Microsoft Office Word 2007

Chapter Two: Creating a Research Paper

Double Entry Definition Journal

Keyterm	Definition	How does the keyterm relate to your prior experience?
American Psychological Association (APA) (WD 74)	It is used in a wide range of discipline	
Modern Language Association of America (MLA) (WD 74)	It is used in a wide range of discipline	
research paper (WD 74)	Is a document you can use to communicate the results of research findings.	
parenthetical citations (WD 76)		
plagiarize (WD 76)	To take someone else's work and claim it be yours	
works cited (WD 77)	To refer to the bibliographic list of sources at the end of the paper.	
double-space (WD 78)	The amount of vertical space between each line of text and above and below paragraphs should be equal to one blank line.	
line spacing (WD 78)	The amount of vertical spaces between lines of text in a paragraph.	
paragraph spacing (WD 78)	The amount of space above and below a paragraph.	
footer (WD 79)	Is text and graphics that print at the bottom of every page.	
header (WD 79)	Is text and graphics that print at the top of each page in a document.	
right-aligned (WD 81)	The right margin	
Click and Type (WD 85)		
shortcut keys (WD 86)		
horizontal ruler (WD 87)		

vertical ruler (WD 87)		
First Line Indent marker (WD 88)		
first-line indent (WD 88)		
Left Indent marker (WD 88)		
ruler (WD 88)		
AutoCorrect (WD 91)		
AutoCorrect Options button (WD 92)		
field (WD 96)		
endnote (WD 99)		
footnote (WD 99)		
note reference mark (WD 99)		
note text (WD 99)		
automatic page breaks (WD 107)		
background repagination (WD 107)		
soft page breaks (WD 107)		
bibliography (WD 111)		
works cited page (WD 111)		
hard page break (WD 112)		
manual page break (WD 112)		
bibliographic list (WD 113)		
hanging indent (WD 116)		
Hanging Indent marker (WD 116)		
proofreading (WD 118)		
Clipboard (WD 119)		
cutting (WD 119)		
drag-and-drop editing (WD 119)		
pasting (WD 119)		
Paste Options button (WD 122)		
synonym (WD 124)		
thesaurus (WD 124)		
antonym (WD 125)		