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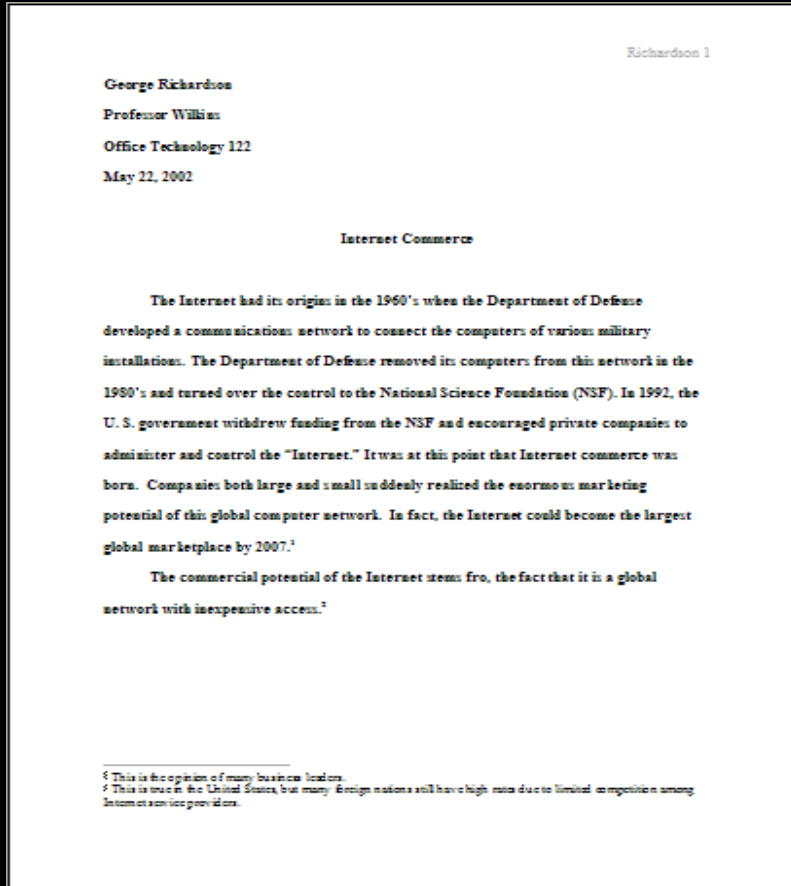
Lesson 5: Creating a Research Paper

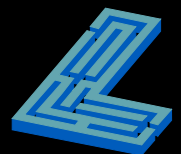Return to the Word 2007 web page

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Understanding Research Paper Styles

MLA Handbook

- Definitive style guide for research papers
- Has long been the standard in academia

TIP ⚠️

The Modern Language Association publishes the Modern Language Association Handbook for Writers of Research Papers *(MLA Handbook).*
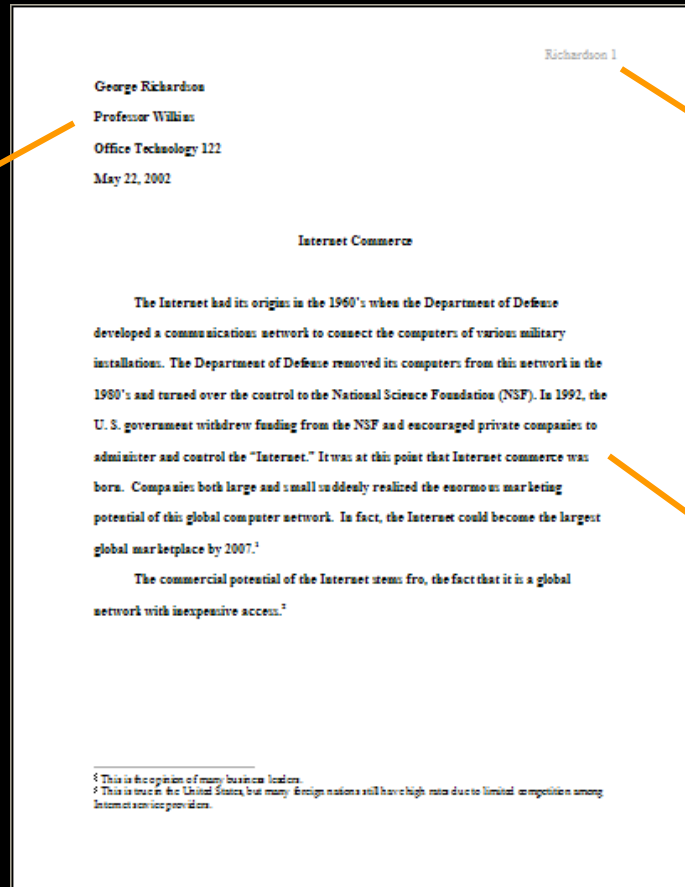
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Understanding Research Paper Styles

Your name, your professor's name, the course, and the date are double-spaced at the top of the title page

The header shows your last name and the document page number

Double-space between lines in paragraphs

TIP

The MLA handbook also provides detailed specifications for citing works, references, and other elements.

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Working with Footnotes and Endnotes

- **An important part of most research papers**

- **Footnotes appear at the foot of the page**
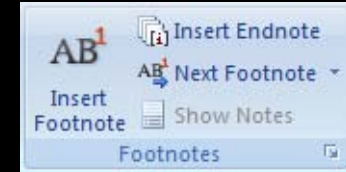
overhead are several more factors that are driving Internet commerce.[3]

Internet commerce will be a driving force in the global economy of the twenty-first century.

These are still obstacles to overcome, but technology and market forces will propel this new commercial

medium forward at a rapid pace.

_____

[1] This is the opinion of many business leaders.
[2] This is true in the United States, but some nations still have high rates due to limited competition among Internet service providers.
[3] These factors depend upon the capabilities of individual companies.

TIP ⚠️ *Word automatically numbers footnotes and endnotes.*

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Working with Footnotes and Endnotes

- **Endnotes appear at the end of the document**
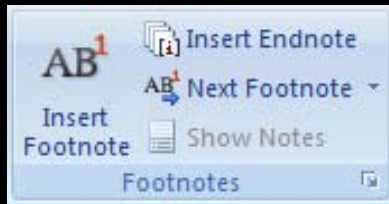
[i] 2006 Online Retail Holiday Readiness Report. 1 Nov. 2006. http://www.webtrends.com.

[ii] E-Commerce Industry Overview. 1 Nov 2006. http://plunkettresearch.com.

Endnotes default to lowercase Roman numerals to distinguish them from footnotes

TIP ⚠️ *If you add or remove a footnote or endnote, Word automatically renumbers.*

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Introducing Headers and Footers

- **Appear at the top and bottom of every page**

- **Use section breaks for different headers and footers within a document**

August 13, 2007 | Internet Commerce

One of Word's built-in header styles

TIP ⚠️ *Use the Edit Header or Edit Footer commands to create your own header or footer from scratch.*
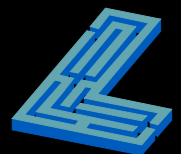
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Inserting Table of Figures and Captions

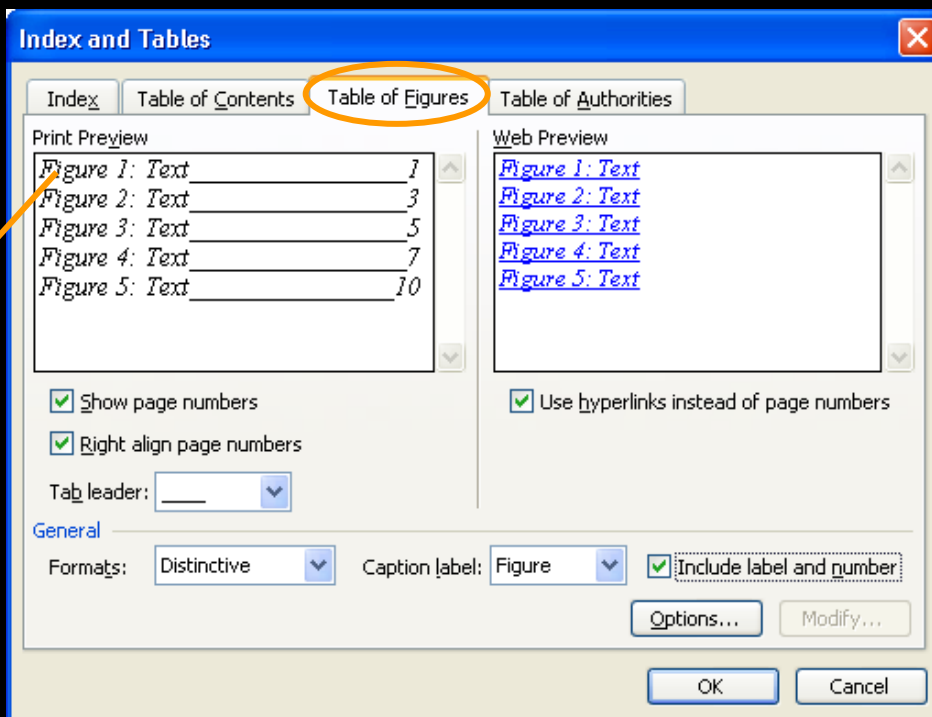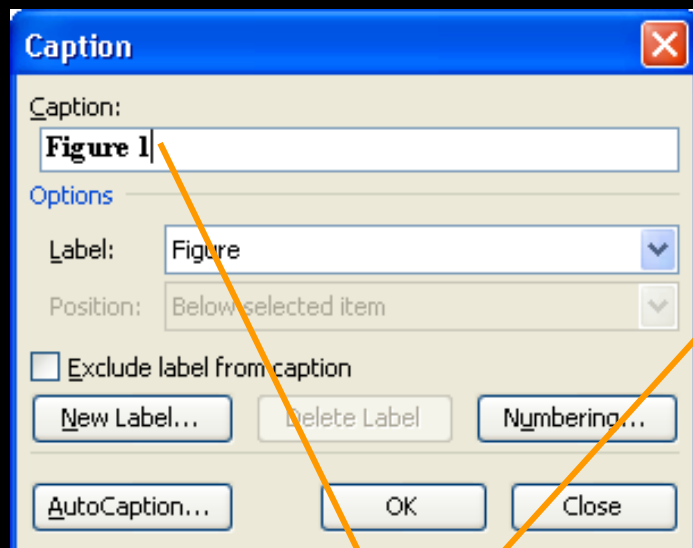- **Guides the reader to all tables, charts, diagrams, pictures, and other graphic elements**

Table of Figures

This Table of Figures refers to PowerPoint
slides used as figures in a document

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Working with a Table of Figures and Captions

Before creating a table of figures, mark the figures in your document with captions
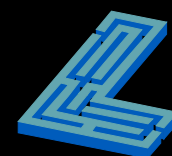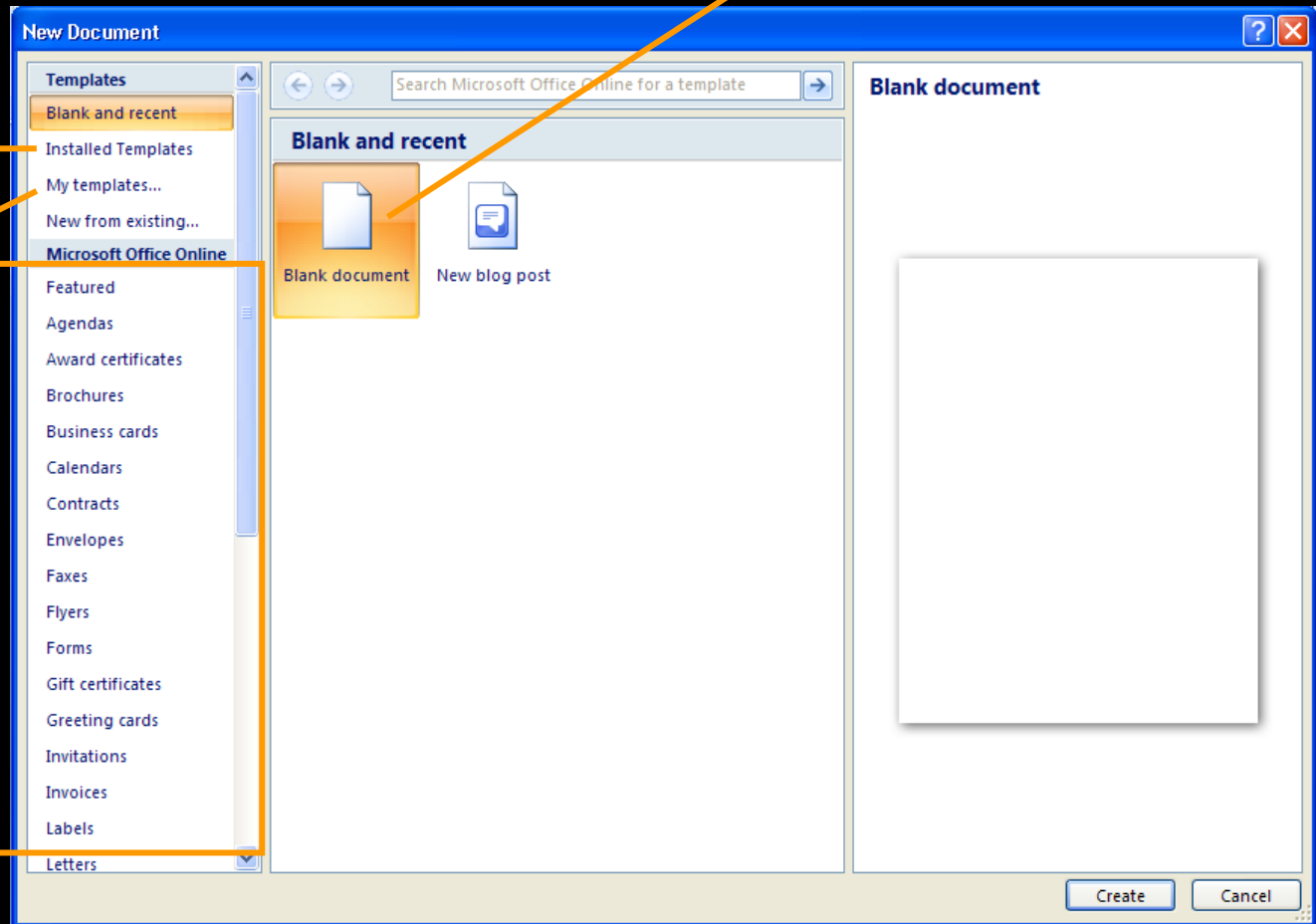
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- Letters

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Create   Cancel

TIP ⚠️ *The appearance of this window may vary depending on recent actions taken here.*

9

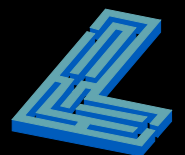LABYRINTH
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Lesson 5: Creating a Research Paper

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