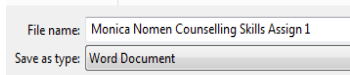
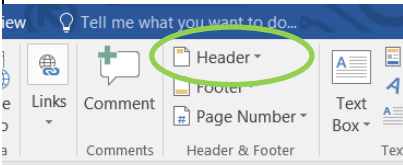
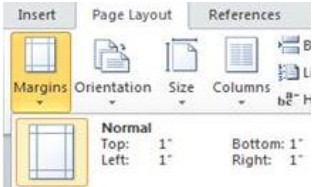
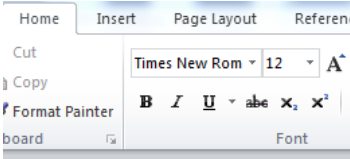

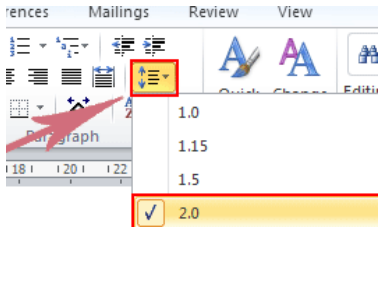

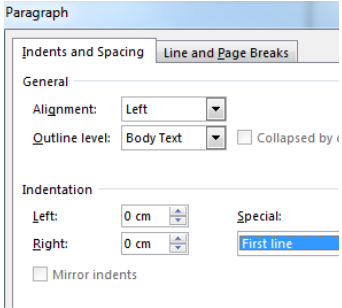



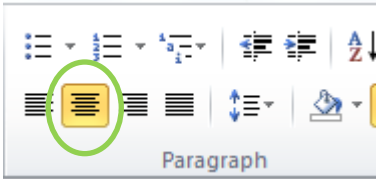

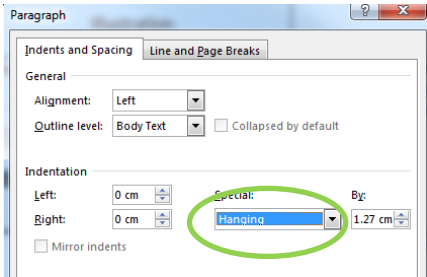

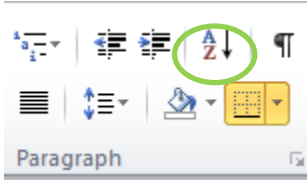

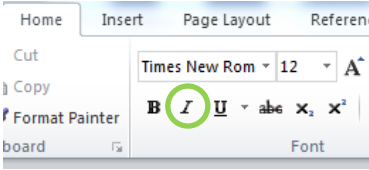
# ACAP PRESENTATION APA STYLE CHECKLIST

- Microsoft Word Format** must be used. PDF format is not accepted.
- Each page numbered in the top right-hand corner (use the header – page number)
- Size 12 Times New Roman font
- Margins of 2.54 cm (normal margin)
- Double spacing with no extra spacing between paragraphs
- Text is aligned to the left
- Indentation for first line of every paragraph at 1.27cm (one tab)
- Hanging indent of 1.27cm required for reference list entries
- Reference list on a new page

## APA Formatting Checklist

Formatting required	Illustration	Instructions
Save the File with your name on it <input type="checkbox"/>		Save your file in the <b>Microsoft Word</b> format with the following details: First and last name, Unit Name and assignment number. For example: Name Surname _ Counselling Skills _ Assign 1
Inserting a Header with  Page number <input type="checkbox"/>		<ul style="list-style-type: none"> <li>• Go to the <b>Insert</b> tab</li> <li>• Header (edit header)</li> <li>• Select <b>Page number</b> (far left)</li> <li>• then select <b>top of page</b> and <b>plain number 3</b> (so that it's on the right-hand side)</li> </ul>
Using Headings <input type="checkbox"/>	Most <a href="#">reports</a> and <a href="#">case studies</a> include headings but not all papers do. Check with your educator. For example level 1 heading:  <p style="text-align: center;"><b>Summary of the Case</b></p>	Format headings as follows: <ul style="list-style-type: none"> <li>• Title case (all important words start with a capital letter, but not words like 'a', 'and', 'or') centred on the page</li> <li>• In bold font but not underlined</li> </ul> For further information about APA levels of headings check out the <a href="#">APA Blog</a>
Normal Margins <input type="checkbox"/>		To set the margins go to the <b>Layout</b> tab, click on <b>Margins</b> and click <b>Normal</b> ; make sure to include the cover page.
Font: Times New Roman, Size 12 <input type="checkbox"/>		Highlight the whole essay and the reference list.  From <b>Home</b> go to <b>Font</b> and change the font to <b>Times New Roman</b> from drop down menu. Next to that change the font size to the number <b>12</b> from the drop-down menu

<p>Double Spacing</p> 		<p>The whole assignment including the reference list must be double line-spaced.</p> <p>Click on the <b>Home</b> tab, go to the <b>Paragraph</b> section and expand, go <b>to Line and paragraph</b> then click <b>2.0</b></p>
<p>Indent each paragraph</p> 		<p>Highlight the assignment first not including the reference list</p> <p><b>METHOD A</b></p> <p>Go to the <b>Home</b> tab then go to</p> <ul style="list-style-type: none"> <li>• <b>Paragraph</b> dialogue box (expand it)</li> <li>• <b>Indents and Spacing</b></li> <li>• <b>Indentation</b></li> <li>• <b>Special</b> and then choose</li> <li>• <b>First line.</b></li> </ul> <p>(make sure the <b>Spacing</b> is on zero before and after.)</p> <p><b>METHOD B</b></p> <p>You can do this as you go by clicking <b>Tab</b> on your keypad before you start a new paragraph.</p>

Formatting required	Illustration	Instructions
<p>Title the page <b>References</b></p> 	<p><b>References</b></p> 	<p>Type the word References and then centre the word. Highlight the word with your cursor. Then got to <b>Home</b> go to <b>Paragraph</b> and click the centred lines. Highlight the word References and make it bold by clicking the <b>B</b> under the Home tab</p>
<p>Hanging indent for each entry</p> 		<p>Go to the <b>Home</b> tab then</p> <ul style="list-style-type: none"> <li>• go to <b>Paragraph</b> dialogue box (expand it)</li> <li>• go to <b>Indents and Spacing</b></li> <li>• go to <b>Indentation</b></li> <li>• go to <b>Special</b> and then</li> <li>• choose <b>Hanging</b>.</li> </ul> <p>(It is useful to make sure the <b>Spacing</b> is on zero before and after.)</p>
<p>Entries are in alphabetical order</p> 		<p>Each entry is organised in alphabetical order. Highlight the list DO NOT INCLUDE the word References</p> <ul style="list-style-type: none"> <li>• Go to the <b>Home</b> tab then</li> <li>• go to <b>Paragraph</b></li> <li>• go to <b>Sort</b> (which looks like A to Z)</li> </ul>
<p>Italics for titles</p> 		<p>Journal title and volume number is in <i>italics</i>. If it is a chapter of a book, the <i>book title is in italics</i>.</p> <ul style="list-style-type: none"> <li>• highlight the title with your cursor</li> <li>• Clicking on <b>Home</b> tab</li> <li>• go to <b>Font</b> dialogue box and</li> <li>• click on the <i>I</i> for italics</li> </ul>

<p>Hyperlinks</p> <input type="checkbox"/>	<p>BBC Radio 4. (Producer). (2004, April). <i>Called to account 2002—a question of trust</i>. Retrieved from <a href="http://www.bbc.co.uk/radio4/reith2002/lecture3.shtml">http://www.bbc.co.uk/radio4/reith2002/lecture3.shtml</a></p> <p>Bolman, L.G., &amp; Deal, T.E. (2013). <i>Reframing organizations</i> (5th ed.). San Francisco: Jossey-Bass</p> <p>Cairo, P.C., Dotlich, D.I., &amp; Rhinesmith, S.H. (2009). Embracing ambiguity: Judgment calls when the future is hazy. <i>Conference Proceedings</i>. Retrieved from <a href="http://forbesindia.com/article/rothman/embracing-ambiguity-when-the-future-is-hazy/18012/1">http://forbesindia.com/article/rothman/embracing-ambiguity-when-the-future-is-hazy/18012/1</a></p> <p>Haslam, S.A., Reicher, S.D., &amp; Platow, M.J. (2011). <i>The new authoritarianism</i>. East Sussex: Psychology Press.</p>	<p>Make sure all DOI and URL links are active. This means they will take the reader to the source.</p> <p>Links should appear like this: <a href="http://www.acap.edu.au/">http://www.acap.edu.au/</a></p>
<p>The doi is presented</p> <input type="checkbox"/>	<p>The doi should start with</p> <p><a href="https://doi.org/####">https://doi.org/####</a></p>	<p>Example:</p> <p><a href="https://doi.org/10.1080/08873267.2013.779906">https://doi.org/10.1080/08873267.2013.779906</a></p>