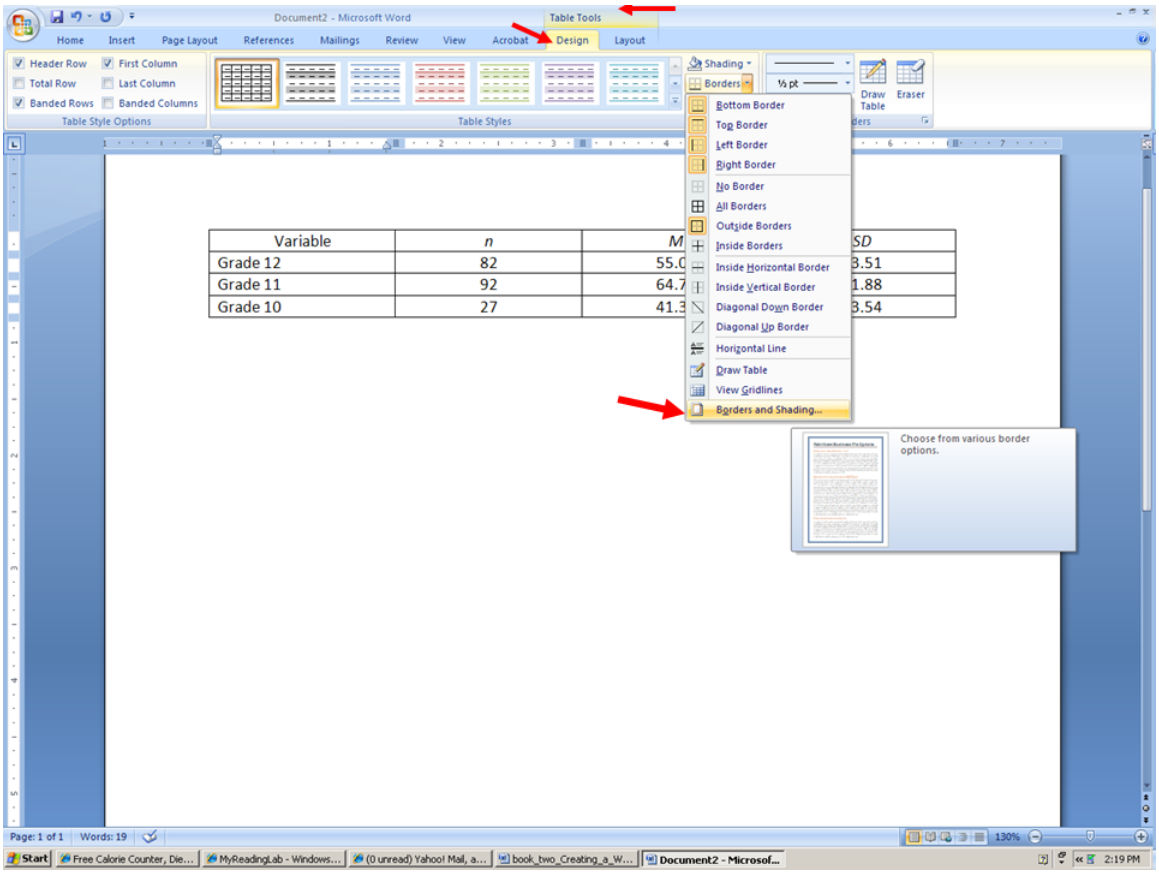
[24] http://cnx.org/content/m38556/latest/figure1.19.png/image



[25]

√ **Click on arrow on Borders**
√ **Click on Borders and Shading**

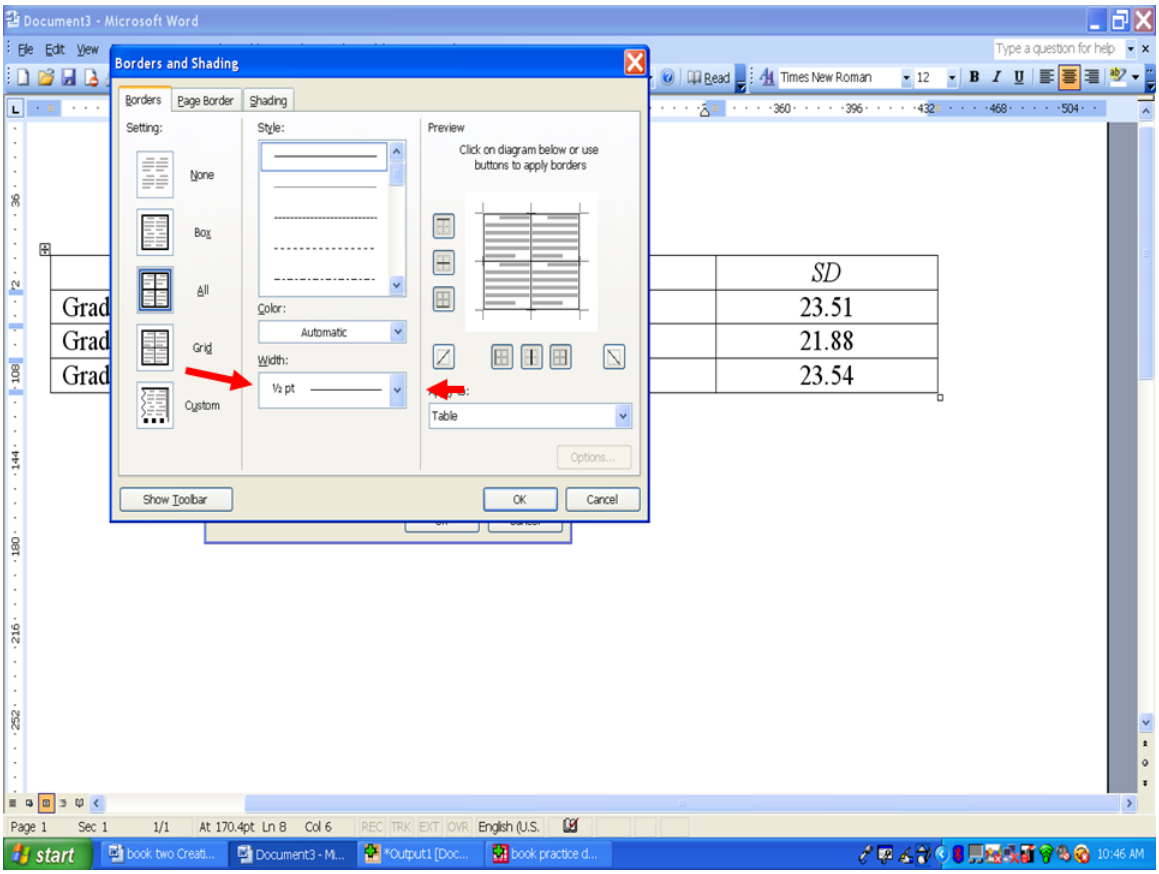
[25] http://cnx.org/content/m38556/latest/figure1.20.png/image



[26]

After clicking on Borders and Shadings, the screen below will appear. We will change the Width from its current $\frac{1}{2}$ pt to 1 pt. To do so, click on the down arrow and change it to 1 pt.

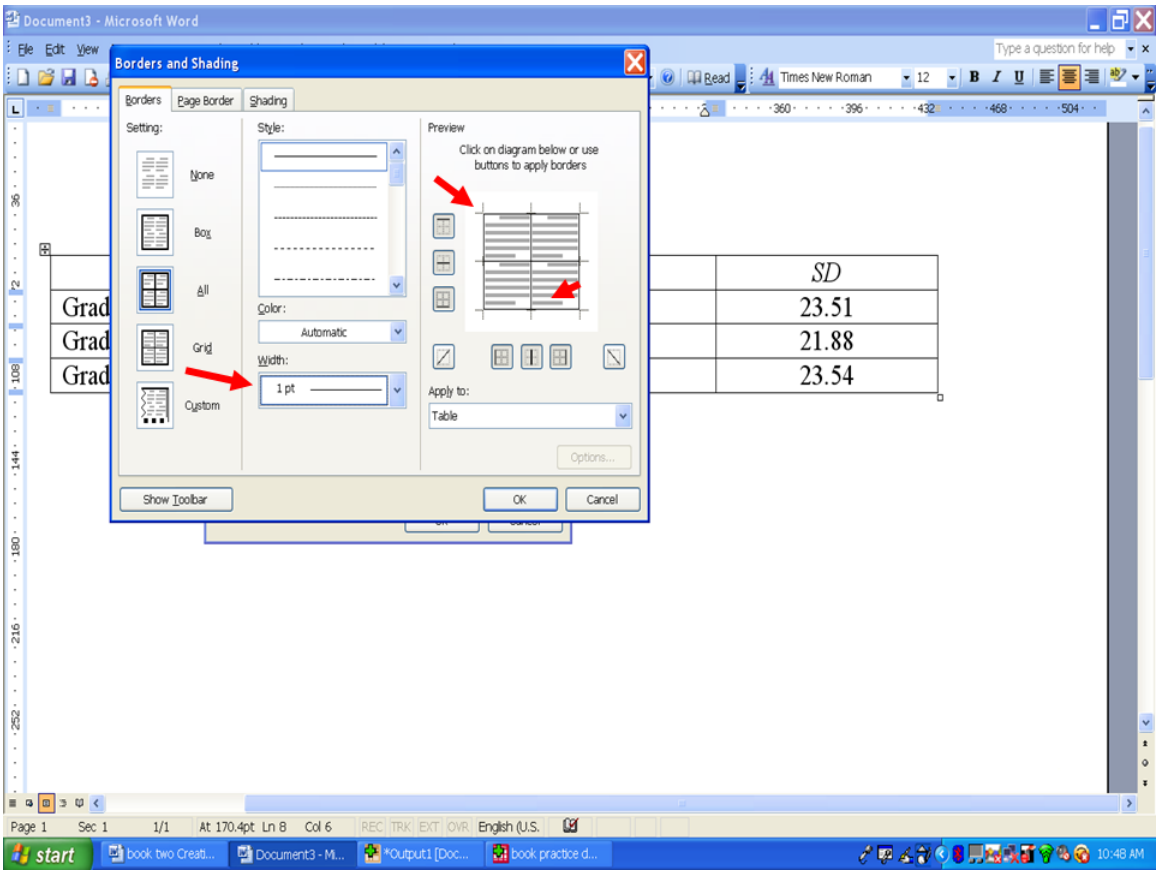
[26] http://cnx.org/content/m38556/latest/figure1.21.png/image



[27]

Your screen will now look like the screen below. We will next click on the top line of the table and on the bottom line of the table to change them to 1 pt. They are currently set at $\frac{1}{2}$ pt because it is the default value. Clicking on the line one time will remove it. Clicking on it again will make it appear as a 1 pt. value.

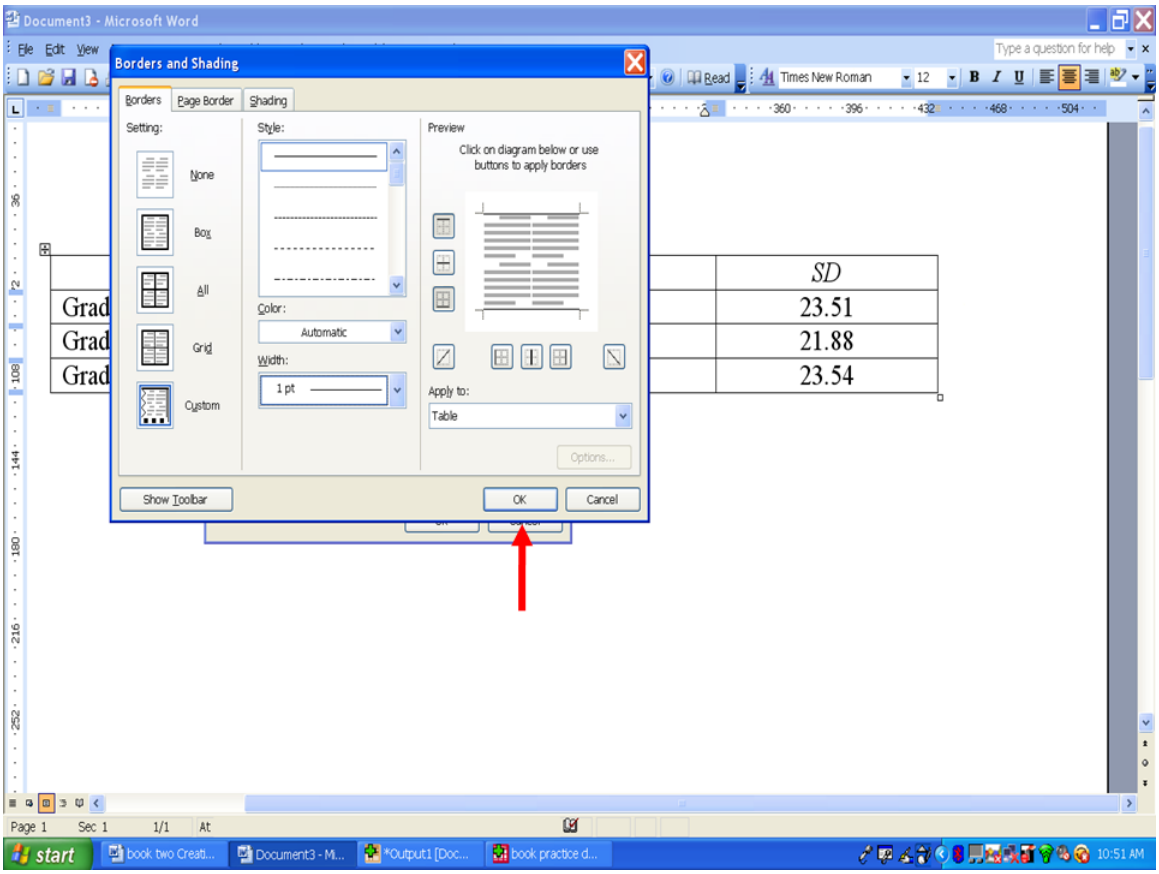
[27] http://cnx.org/content/m38556/latest/figure1.22.png/image



[28]

After changing the top and bottom lines, click on the other lines one time. Clicking one time should remove each line. When your table looks like the one below, click on OK.

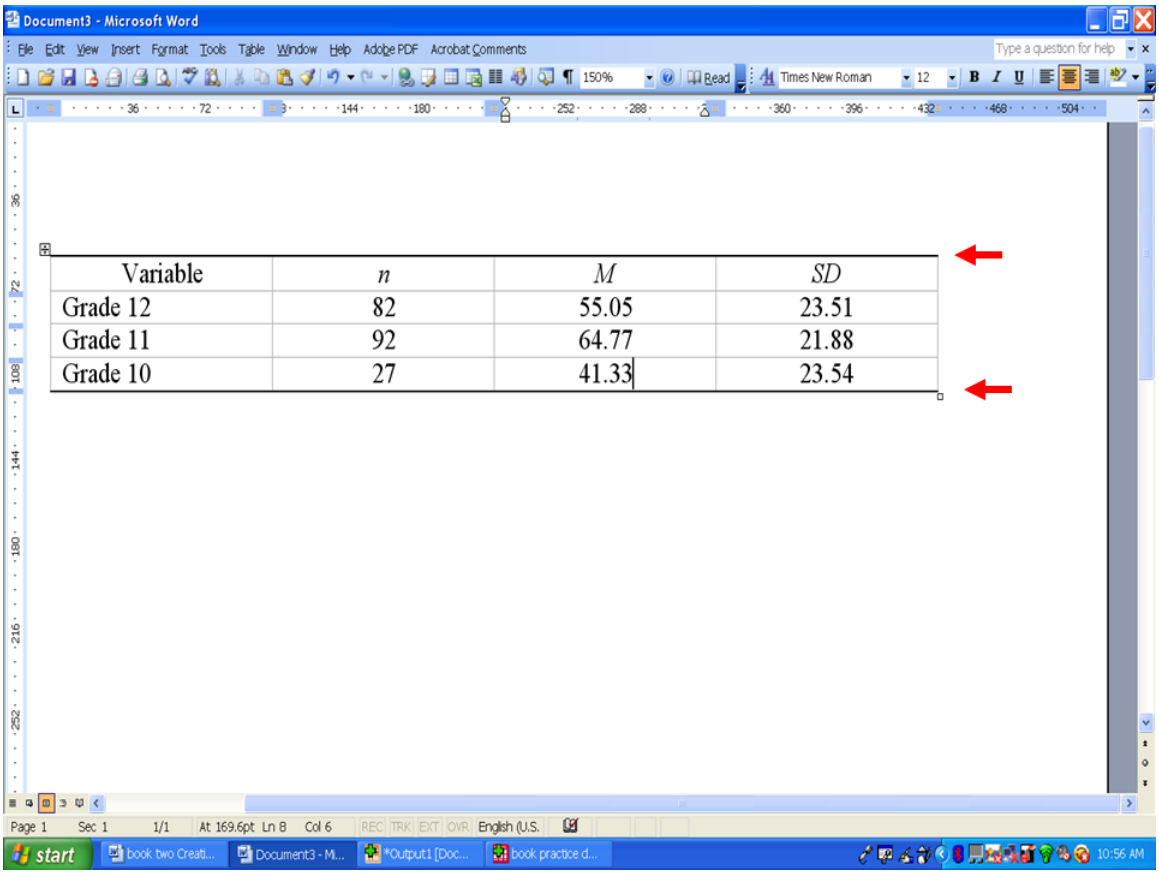
[28] http://cnx.org/content/m38556/latest/figure1.23.png/image



[29]

Your table will now look like this. You now have a 1 pt. line at the top and at the bottom of your table. We now need to place a line under the top row, the one that begins with variable. To do this, we will highlight the first row.

[29] http://cnx.org/content/m38556/latest/figure1.24.png/image

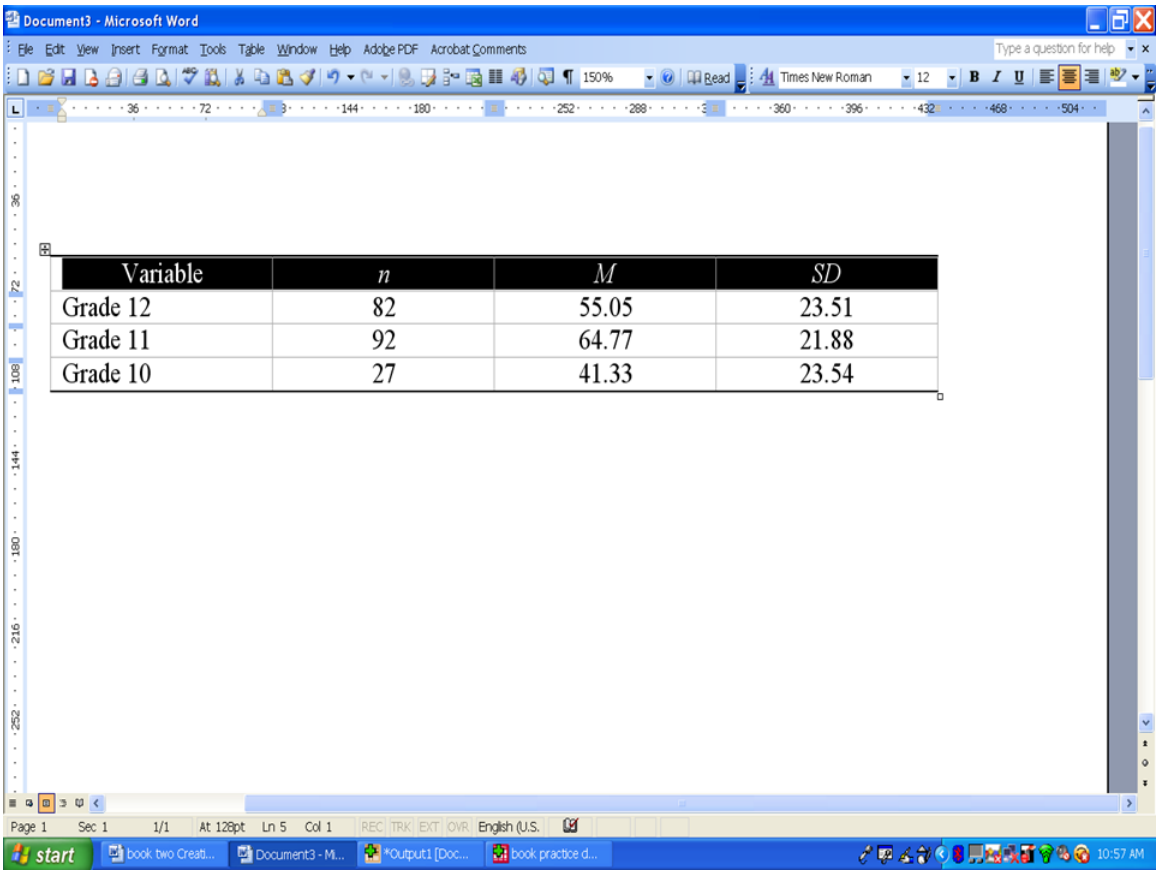


[30]

Your screen should now look like the one below. To have Word place a line under the top row:

√ **Click on Table**
√ **Click on Properties**

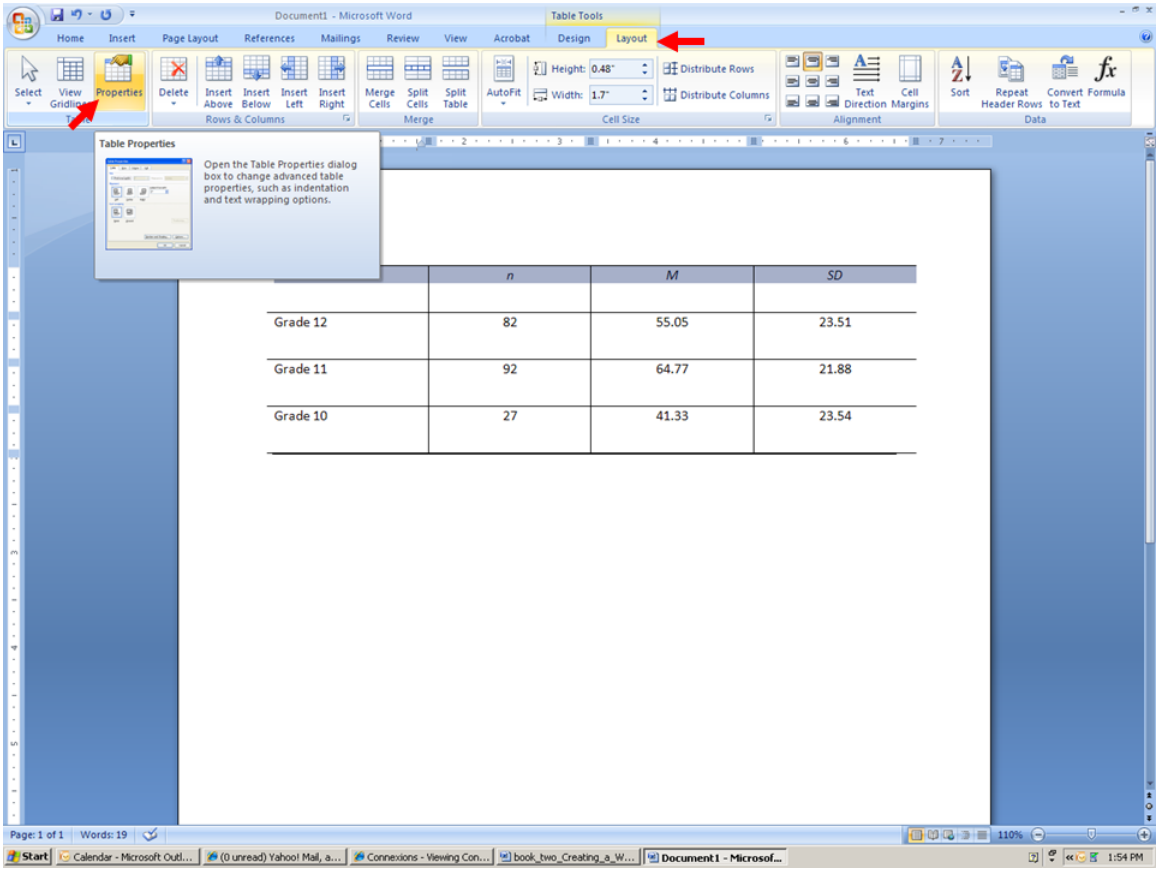
[30] http://cnx.org/content/m38556/latest/figure1.25.png/image



Variable	*n*	*M*	*SD*
Grade 12	82	55.05	23.51
Grade 11	92	64.77	21.88
Grade 10	27	41.33	23.54

Your screen should look like:

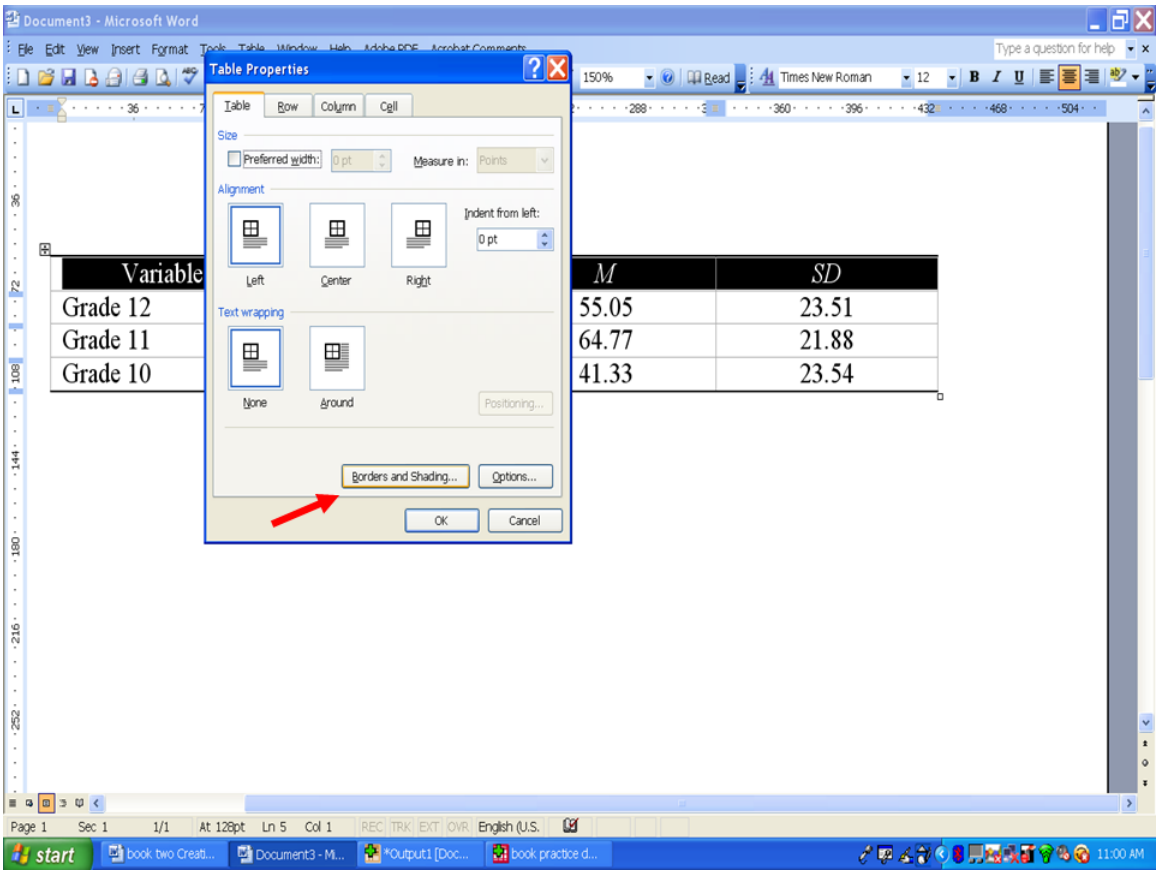
[31] http://cnx.org/content/m38556/latest/figure1.26.png/image



[32]

√ **Click on Borders and Shading**

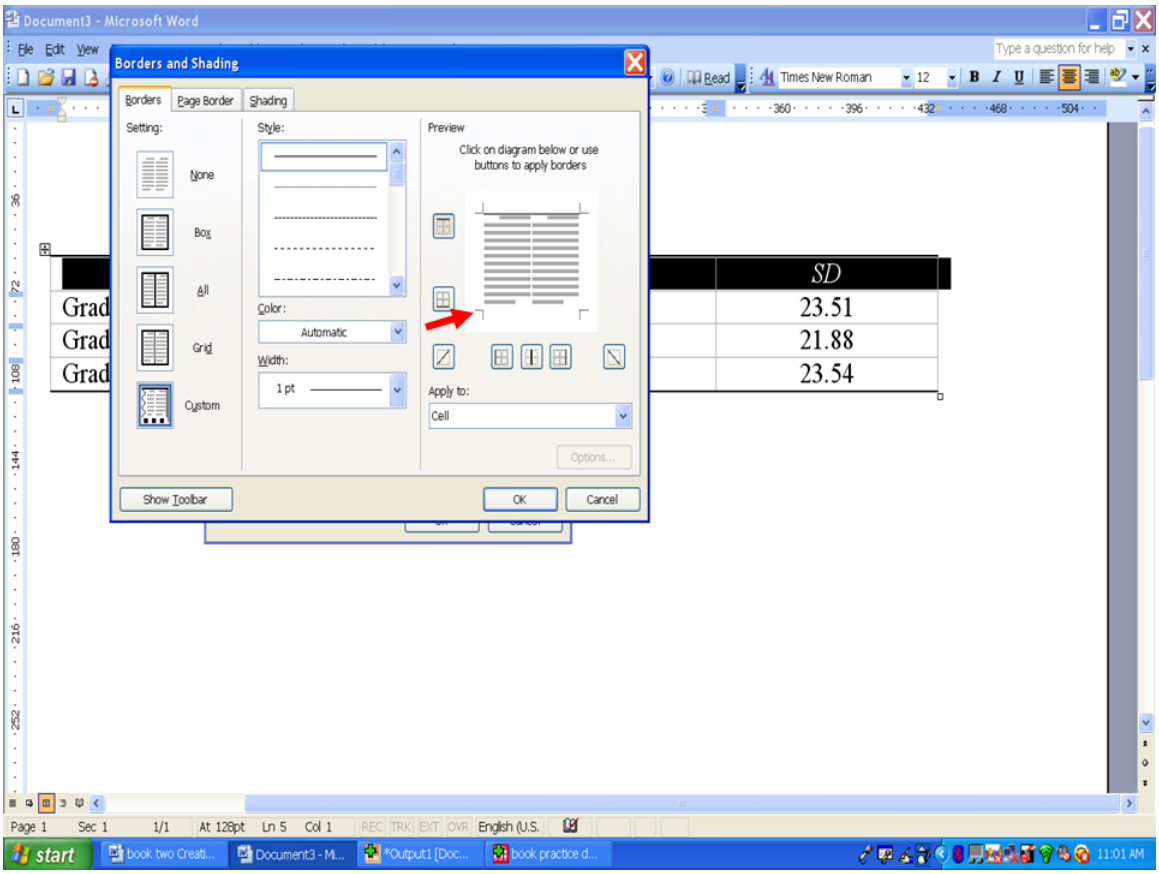
[32] http://cnx.org/content/m38556/latest/figure1.27.png/image



[33]

After clicking on borders and shading, this screen will appear. Click on the bottom part of the table so that a line appears.

[33] http://cnx.org/content/m38556/latest/figure1.28.png/image

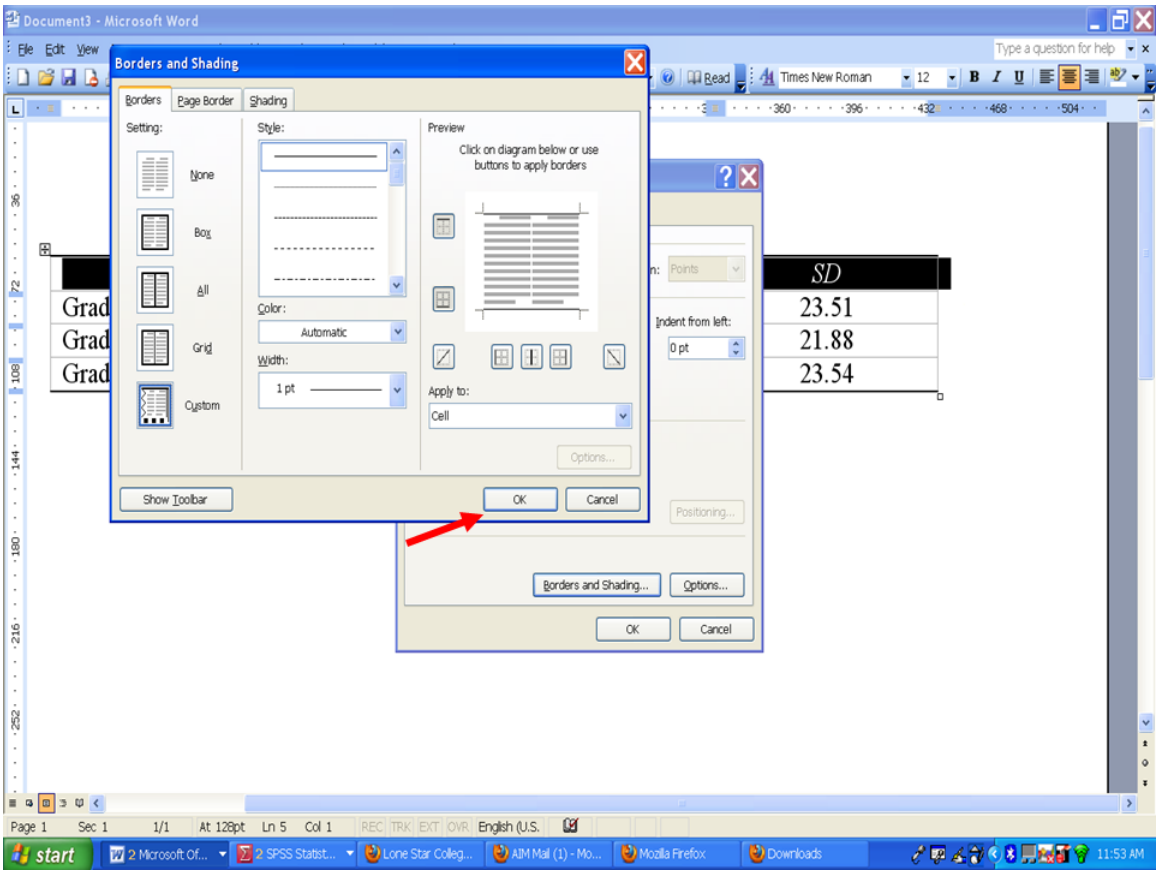


[34]

Your table will then look like the following.

√ **Click on OK**

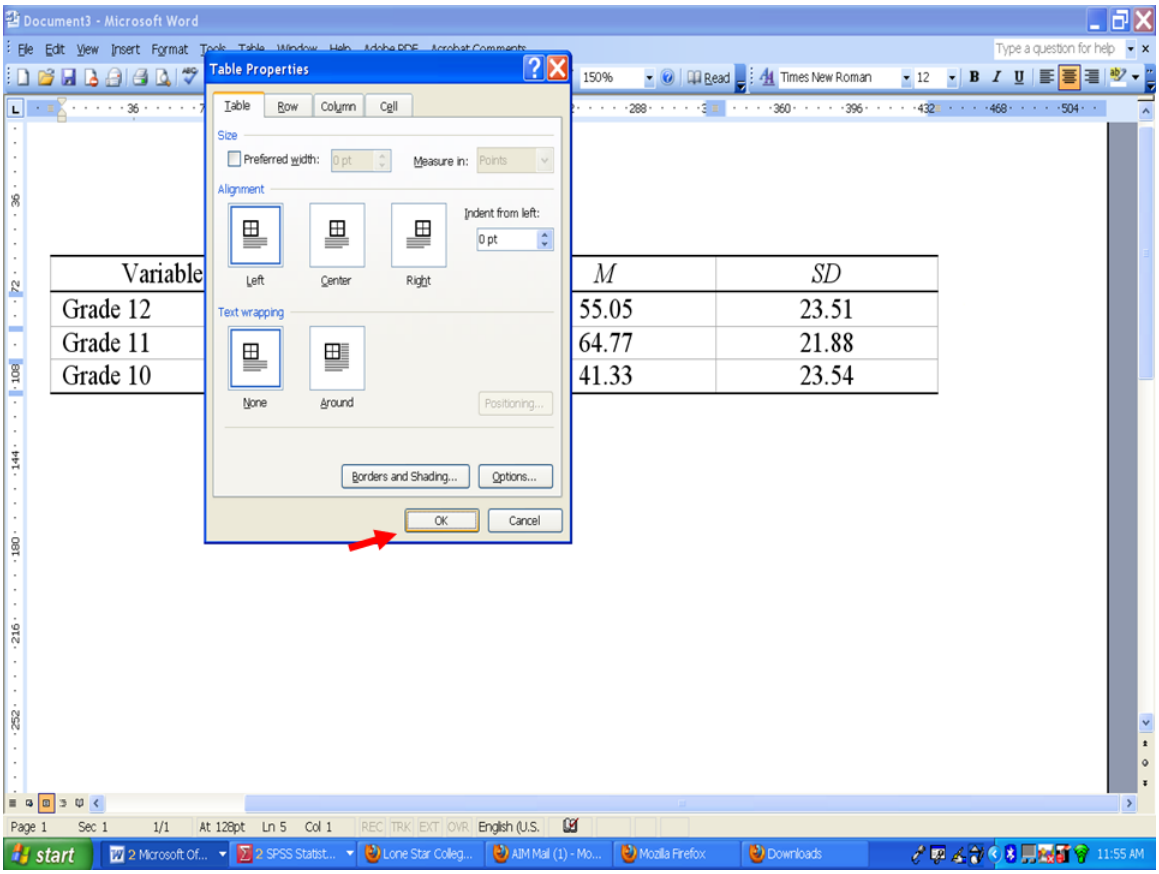
[34] http://cnx.org/content/m38556/latest/figure1.29.png/image



[35]

√ **Click on OK**

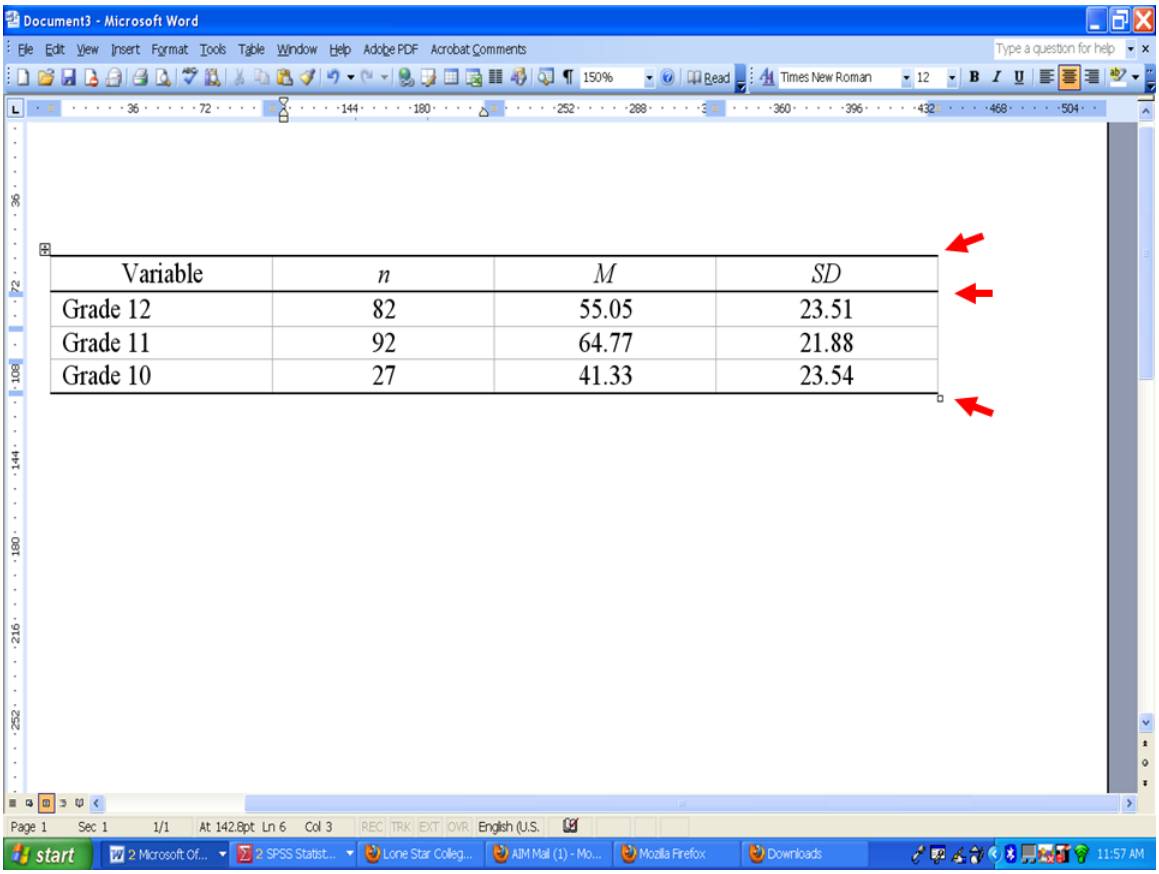
[35] http://cnx.org/content/m38556/latest/figure1.30.png/image



[36]

Your Word table has now been created correctly as per APA 6th edition guidelines. It will look like the following: You should have three lines in the table: one at the top; one at the bottom; and one at the bottom of the top row. Now the next step is to type in Table 1 (if the first table or appropriate table # if not)

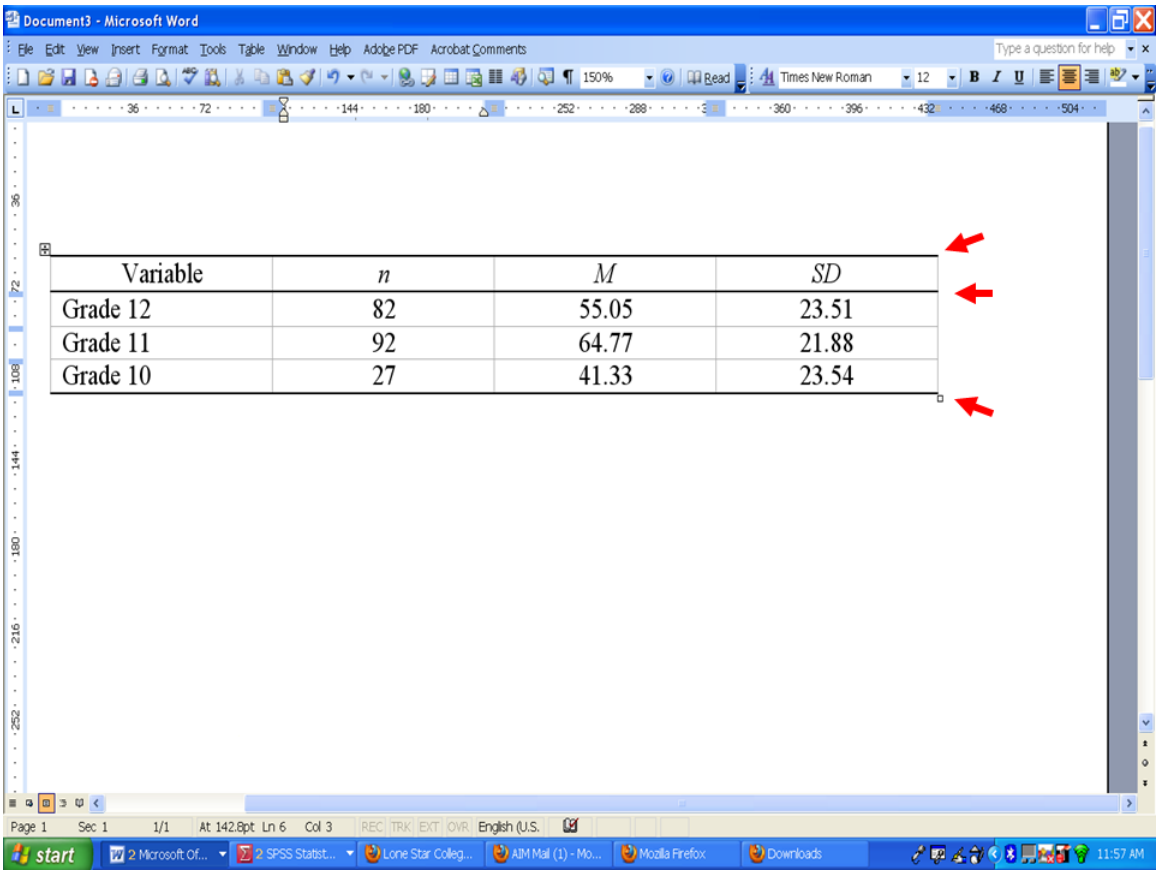
[36] http://cnx.org/content/m38556/latest/figure1.31.png/image



[37]

For this example, we will type in Table 1. and then a table title that accurately reflects the information contained within the table. Notice that the table title is in italics. A period is present after Table 1. but not after the table title itself. Though APA does permit tables to be single-spaced, we encourage the use of double-spacing, unless told to do otherwise.

[37] http://cnx.org/content/m38556/latest/figure1.32.png/image



[38]

You have now generated a Word table, properly formatted in APA 6th edition, that contains descriptive information from SPSS output.

[38] http://cnx.org/content/m38556/latest/figure1.33.png/image

Chapter 8

Creating a Bar Graph[1]

NOTE: This chapter is published by NCPEA Press[2] and is presented as an NCPEA/Connexions publication as a "print on demand book." Each chapter has been peer-reviewed, accepted, and endorsed by the National Council of Professors of Educational Administration (NCPEA) as a significant contribution to the scholarship and practice of education administration.

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- **John R. Slate** is a Professor at Sam Houston State University where he teaches Basic and Advanced Statistics courses, as well as professional writing, to doctoral students in Educational Leadership and Counseling. His research interests lie in the use of educational databases, both state and national, to reform school practices. To date, he has chaired and/or served over 100 doctoral student dissertation committees. Recently, Dr. Slate created a website (Writing and Statistical Help[3]) to assist students and faculty with both statistical assistance and in editing/writing their dissertations/theses and manuscripts.
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[1] This content is available online at <http://cnx.org/content/m38558/1.2/>.
[2] http://www.ncpeapublications.org/books.html
[3] http://cnx.org/content/m38558/latest/www.writingandstatisticalhelp
[4] http://www.ncpeapublications.org
[5] http://ncpeapublications.org/about-elr.html

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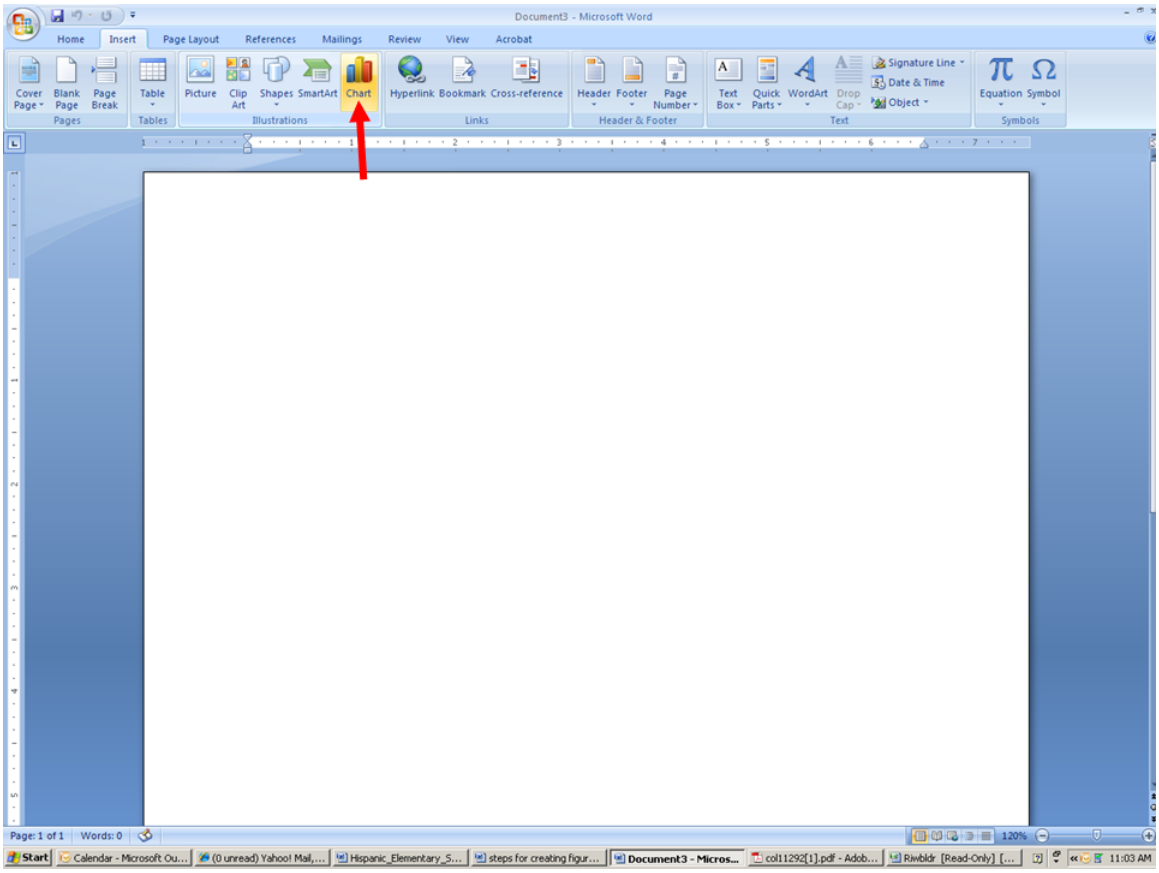
In this set of steps and screenshots, readers are provided with directions on creating a basic bar graph from descriptive statistics previously calculated. The bar graph, once generated, can then be inserted into a dissertation or manuscript. We encourage the use of graphs because they are excellent visual depictions of statistical information.

NOTE: A Bar Graph is sometimes referred to as a Column Graph

8.1 Step One

First open a word document (Microsoft Word or other)

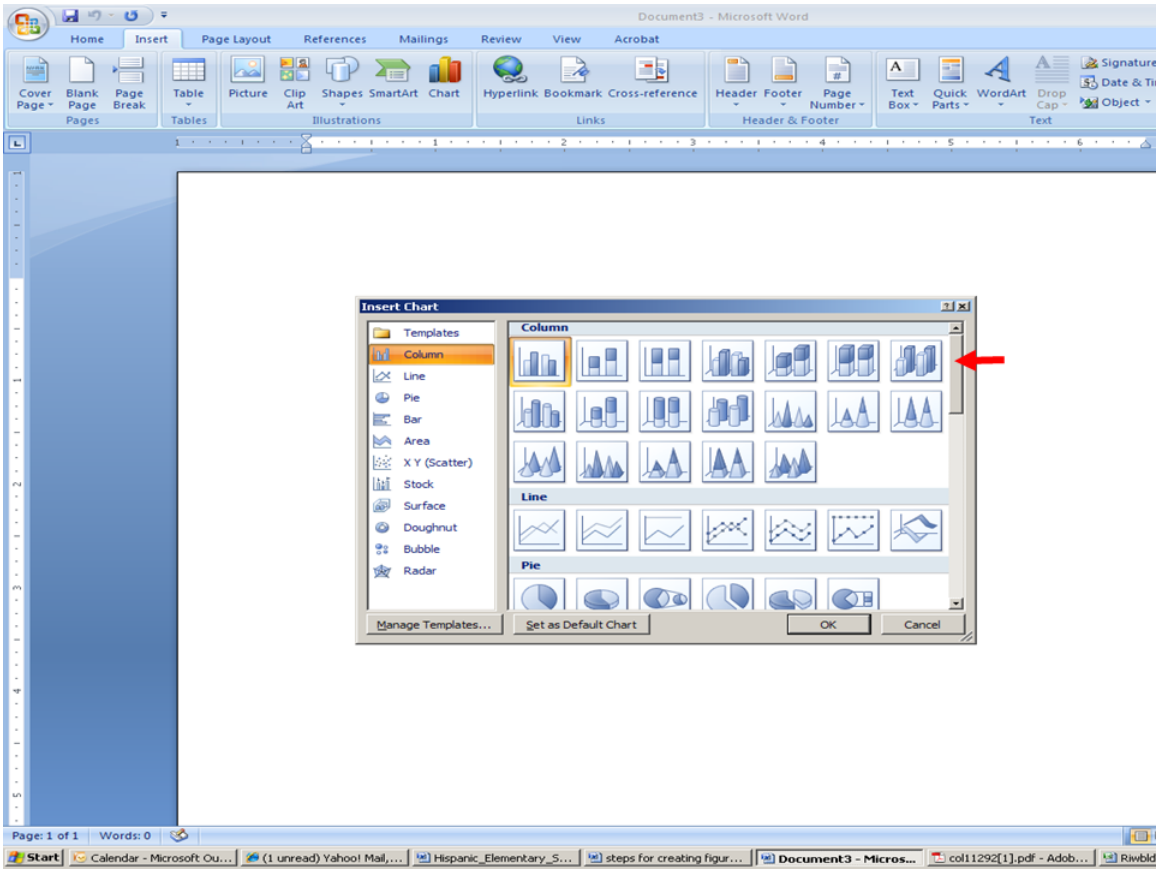
√ **Insert**
* **Chart**



[6]

[6] http://cnx.org/content/m38558/latest/13.1.png/image

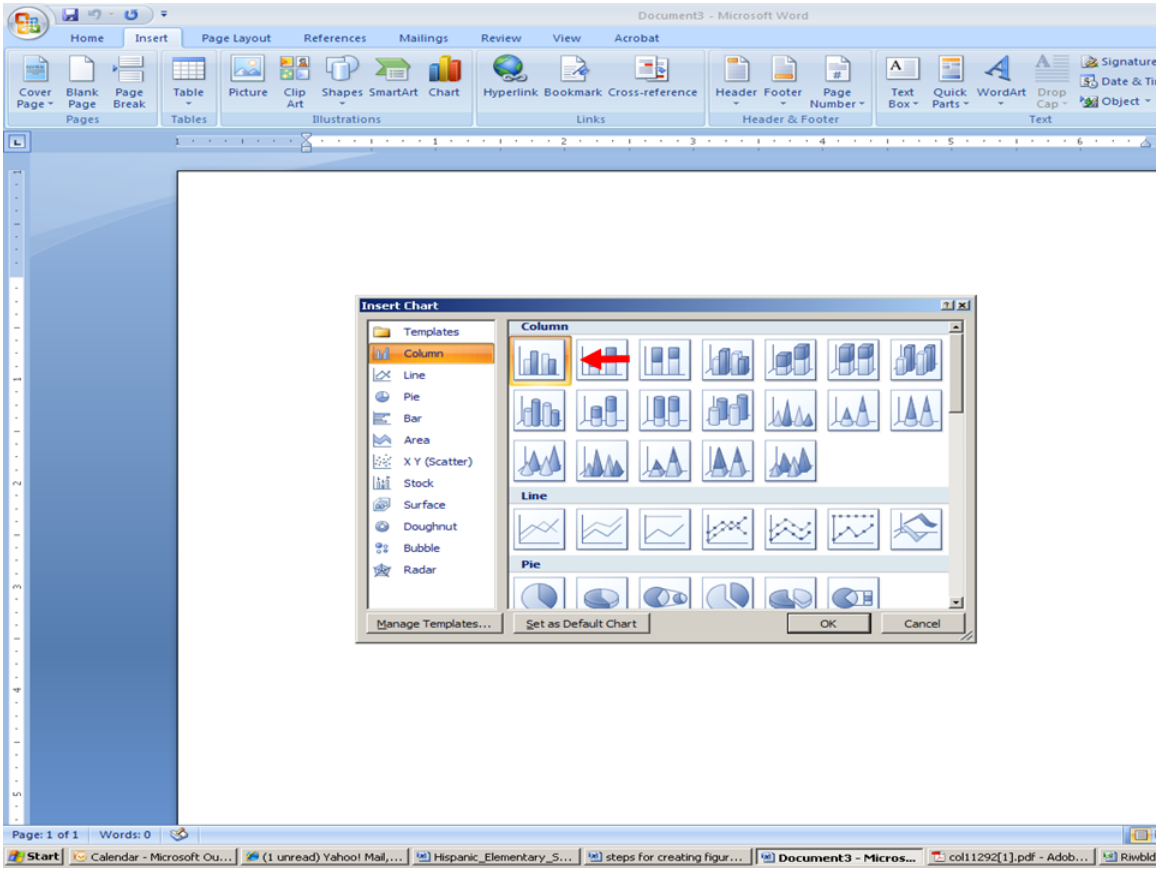
* You will be prompted to choose the type of chart you would like to create (e.g., bar, pie, line, area, or surface) that illustrates your statistical output.
* Scroll down to see all options, however in this chapter, we will create a bar graph chart.



[7]

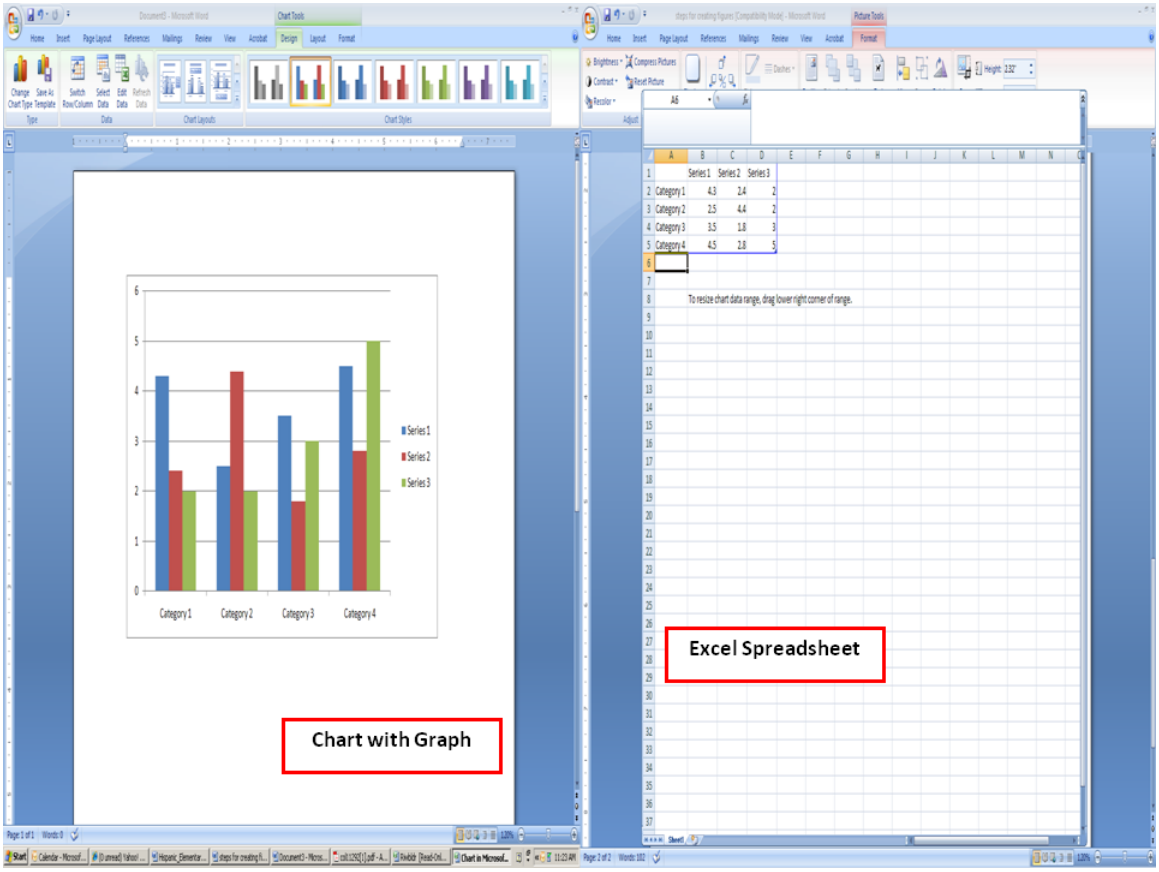
* Click on the actual "chart"
* Click OK

[7] http://cnx.org/content/m38558/latest/13.2.png/image



Two screens will "pop" up. A chart with graphs and an excel spreadsheet

[8]http://cnx.org/content/m38558/latest/13.3.png/image



[9]

******* Make sure to continue to SAVE your work!!!!**

8.2 Step Two

Using the excel spreadsheet, create the categories and series, depending upon your information.

* **You can use your SPSS output data (mean scores) to input data**
* **For example, if you have a table with the following information:**

[9] http://cnx.org/content/m38558/latest/13.4.png/image

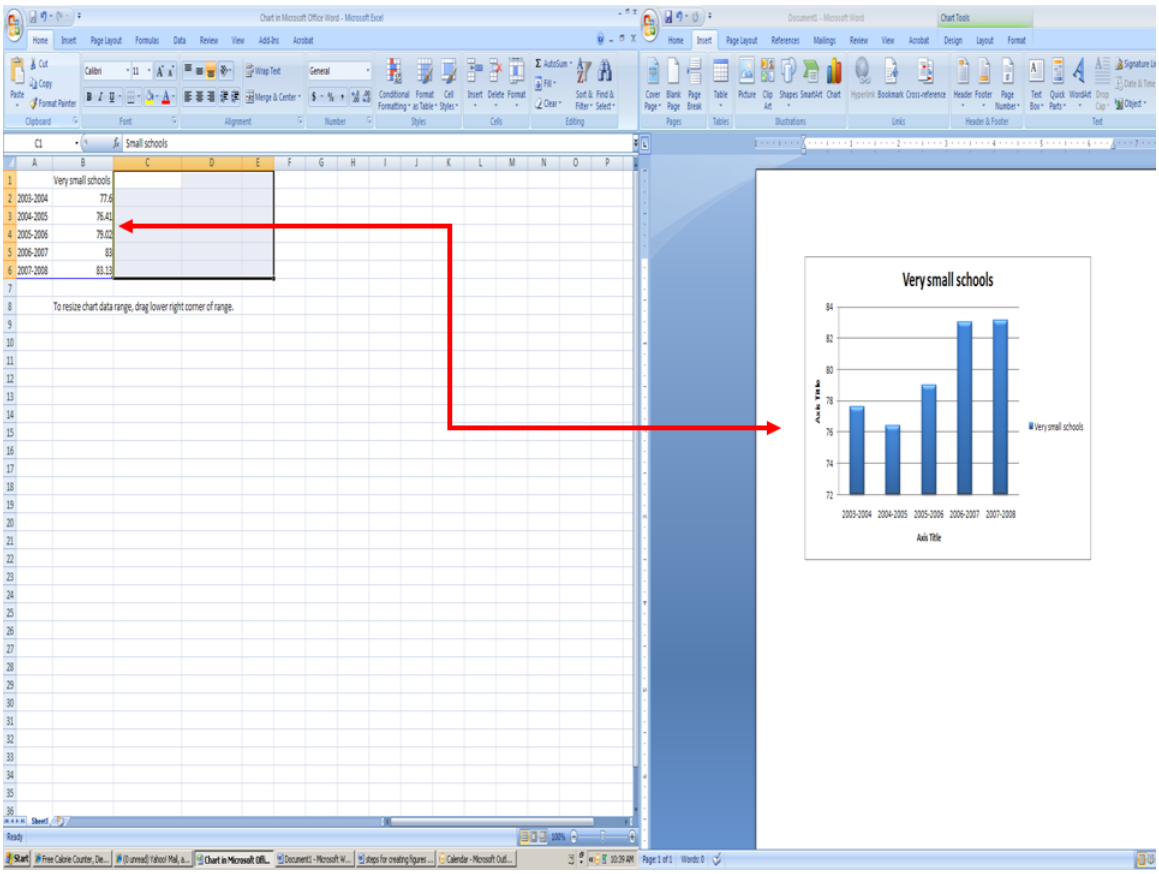
Descriptive Statistics for Hispanic Students TAKS Mathematics Passing Rates by Year

School Size	M
Very Small Schools	
2003–2004	77.60
2004–2005	76.41
2005–2006	79.02
2006–2007	83.00
2007–2008	83.13
Small Schools	
2003–2004	81.71
2004–2005	79.30
2005–2006	81.94
2006–2007	84.26
2007–2008	85.22
Large Schools	
2003–2004	84.71
2004–2005	81.27
2005–2006	83.34
2006–2007	85.80
2007–2008	86.53

Table 8.1

√ **Decide which variables will be the categories and series (the categories will be the title that appears under the graphs & the series will be the key).**
√ **Begin filling in your columns and rows in the excel file.**
√ **The first column will be, using the table information above, will contain the years.**
√ **The second column will be Very Small Schools, the first grouping cited in the table above.**
√ **This is handled by highlighting each cell and typing the information within the cell, as shown in figure below**

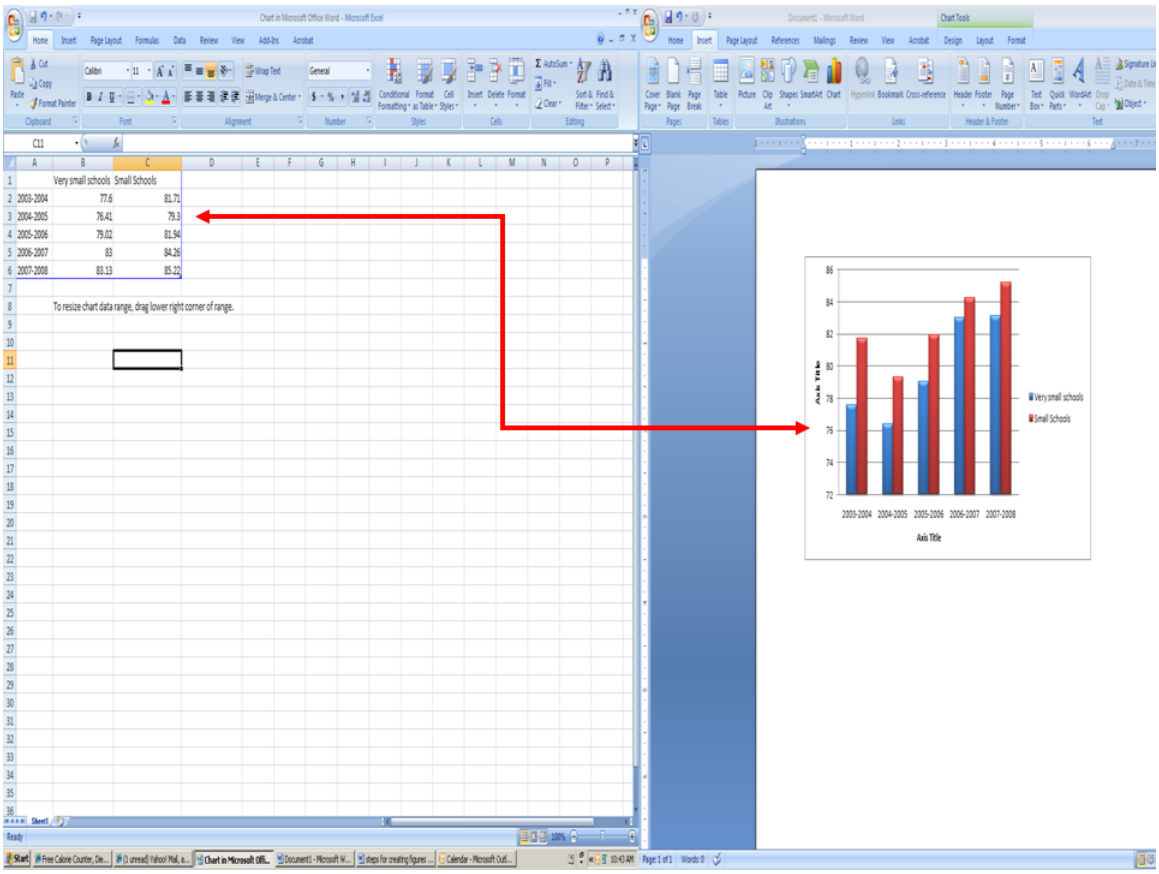
* The illustration below demonstrates step by step how you can fill your columns/rows
* The first row would be filled (using the table 3 information above) with the very small schools first
* The graph to the right will instantly appear as you type in the numbers in the row (see arrows)



[10]

* Next, insert Column "C" with the title "Small School" and insert data (as illustrated in Table 3):
* The graph to the right will instantly appear as you type in the numbers in the row (see arrows):

[10] http://cnx.org/content/m38558/latest/13.5.png/image

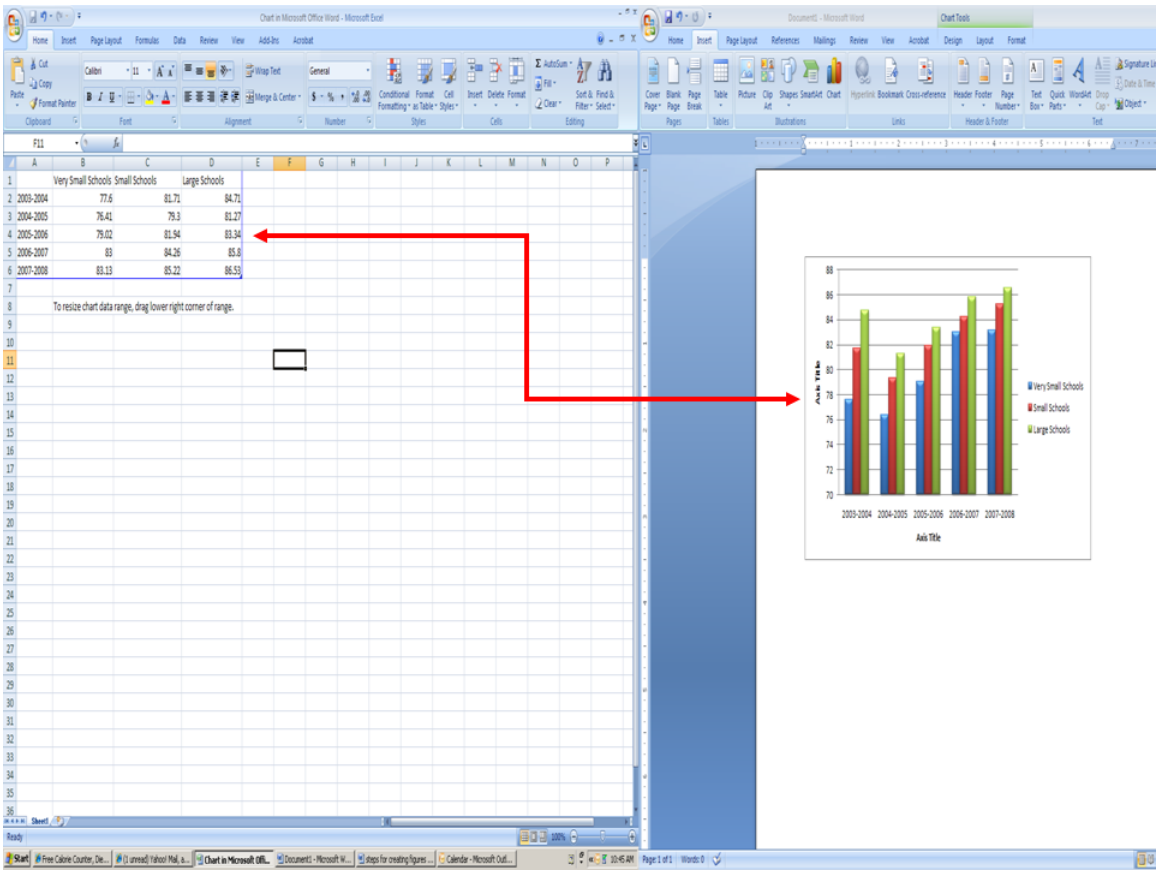


[11]

*** Next, insert Column "D" with the title "Large School" and insert data (as illustrated in Table 3):**

*** The graph to the right will instantly appear as you type in the numbers in the row (see arrows):**

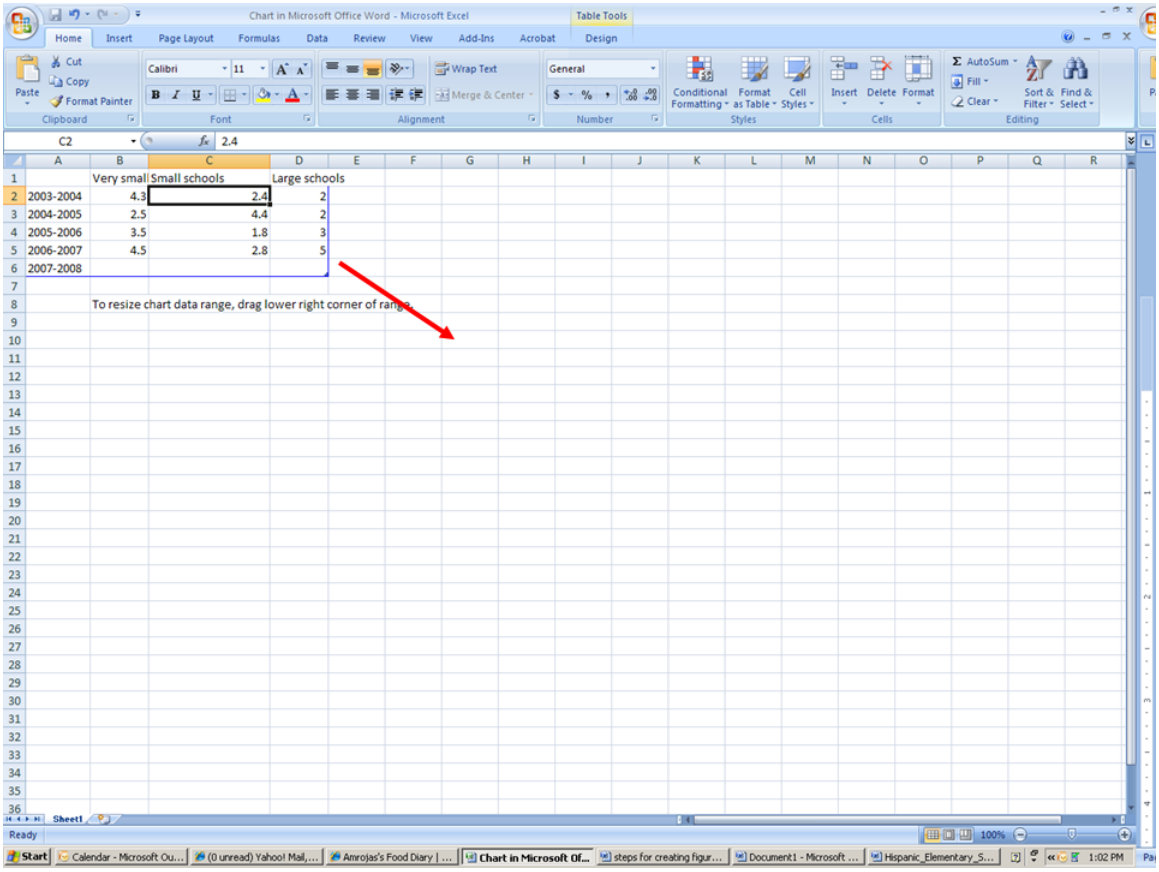
[11] http://cnx.org/content/m38558/latest/13.6.png/image



[12]

√ **You can also make your cells larger or smaller by placing your mouse between the cells until you are able to move the lines over:**

[12] http://cnx.org/content/m38558/latest/13.7.png/image

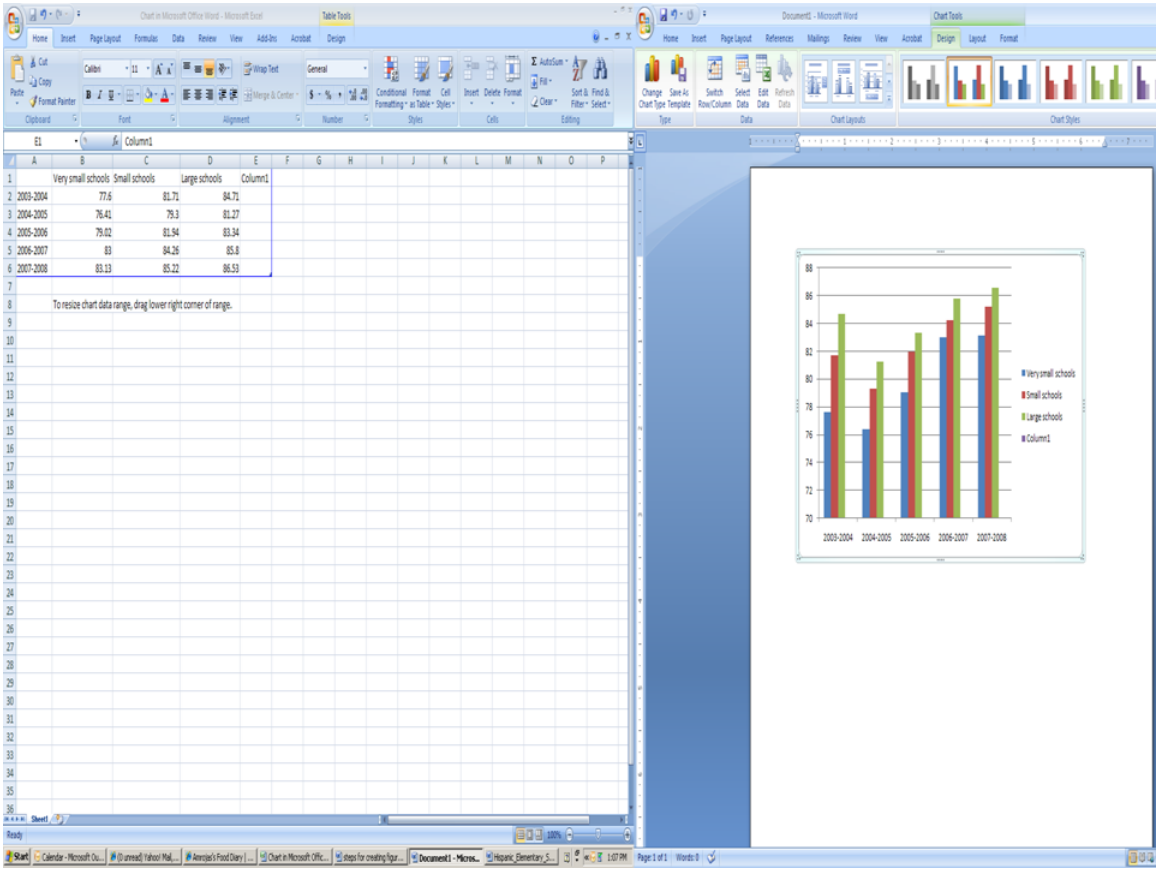


[13]

√ **You can switch back and forth from the excel spreadsheet to the chart, using the tabs on the bottom of your excel sheet**

After inputting your information, your chart will resemble the following:

[13] http://cnx.org/content/m38558/latest/13.8.png/image



14

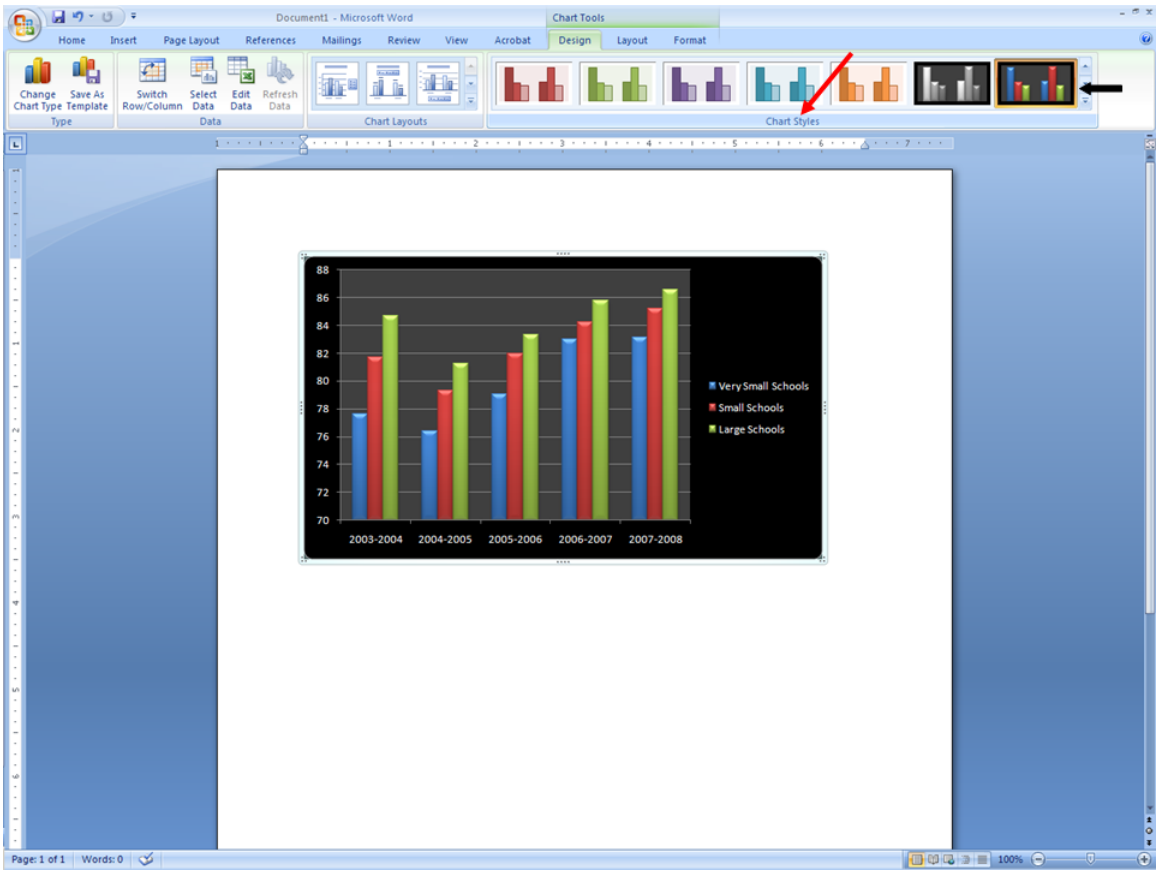
8.3 Step Three

If you decide to change the color of your chart:

*** You must be at your chart and click on the actual graph (this will make Chart Tools appear above in the option area)**

√ Go to Chart Tools
*** Design**
*** "Chart styles"**
*** "Change Chart Type"**
*** Click the down arrow, which will give you many different options**
*** Highlight a chart style**

[14] http://cnx.org/content/m38558/latest/13.9.png/image



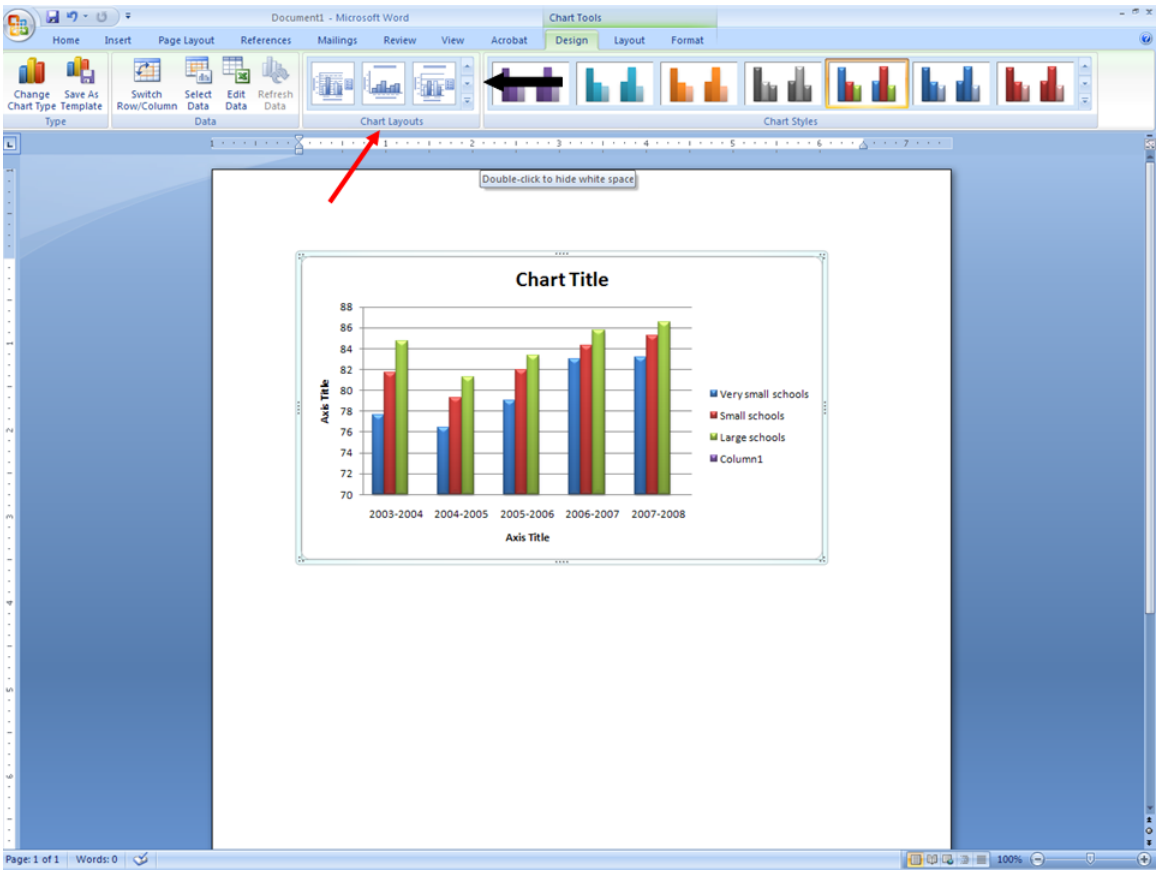
[15]

If you decide to change your chart layout:

√ **Chart Tools**
* **Go to Tab designated "Design"**
* **Chart layouts (not to be confused with tab titled "Layout")**
* **Click the down arrow, which will give you many different options**

Make sure that your cursor is within the actual graph so that chart tools appear. The chart tools will only appear if your cursor is within the graph that you are trying to change.

[15] http://cnx.org/content/m38558/latest/13.10.png/image



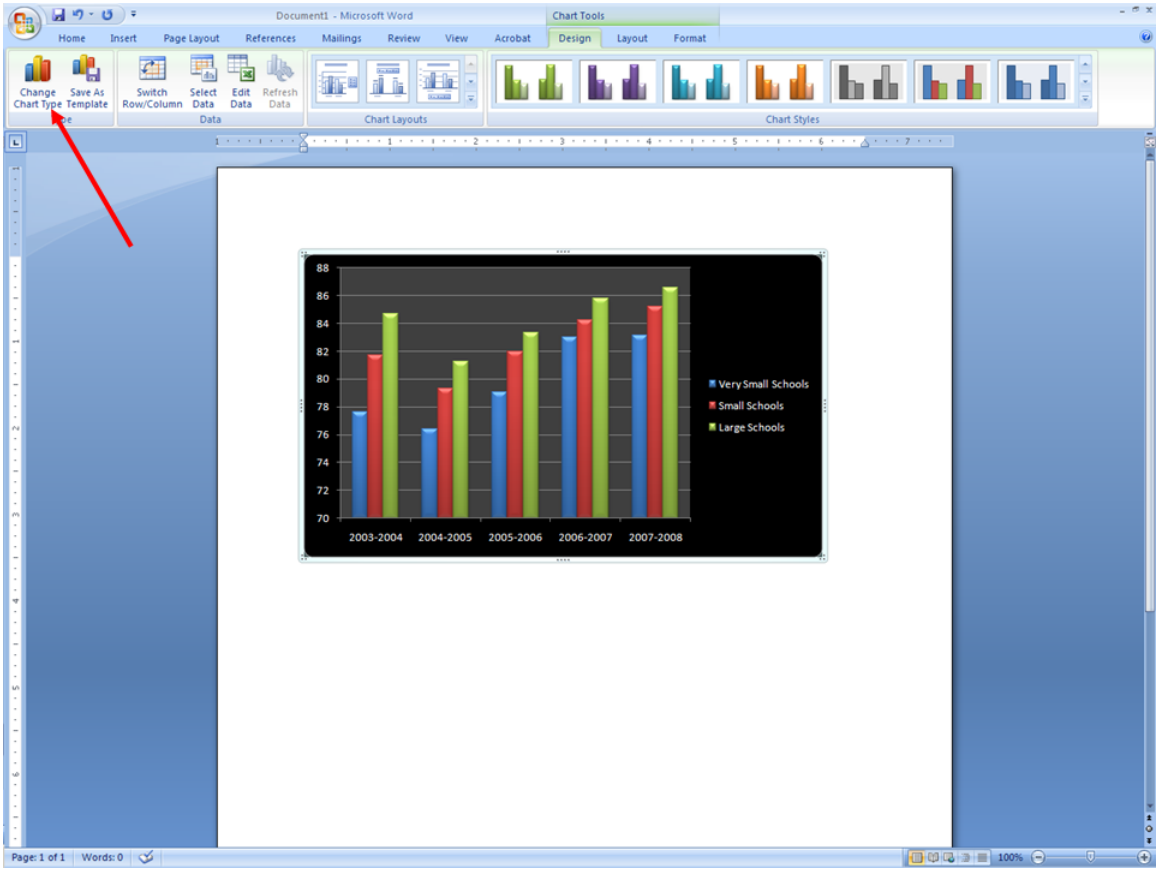
[16]

If you decide to change your design to a different chart:

√ **Chart Tools**
* **Design**
* **Go to Change Chart Type (furthest left hand icon)**

Make sure that your cursor is within the actual graph so that chart tools appear. The chart tools will only appear if your cursor is within the graph that you are trying to change.

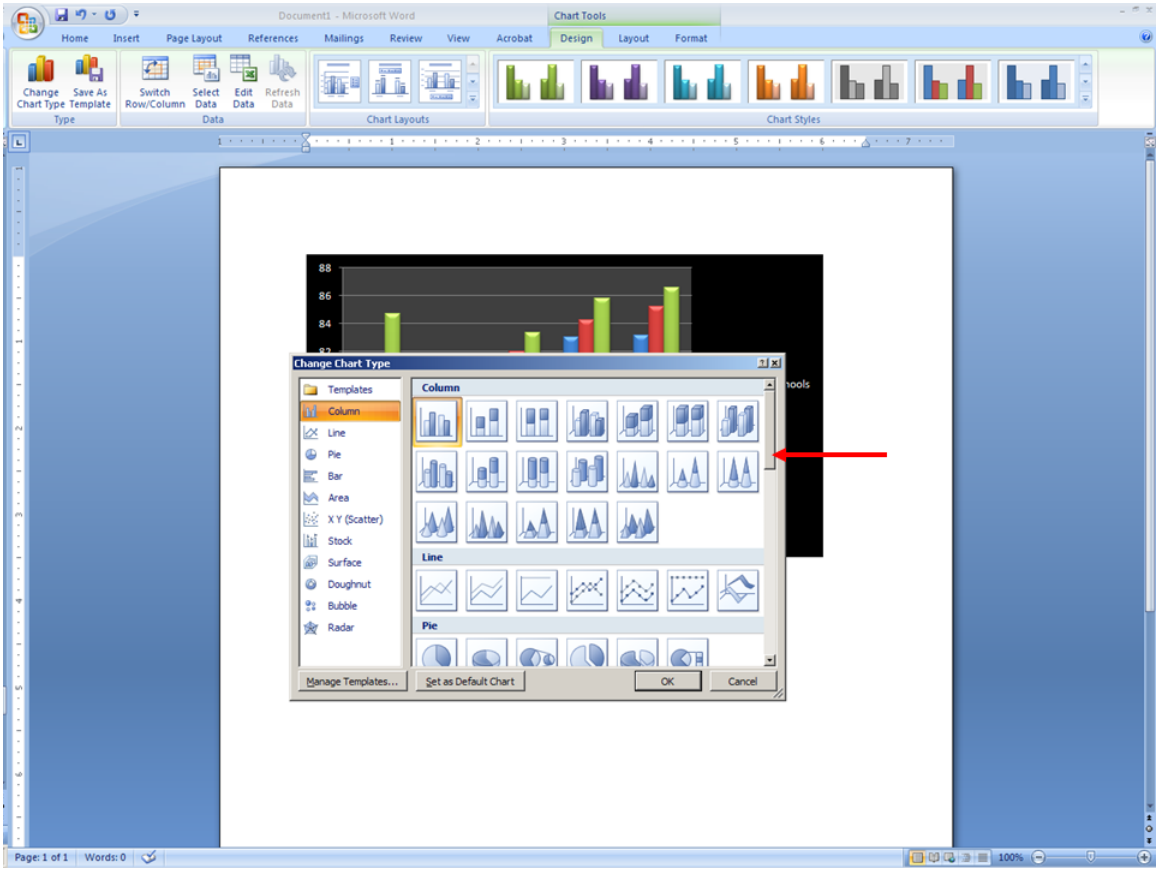
[16] http://cnx.org/content/m38558/latest/13.11.png/image



17

* Choose a different design (your data will transfer to another design)
* You can scroll down to choose a different design
* Click on design
* Click on OK
* You can now change color, arrangement of bubbles, using the same steps as mentioned above

[17] http://cnx.org/content/m38558/latest/13.12.png/image

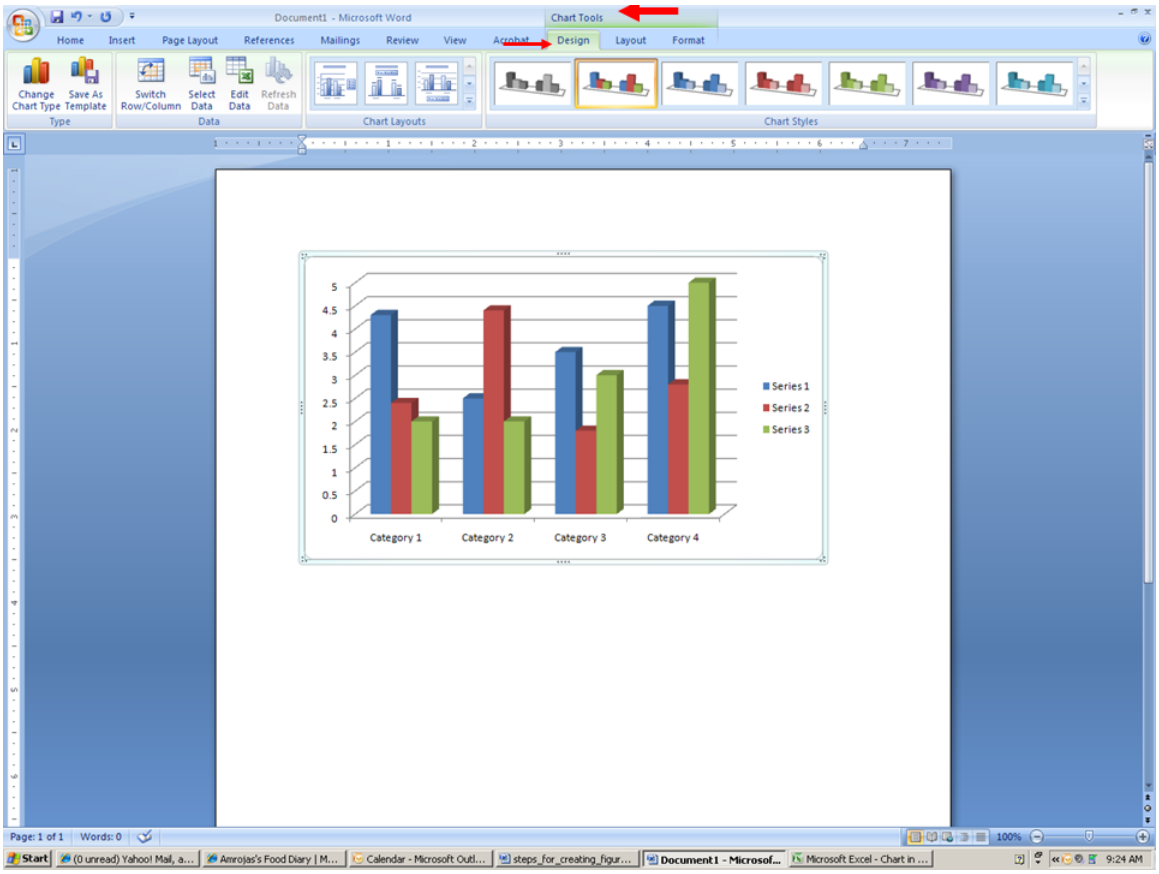


[18]

If you decide to insert a title at the top of the figure.

√ Chart Tools
*** Design**

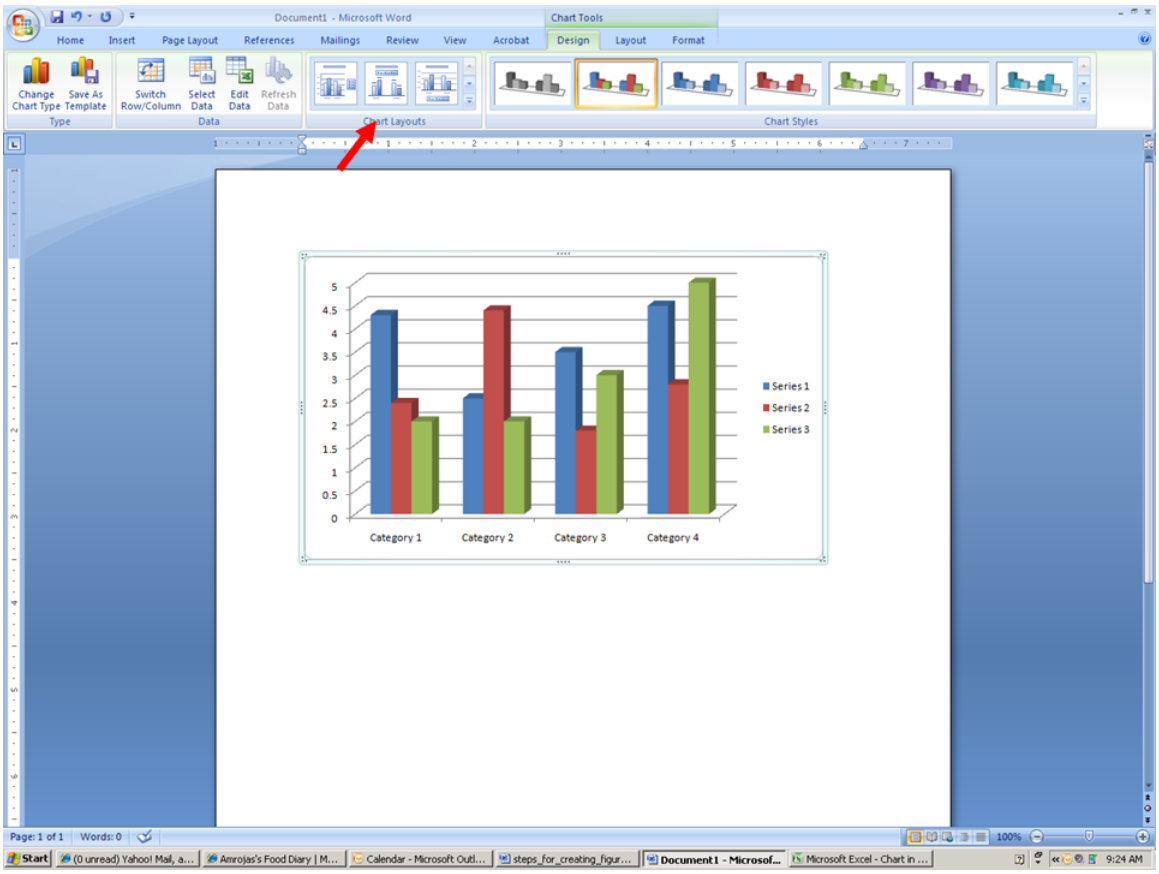
[18] http://cnx.org/content/m38558/latest/13.13.png/image



[19]

*** Go to Change Chart Layouts (not to be confused with tab titled "Layout")**

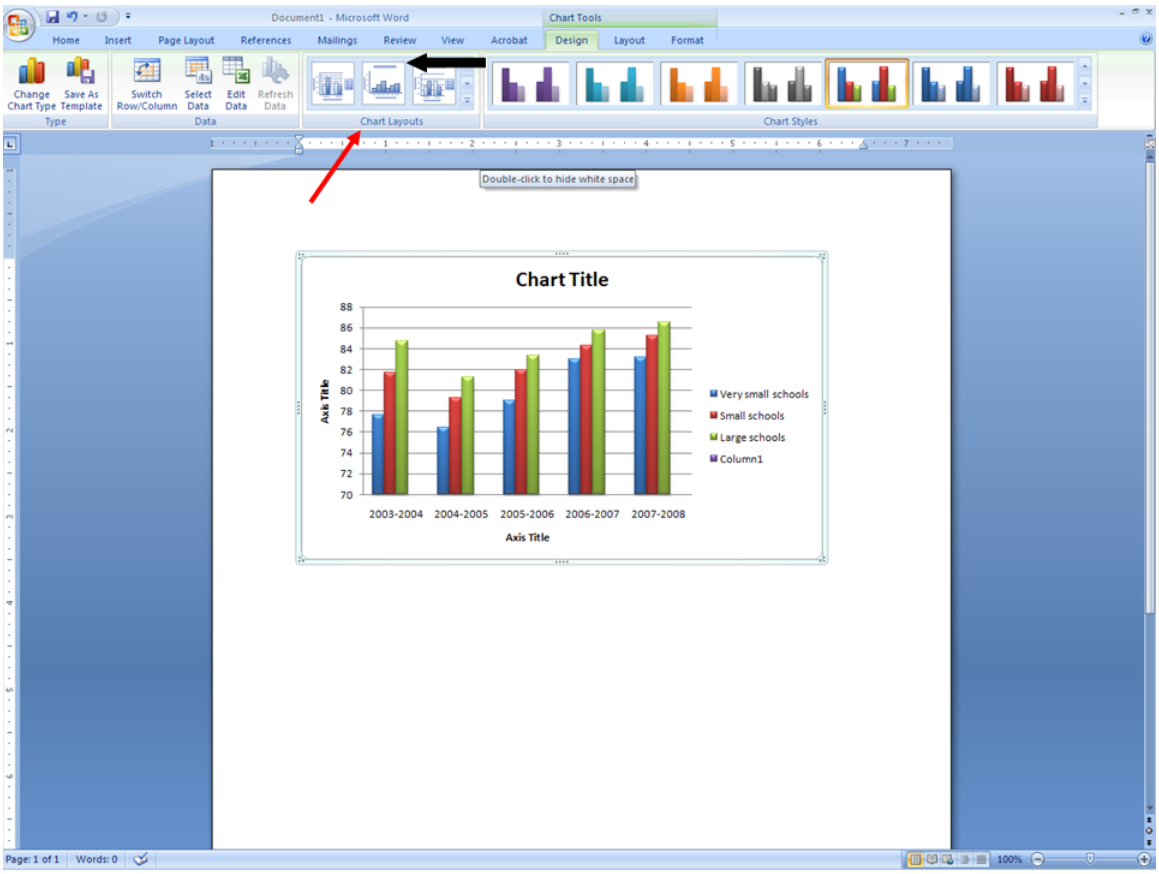
[19] http://cnx.org/content/m38558/latest/13.14.png/image



[20]

*** Click the down arrow until you see the graph with the "Title"**
*** This will give you many different options for titles and graph layouts**

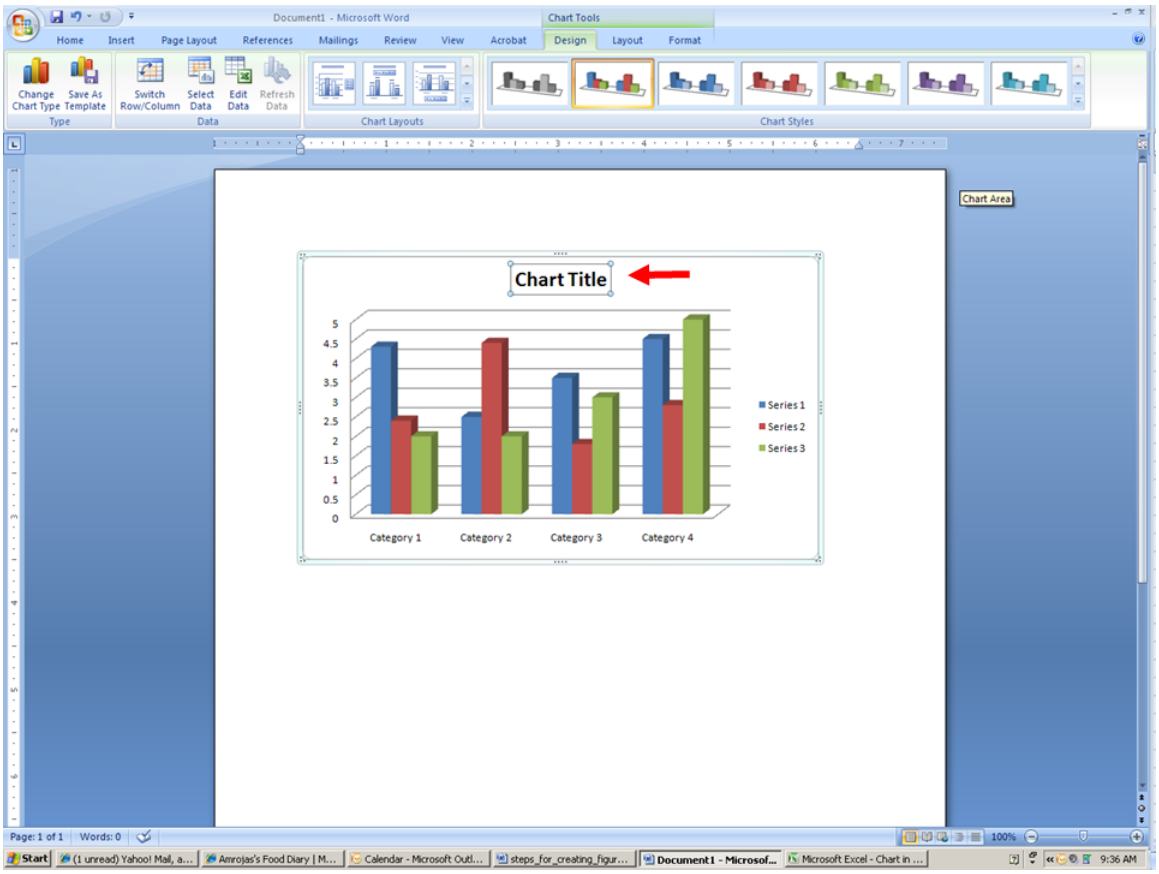
[20] http://cnx.org/content/m38558/latest/13.15.png/image



[21]

*** Click on to Graph section titled Chart Title to enter your new title.**

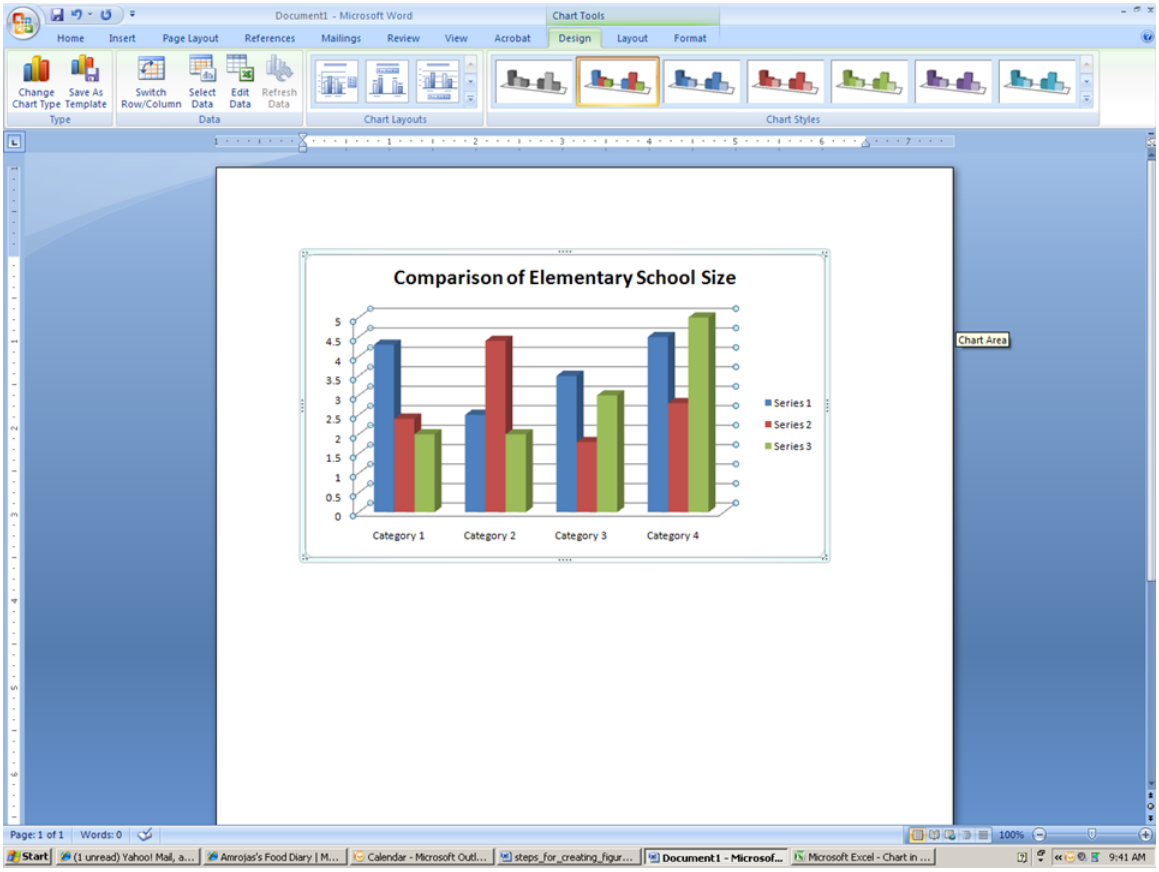
[21] http://cnx.org/content/m38558/latest/13.16.png/image



[22]

*** Enter the title of your graph**

[22] http://cnx.org/content/m38558/latest/13.17.png/image



[23]

In APA 6th edition style, you will need to type Figure 1. (if the first figure) and a longer title for the figure immediately below the graph.

[23] http://cnx.org/content/m38558/latest/13.18.png/image

Chapter 9

Creating a Line Graph[1]

NOTE: This chapter is published by NCPEA Press[2] and is presented as an NCPEA/Connexions publication as a "print on demand book." Each chapter has been peer-reviewed, accepted, and endorsed by the National Council of Professors of Educational Administration (NCPEA) as a significant contribution to the scholarship and practice of education administration.

About the Authors

John R. Slate is a Professor at Sam Houston State University where he teaches Basic and Advanced Statistics courses, as well as professional writing, to doctoral students in Educational Leadership and Counseling. His research interests lie in the use of educational databases, both state and national, to reform school practices. To date, he has chaired and/or served over 100 doctoral student dissertation committees. Recently, Dr. Slate created a website (Writing and Statistical Help[3]) to assist students and faculty with both statistical assistance and in editing/writing their dissertations/theses and manuscripts.

Ana Rojas-LeBouef is a Literacy Specialist at the Reading Center at Sam Houston State University where she teaches developmental reading courses. Dr. LeBoeuf recently completed her doctoral degree in Reading, where she conducted a 16-year analysis of Texas statewide data regarding the achievement gap. Her research interests lie in examining the inequities in achievement among ethnic groups. Dr. Rojas-LeBouef also assists students and faculty in their writing and statistical needs on the Writing and Statistical Help website.

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Theodore B. Creighton, is a Professor at Virginia Tech and the Publications Director for NCPEA Publications[4] , the Founding Editor of Education Leadership Review,[5] and the Senior Editor of the NCPEA Connexions Project.

[1] This content is available online at <http://cnx.org/content/m38560/1.1/>.
[2] http://www.ncpeapublications.org/books.html
[3] http://cnx.org/content/m38560/latest/www.writingandstatisticalhelp
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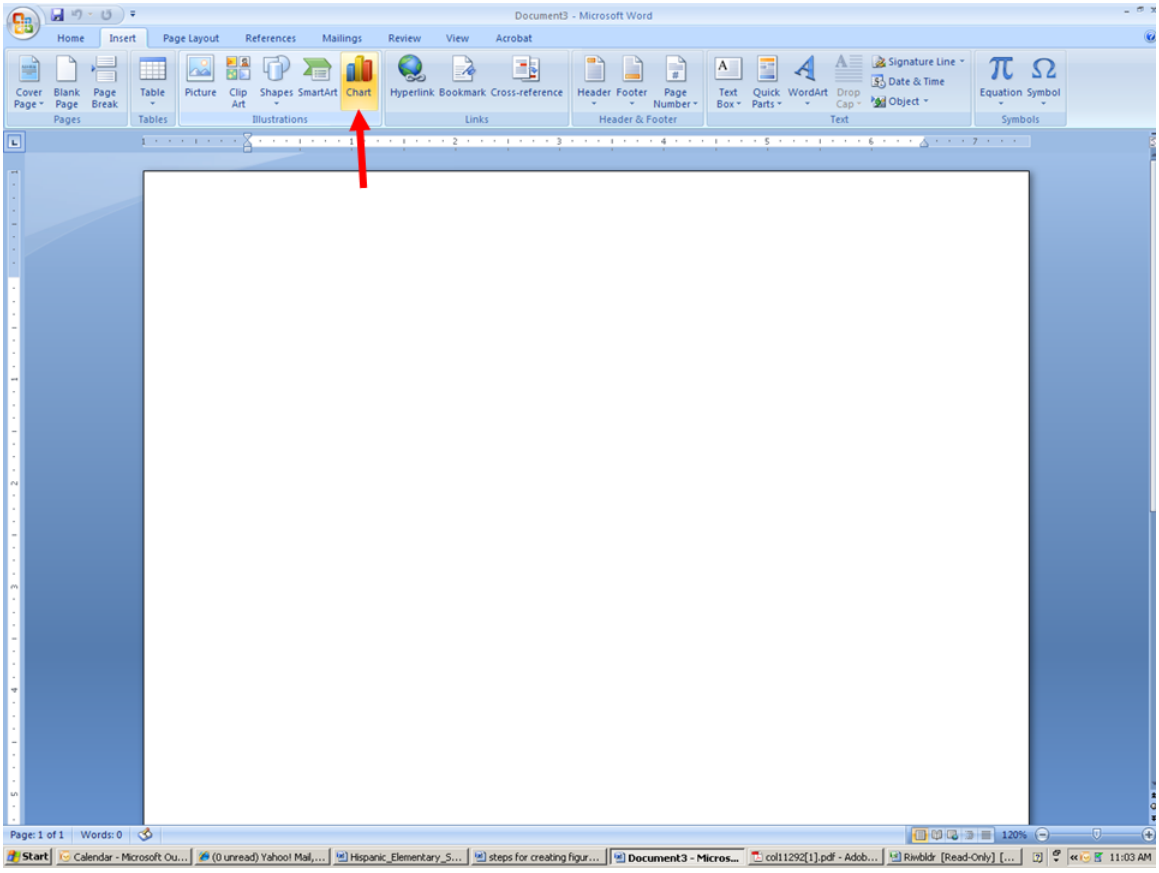
Janet Tareilo, is a Professor at Stephen F. Austin State University and serves as the Assistant Director of NCPEA Publications. Dr. Tareilo also serves as an Assistant Editor of the NCPEA Connexions Project and as a editor and reviewer for several national and international journals in educational leadership.

In this set of steps and screenshots, readers are provided with directions on generating a line graph for statistics already calculated. We encourage readers to use visual depictions such as line graphs because of their ability to communicate statistics in a user-friendly and understandable manner.

9.1 Step One

First open a word document (Microsoft Word or other)

√ **Insert**
* **Chart**

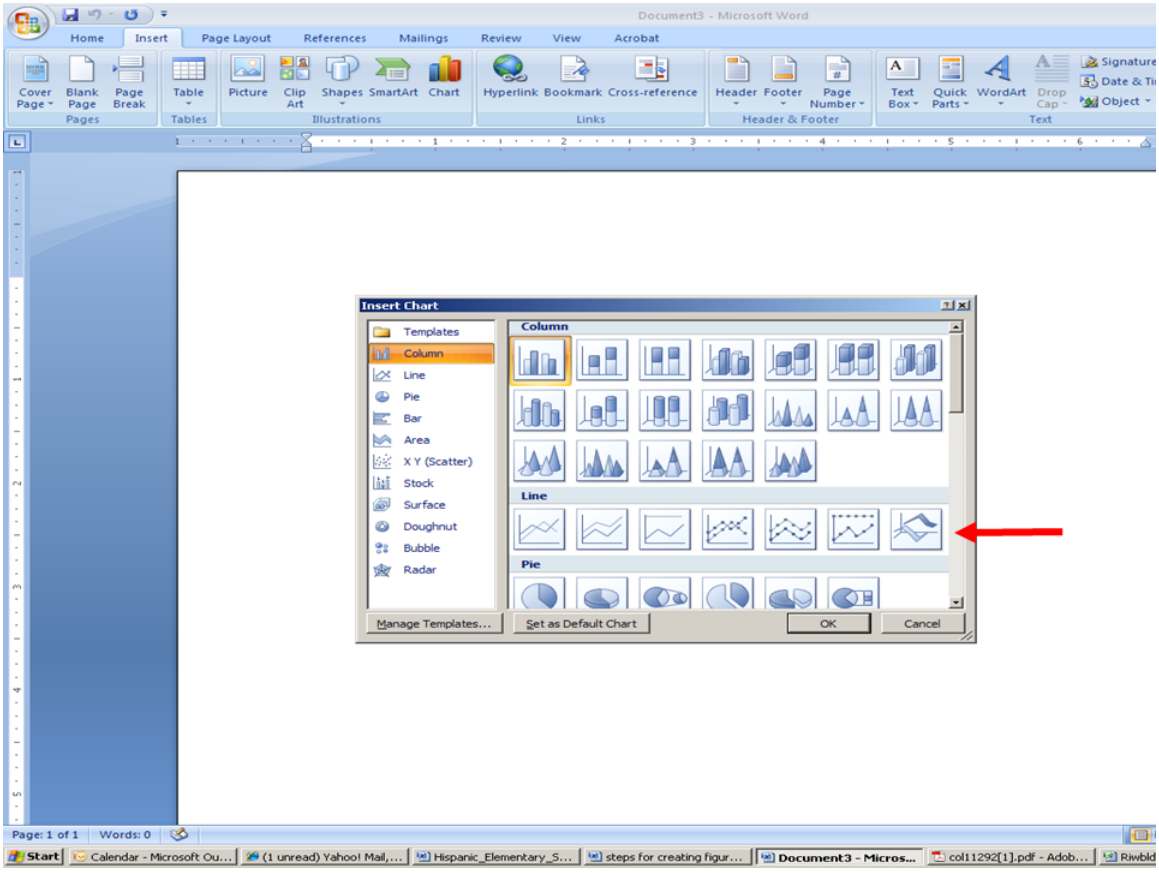


[6]

* **You will be prompted to choose the type of chart you would like to create (e.g., bar, pie, line, area, or surface) that illustrates your statistical output.**

[6] http://cnx.org/content/m38560/latest/14.1.png/image

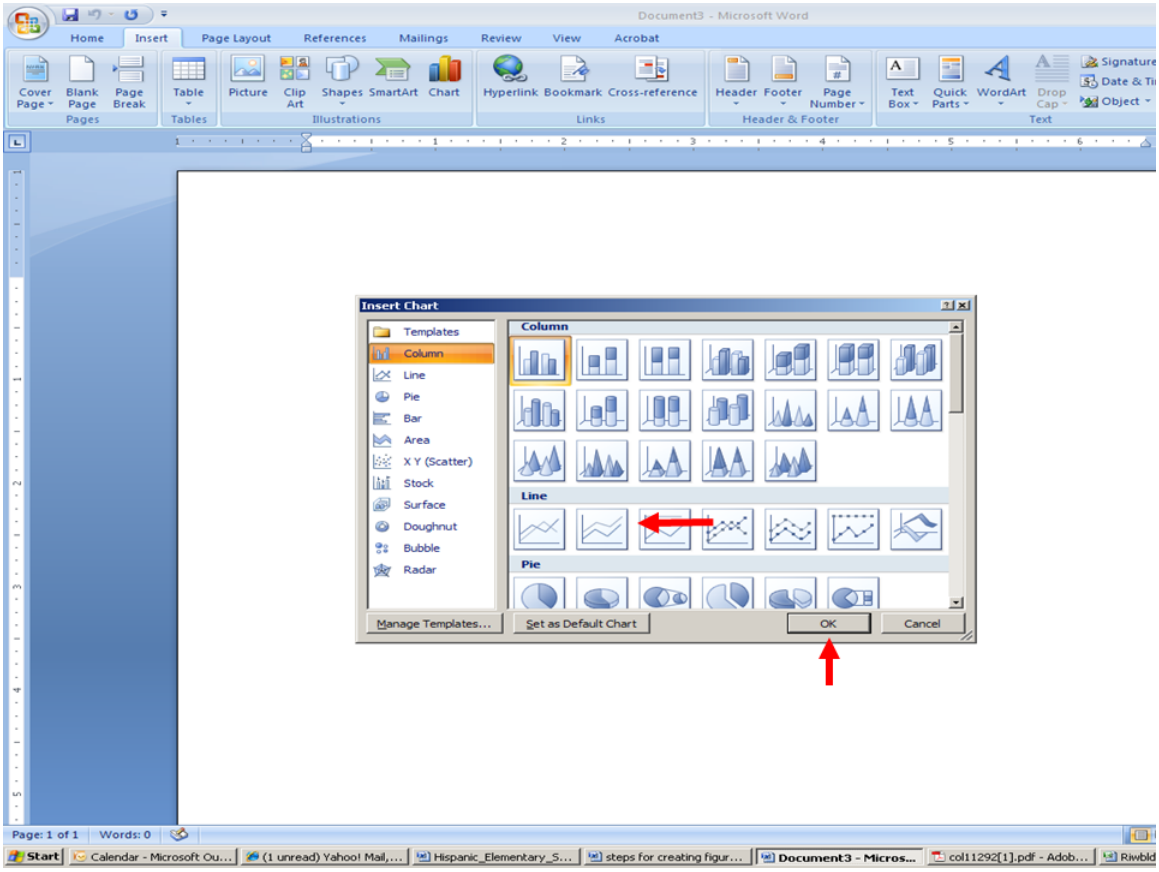
*** Scroll down to see all options, however in this chapter, we will create a line graph.**



[7]

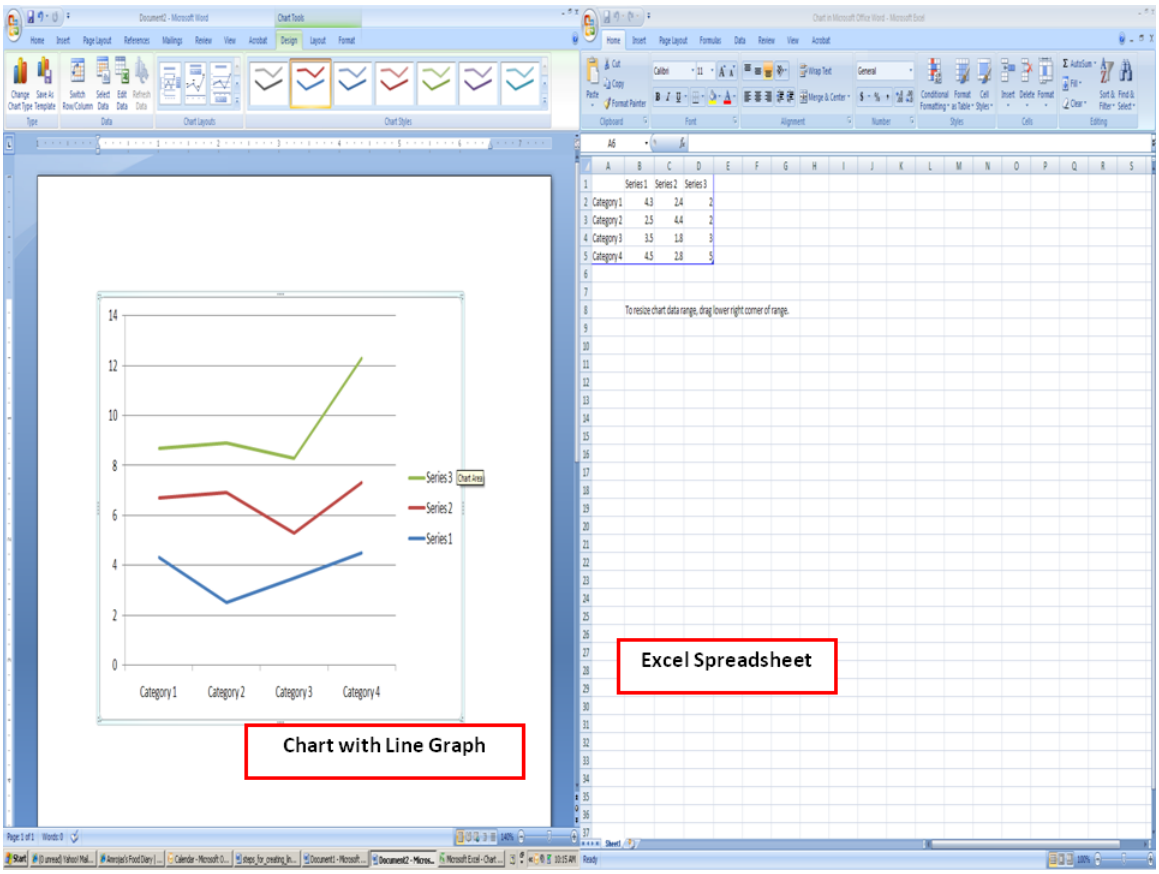
*** Click on the actual "chart"**
*** OK**

[7] http://cnx.org/content/m38560/latest/14.2.png/image



Two screens will "pop" up. A chart with graphs and an excel spreadsheet

[8] http://cnx.org/content/m38560/latest/14.3.png/image



[9]

******* Make sure to continue to SAVE your work**

9.2 Step Two

Using the excel spreadsheet, create the categories and series, depending upon your information.

* **You can use your SPSS output data (mean scores) to input data**
* **For example, if you have a table with the following information:**

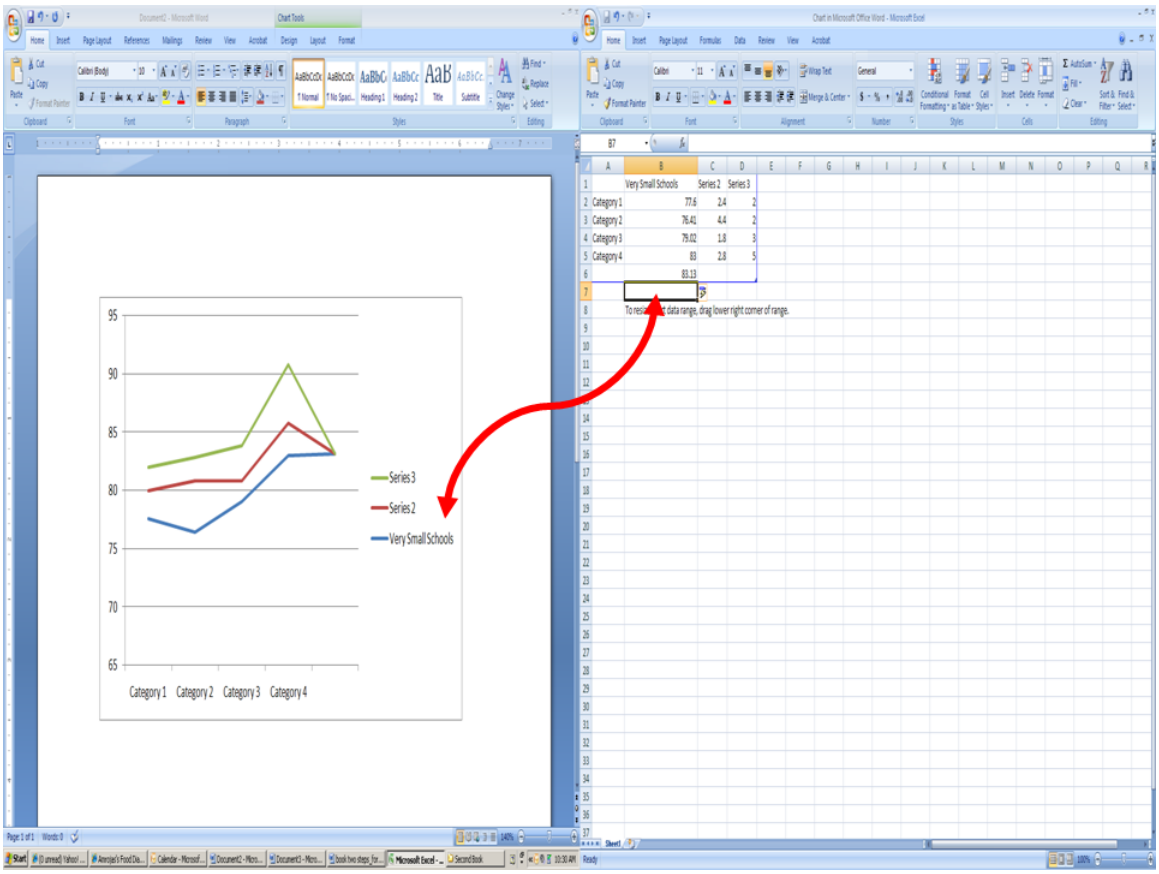
[9] http://cnx.org/content/m38560/latest/14.4.png/image

Descriptive Statistics for Hispanic Students TAKS Mathematics Passing Rates by Year

School Size	M
Very Small Schools	
2003–2004	77.60
2004–2005	76.41
2005–2006	79.02
2006–2007	83.00
2007–2008	83.13
Small Schools	
2003–2004	81.71
2004–2005	79.30
2005–2006	81.94
2006–2007	84.26
2007–2008	85.22
Large Schools	
2003–2004	84.71
2004–2005	81.27
2005–2006	83.34
2006–2007	85.80
2007–2008	86.53

Table 9.1

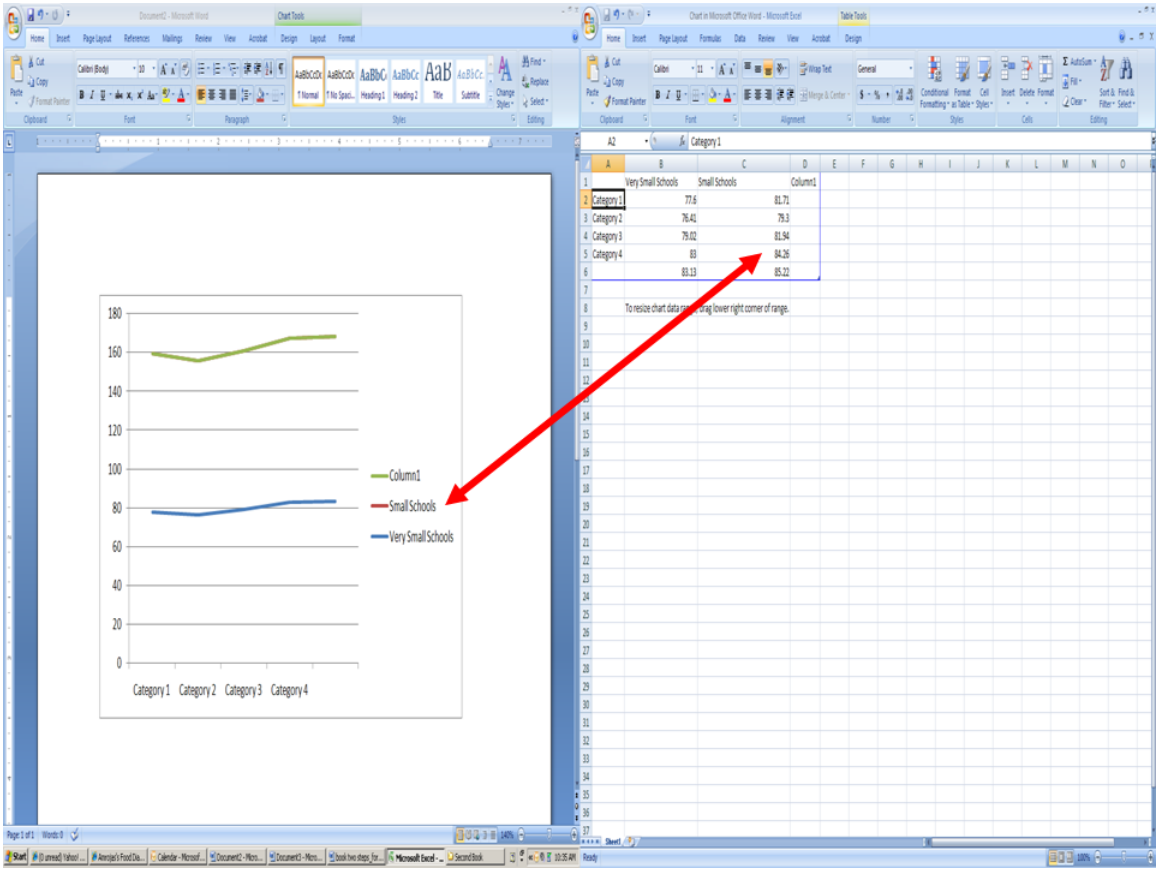
√ **Decide which variables will be the categories and series (the categories will be the title that appears under the graphs & the series will be the key).**
√ **Begin filling in your columns and rows in the excel file.**
√ **The first column will be, using the table information above, will contain the years.**
√ **The second column will be Very Small Schools, the first grouping cited in the table above.**
√ **This is handled by highlighting each cell and typing the information within the cell, as shown in figure below**
*** The illustration below demonstrates step by step how you can fill your columns/rows**
*** The first row would be filled (using the table 3 information above) with the very small schools first**
*** The graph to the right will instantly appear as you type in the numbers in the row (see arrows)**



[10]

* Next, insert column "C" with the title "Small School" and insert data (as illustrated in table 3):
* The graph to the right will instantly appear as you type in the numbers in the row (see arrows)

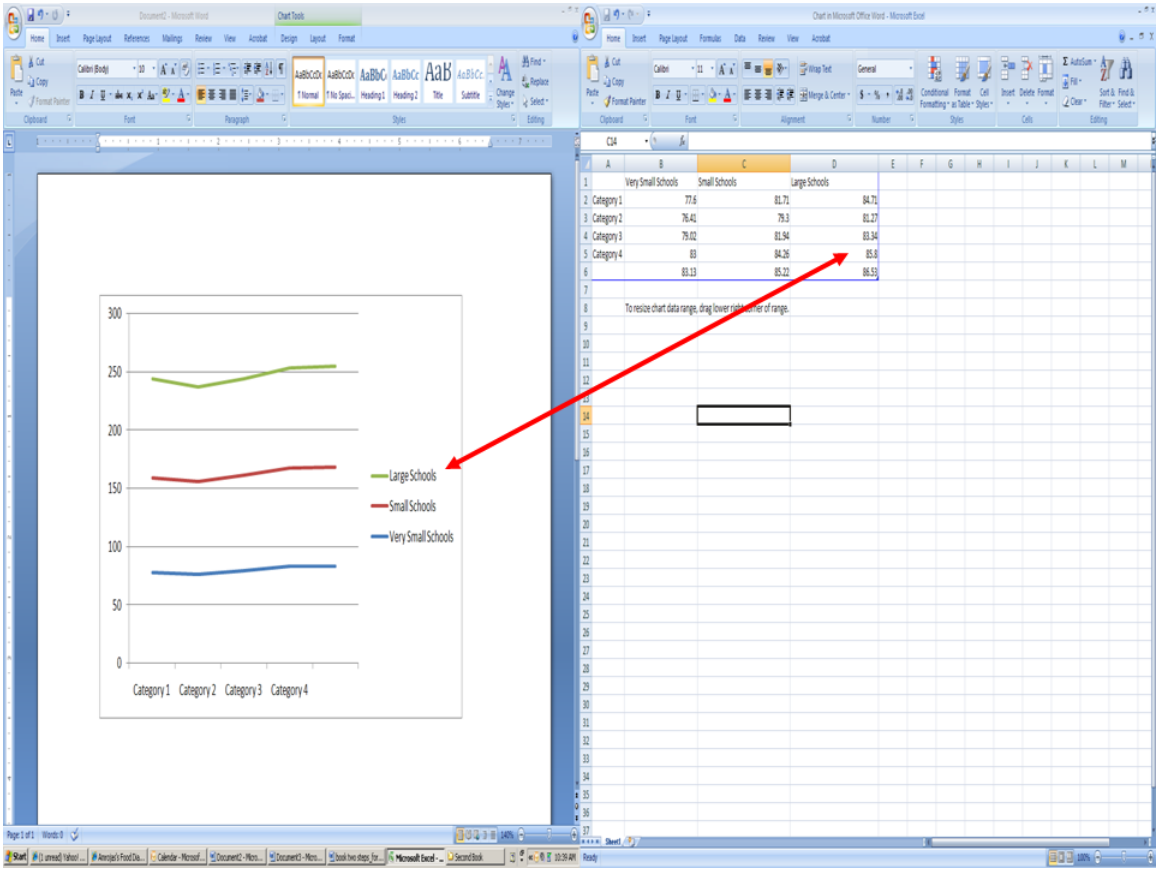
[10] http://cnx.org/content/m38560/latest/14.5.png/image



[11]

* **Next, insert column "D" with the title "Large School" and insert data (as illustrated in table 3):**
* **The graph to the right will instantly appear as you type in the numbers in the row (see arrows)**

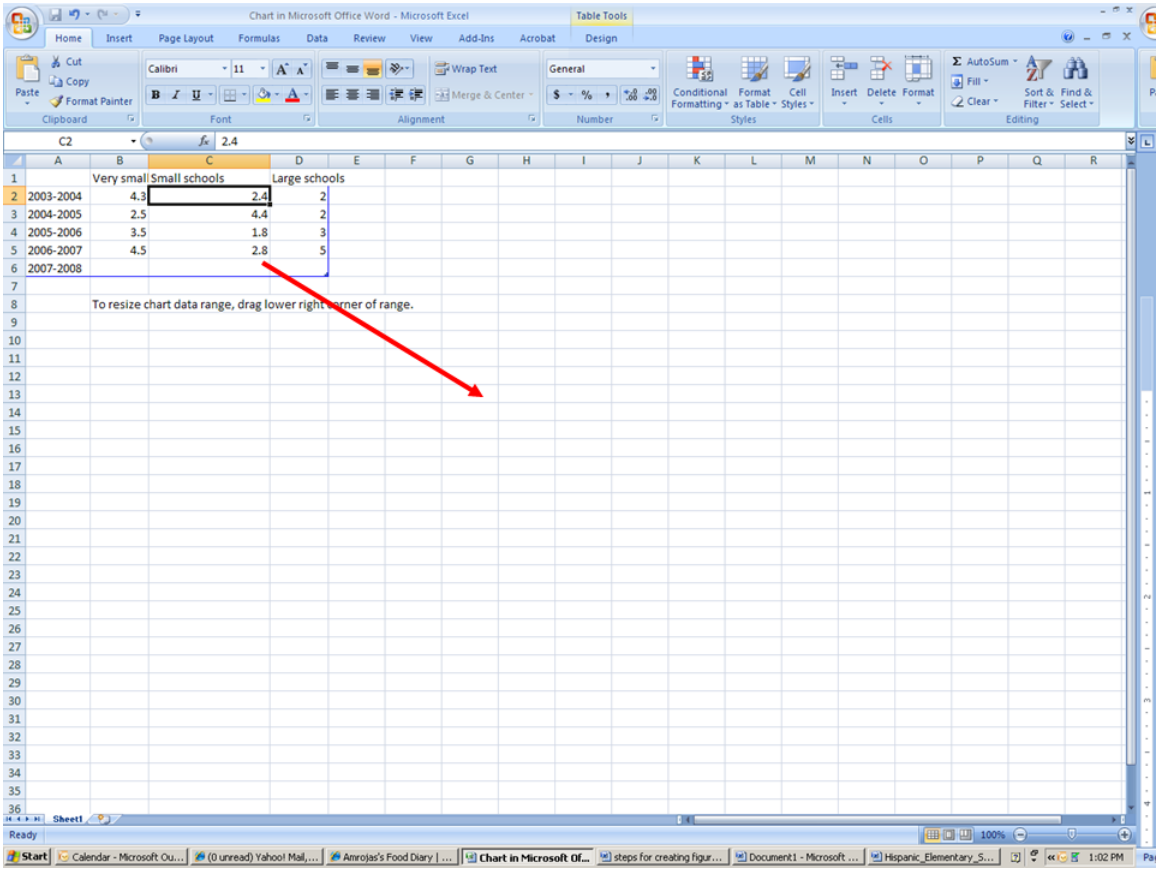
[11] http://cnx.org/content/m38560/latest/14.6.png/image



[12]

√ **You can also make your cells larger or smaller by placing your mouse between the cells until you are able to move the lines over:**

[12] http://cnx.org/content/m38560/latest/14.7.png/image



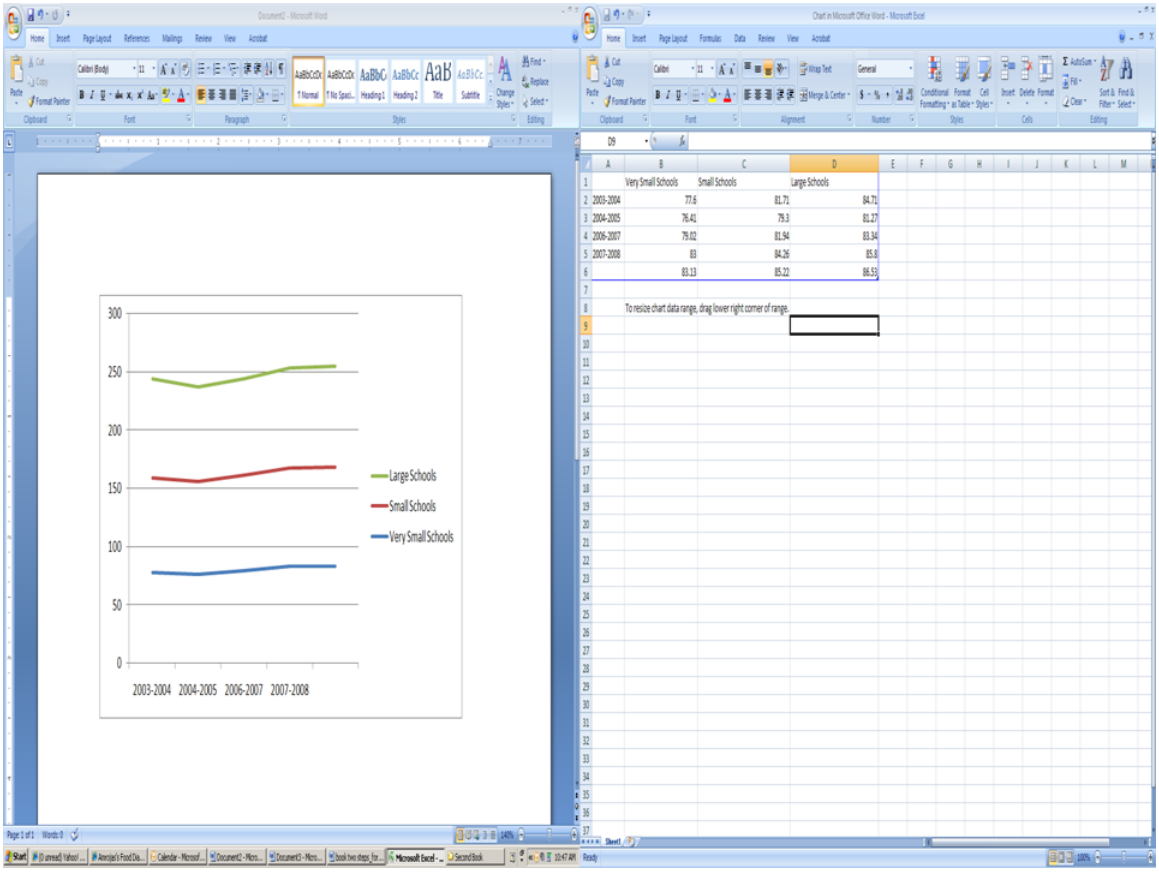
[13]

√ **You can switch back and forth from the excel spreadsheet to the chart, using the tabs on the bottom of your excel sheet**

*** To replace "Category 1, Category 2, Category 3, Category 4", simply highlight cells in column A with the information pertaining to your research**

After inputting your information, your chart will resemble the following:

[13] http://cnx.org/content/m38560/latest/14.8.png/image



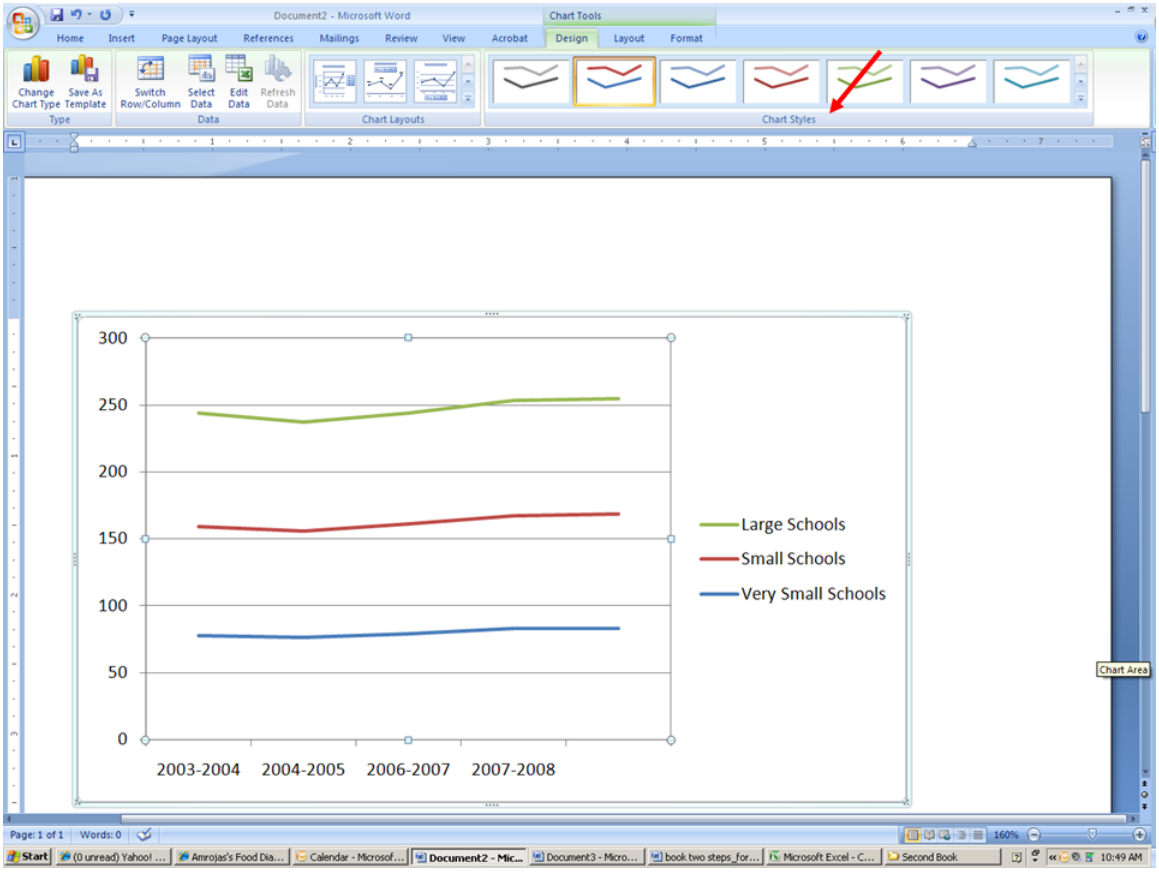
[14]

9.3 Step Three:

If you decide to change the color of your line graph:

*** You must be at your chart and click on the actual graph (this will make Chart Tools appear above in the option area)**
√ Go to Chart Tools
*** Design**
*** "Chart styles**
*** Change Chart Type**
*** Click the down arrow, which will give you many options**
*** Highlight a chart style**

[14] http://cnx.org/content/m38560/latest/14.9.png/image

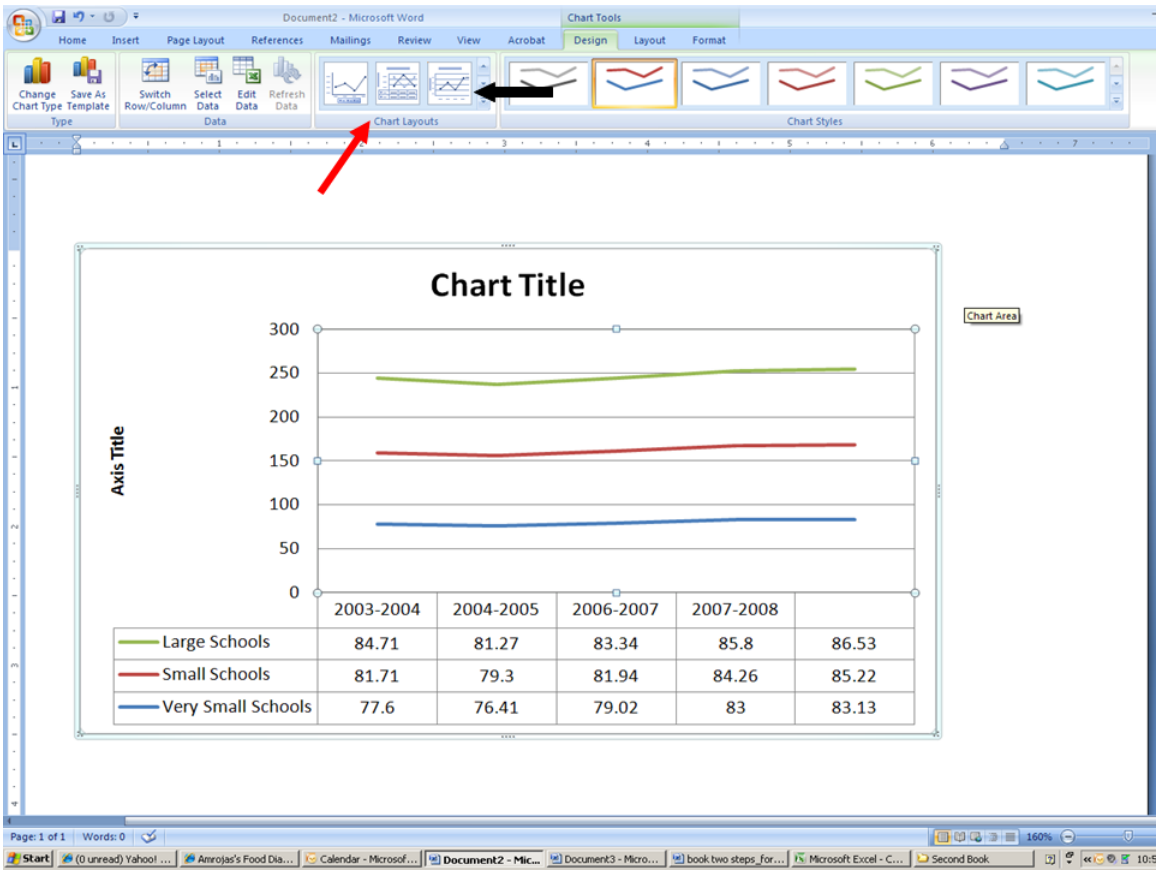


[15]

If you decide to change your graph line layout :

√ Chart Tools
*** Go to tab designated "Design"**
*** Chart layouts (not to be confused with tab titled "Layout")**
*** Click the down arrow, which will give you many options**

[15] http://cnx.org/content/m38560/latest/14.10.png/image

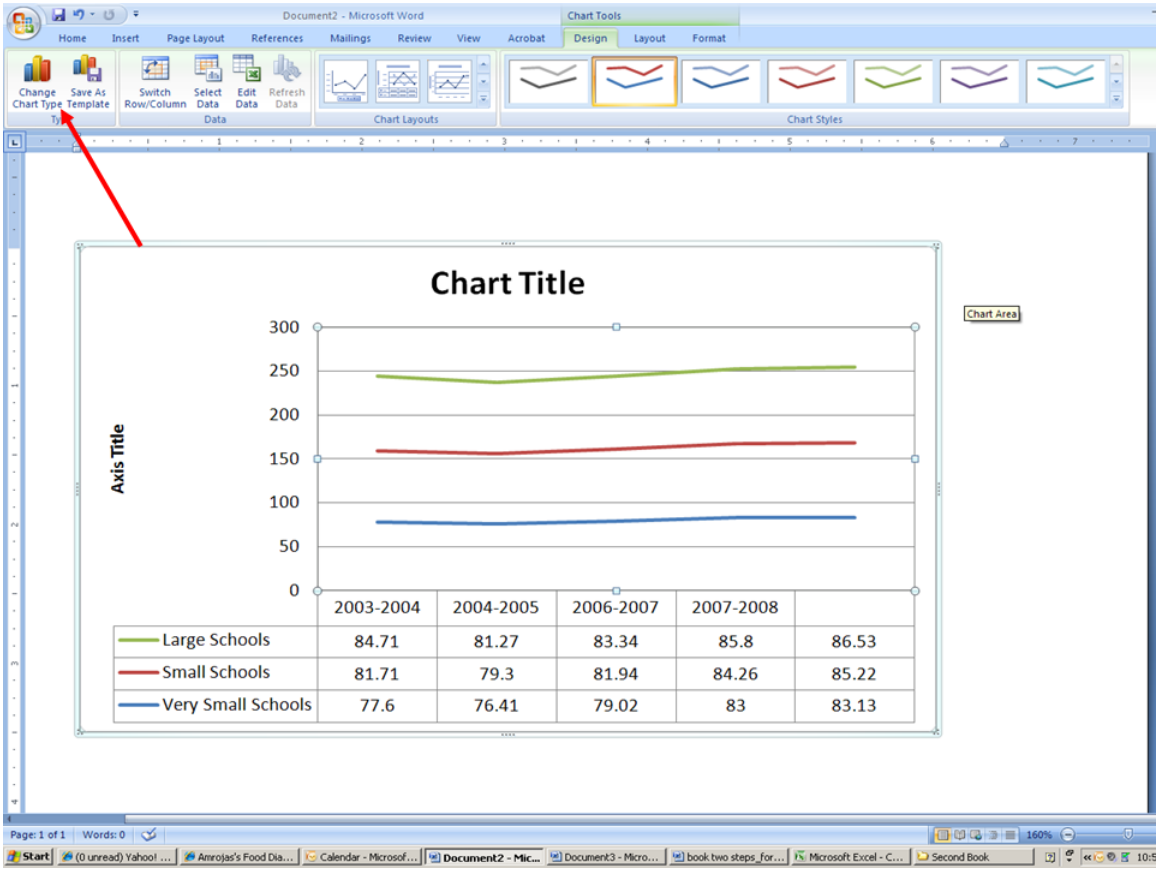


[16]

If you decide to change your de sign to a different chart:

√ Chart Tools
*** Design**
*** Go to Change Chart Type (furthest left hand icon)**

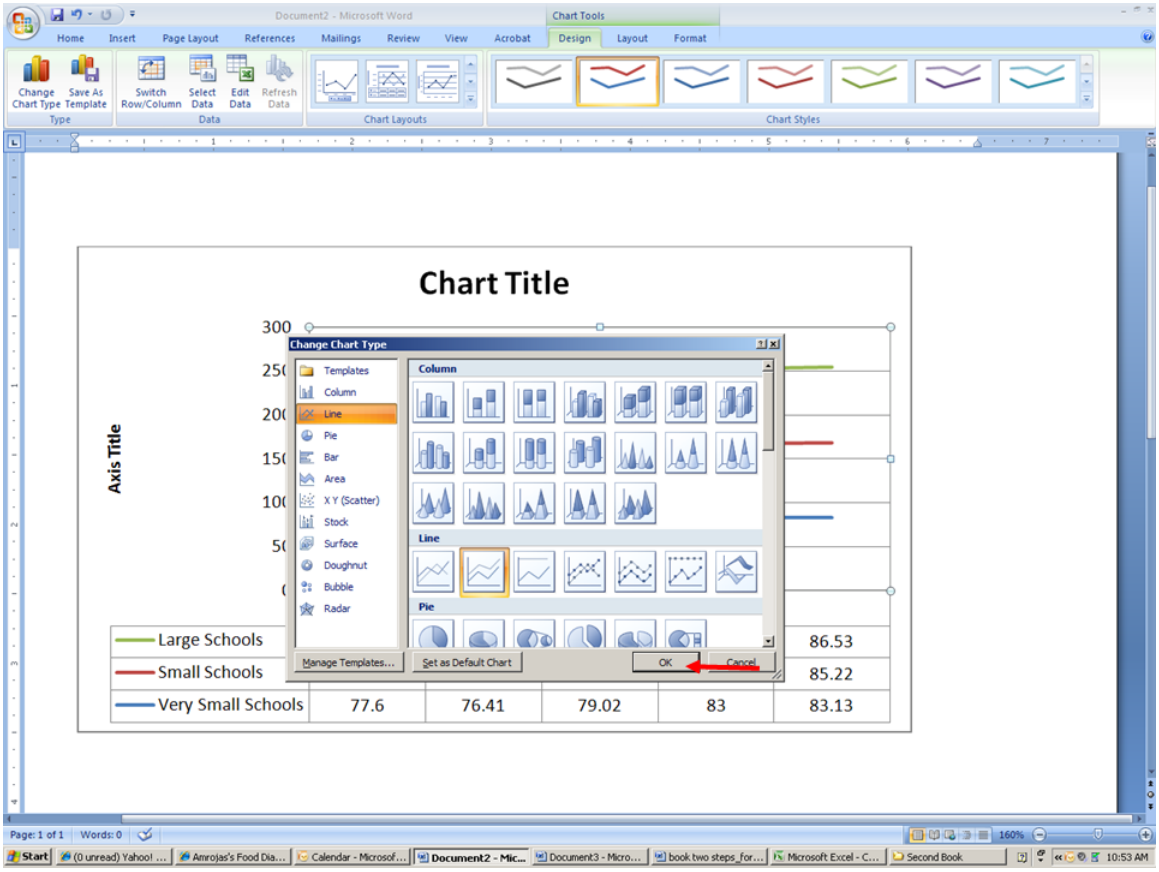
[16] http://cnx.org/content/m38560/latest/14.11.png/image



[17]

* Choose a different design (your data will transfer to another design)
* You can scroll down to choose a different design
* Click on design
* Click on OK
* You can now change color, arrangement of bubbles, using the same steps as mentioned above

[17] http://cnx.org/content/m38560/latest/14.12.png/image

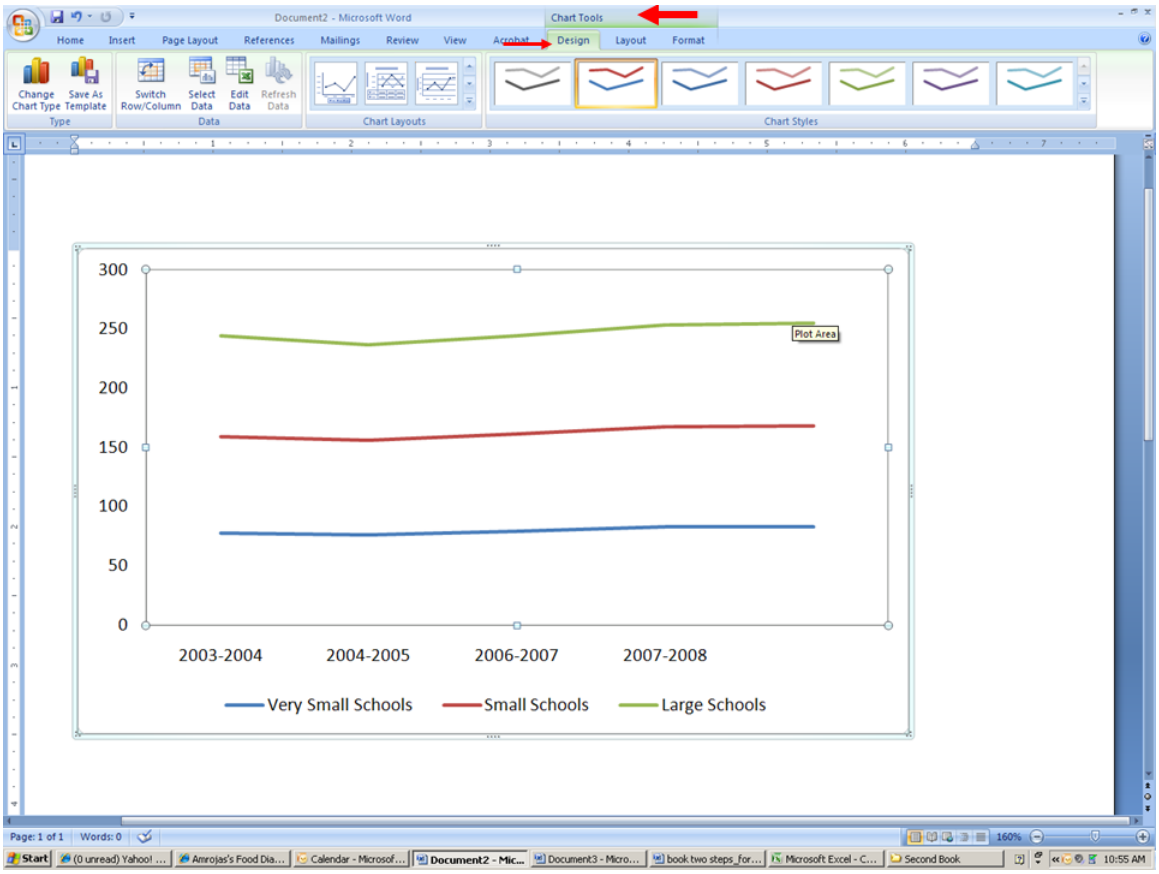


[18]

If you decide to insert a title at the top of the figure:

√ Chart Tools
*** Design**

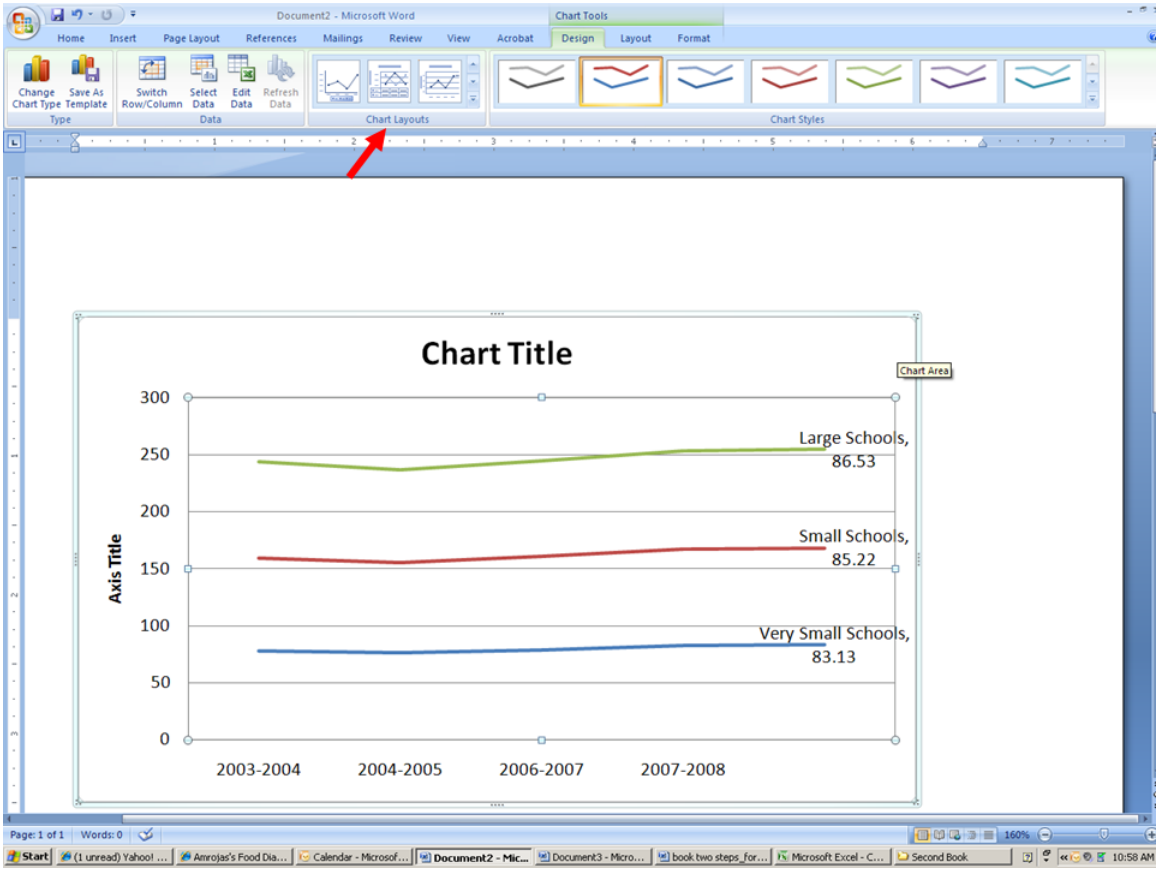
[18] http://cnx.org/content/m38560/latest/14.13.png/image



[19]

*** Go to Change Chart Layouts (not to be confused with tab titled "Layout")**

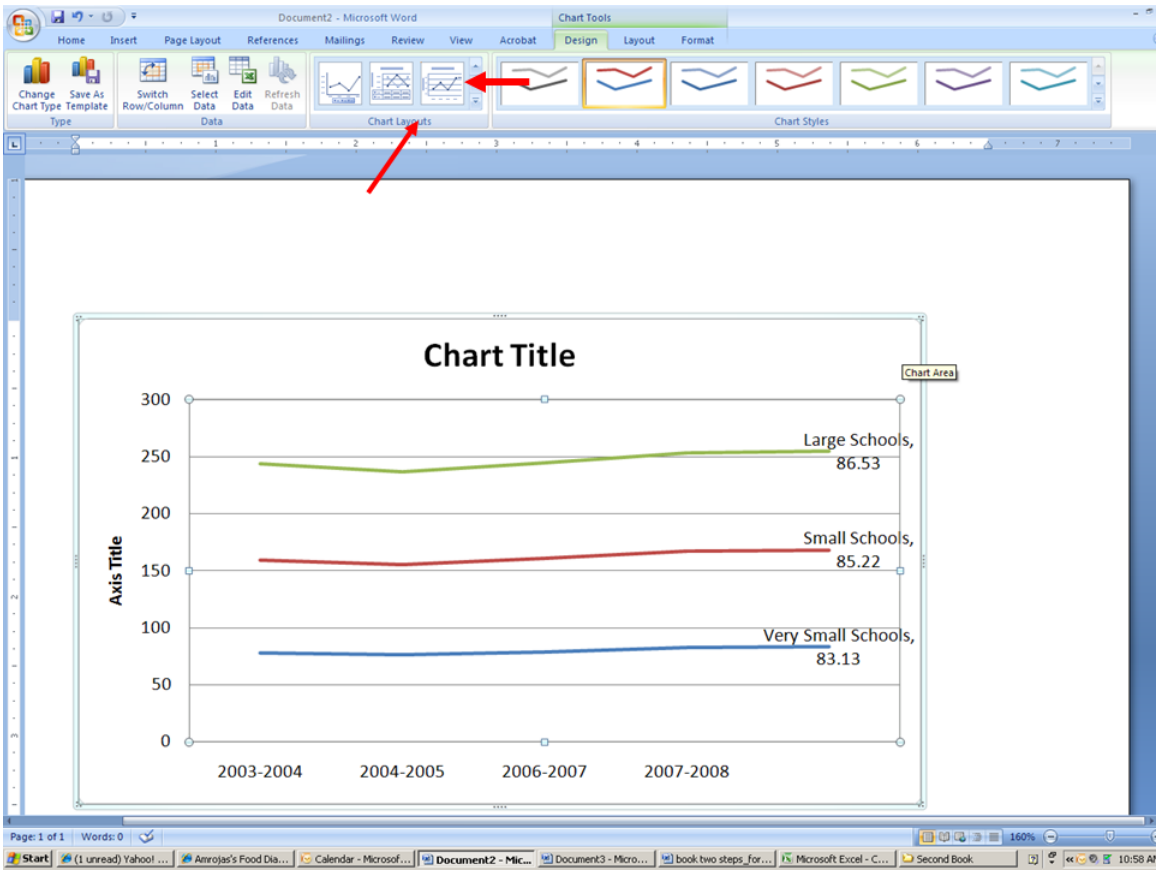
[19] http://cnx.org/content/m38560/latest/14.14.png/image



[20]

*** Click the down arrow until you see the graph with the "Title"**
*** This will give you many different options for titles and graph layouts**

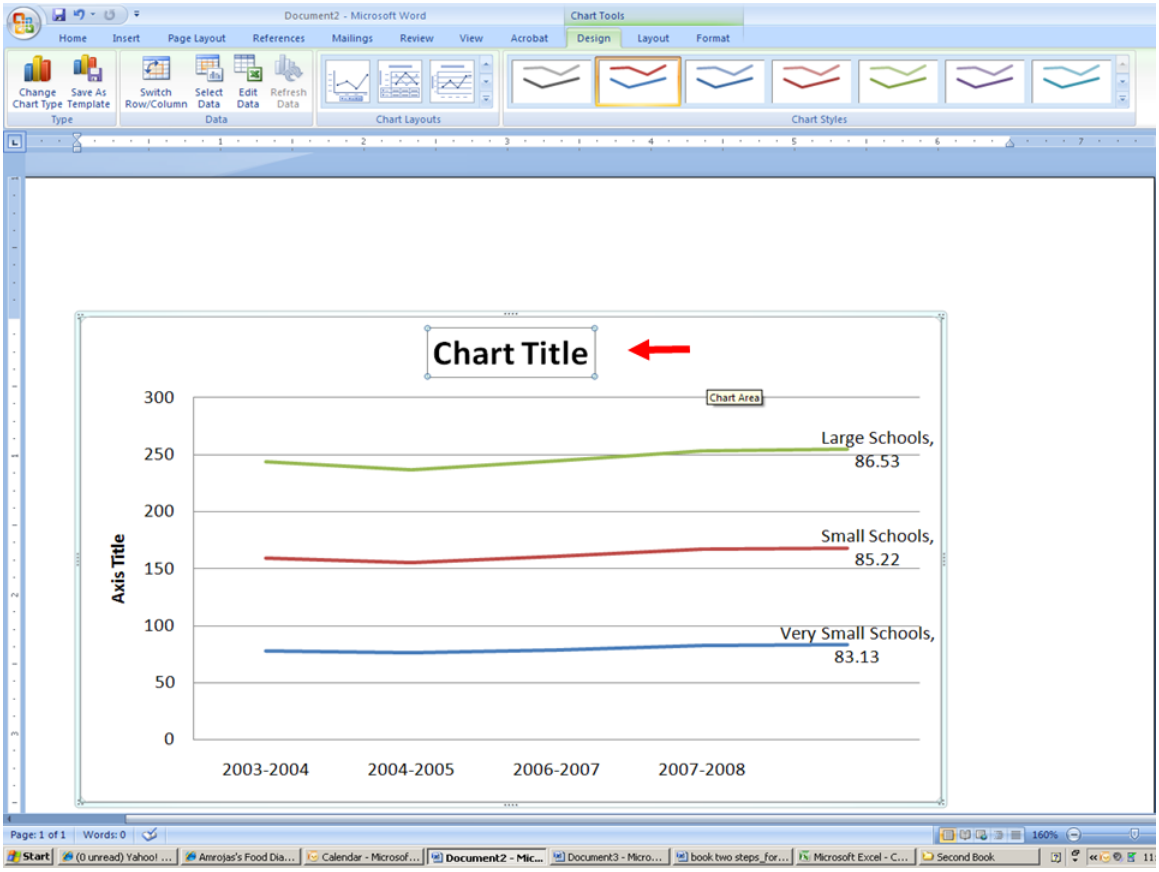
[20] http://cnx.org/content/m38560/latest/14.15.png/image



[21]

*** Click on to Graph section titled Chart Title to enter your new title.**

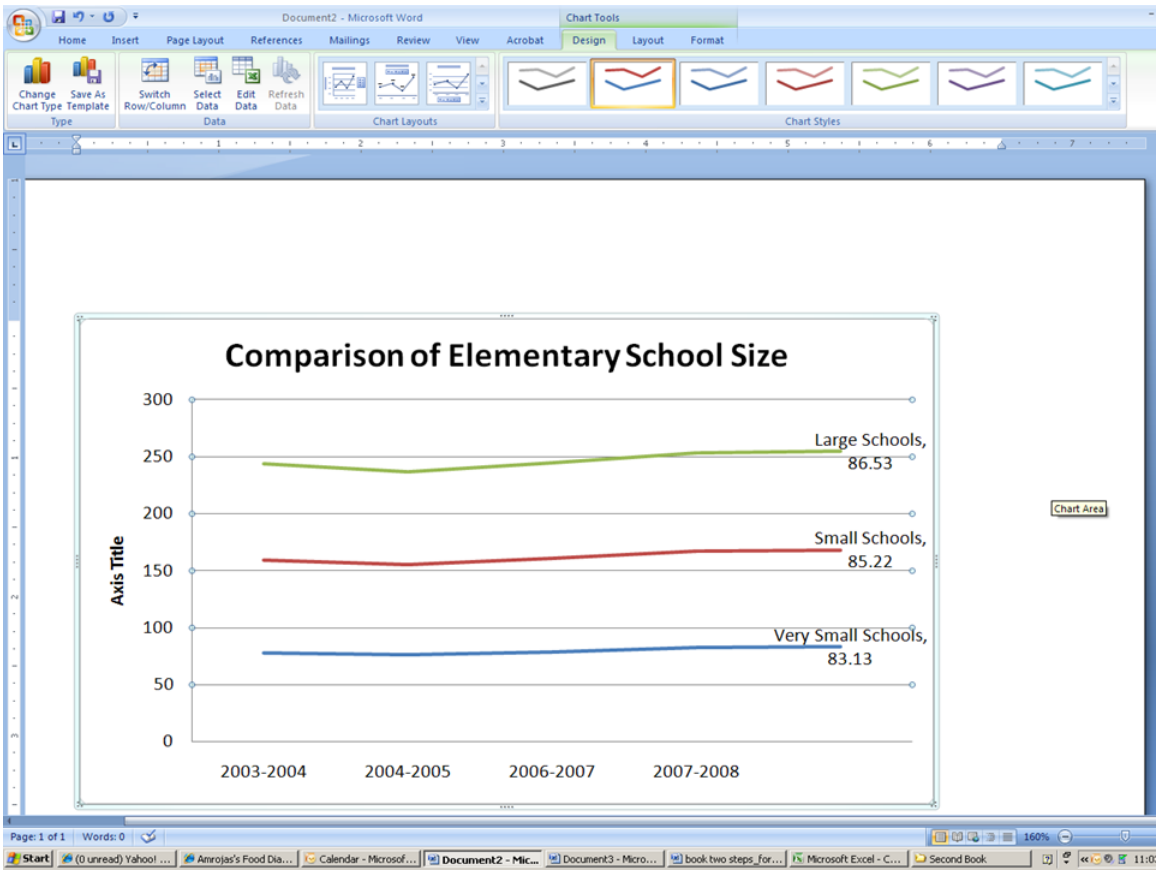
[21] http://cnx.org/content/m38560/latest/14.16.png/image



[22]

***Enter the title of your line graph**

[22] http://cnx.org/content/m38560/latest/14.17.png/image



[23]

In APA 6th edition style, you will need to type Figure 1. (if the first figure) and a longer title for the figure immediately below the graph.

[23] http://cnx.org/content/m38560/latest/14.18.png/image

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