

## Formatting & Word Processing Tips

*for Windows or Mac users of Microsoft Word*

### Some basic and common typos

- Commas and periods always fall within quotation marks; semi-colons and colons always go outside.
- Always use double quotation marks, unless you're representing a quote within a quote.
- Do not use contractions (it's, she's) in formal writing.
- Check that the subject of your sentence agrees with the verb of your sentence in person and number.

### To make sure that a lot of text is in the same font

Select Control + A to select all text, then select your font size and type. Do this before you've inserted footnotes, or the footnote numbers, which should be smaller than your text size, will become larger than they should.

### To insert a footnote

Place your cursor at the end of the sentence with the citation, no matter where within the sentence the citation falls (don't interrupt the sentence with a footnote marker; also, the footnote follows the period, with no space in between). From the top menu, select "Insert > Reference > Footnote [or Endnote]." The MS Word default actions in the pop-up window are correct: Number format should be sequential Arabic numerals; they should start at "1," and they should be continuous, with no number ever repeating.

If you absolutely must insert the note reference within the sentence, it always follows any punctuation.

### To indent text (such as footnotes or bibliography)

To indent the first line of all footnotes a quarter space, as required, select all footnotes (Normal view, then select view footnotes/endnotes, then control + A). Next, from the top menu, select Format > Paragraph, and then, at the Indentation section, select "First Line" from the drop-down menu and type 0.2 in the window next to it.

For the bibliography, it's different: the first line is flush left and all subsequent lines of an entry hang in half an inch. Start by selecting all text in the Bibliography (mouse click and drag). Then select the bottom diamond on the ruler and drag it over to the half-inch mark.

### To sort your bibliography alphabetically

Select all text in the Bibliography (mouse click and drag). From the top menu, select Table > Sort. The default should be exactly what you want: Sort by "Paragraphs," the Type should be "Text," and the sort order radio button should read "Ascending."