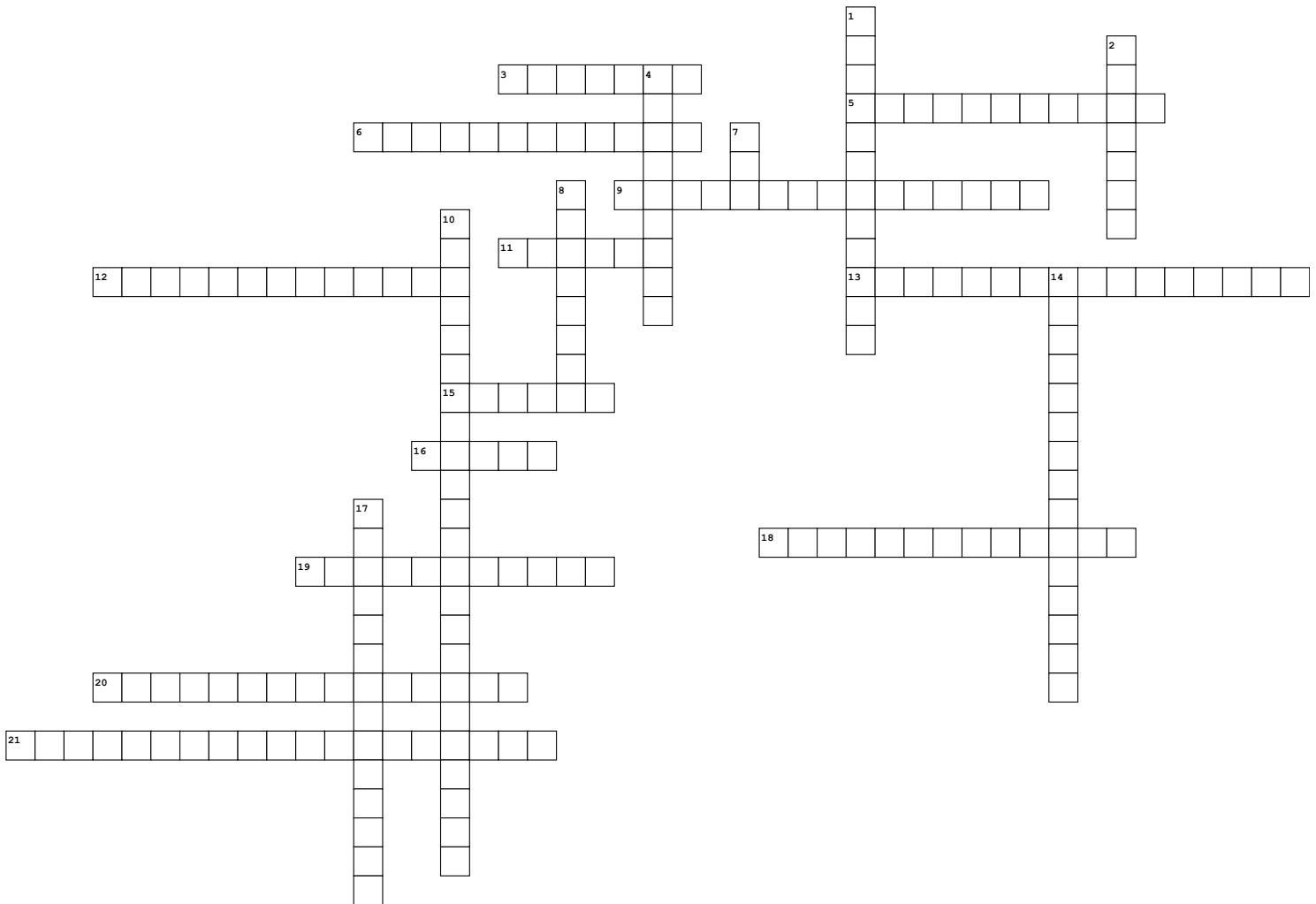


# Word Module 2 Format Research Papers



## Across

3. of research findings.
5. The amount of vertical space between lines of text in a paragraph.
6. A paragraph format that places one blank line between each line of text in a paragraph and one blank line above and below the paragraph.
9. In Word, a page break you insert to force the text following the break to begin at the top of the next page, whether or not the previous page is full; also called a hard page break.
11. Information that appears at the bottom of each page; also, the blank area at the bottom of a page where such information can be inserted
12. A document you can use to communicate the
13. The space, measured in points, that appears directly above and below a paragraph.

## Down

1. An alphabetical list of sources referenced in a research paper; also called bibliographical list.
2. A word similar in meaning to another word.
4. A collection of alternate word choices.
7. A set of formatting and content guidelines for publications and student research papers in the humanities.
8. Text that provides additional information or acknowledges sources for text in a document and that appears at the bottom of the page on which the note reference mark appears
10. In MLA documentation, references to sources used in a research paper.
14. In Word, default text that indicates where text can be typed in documents

- 15.** Information that appears at the top of each page; also, the blank area at the top of a page where such information can be inserted
- 16.** A named collection of formats that are stored together and can be applied to text or objects.
- 18.** A paragraph format in which the first line of a paragraph begins at the left margin, and subsequent lines in the same paragraph are indented from the left margin.
- 19.** In Word, Publisher, and Excel, the default style that is applied to all text or cells when you start the program.
- 20.** A paragraph format in which only the first line is indented
- 21.** Page break that is set automatically when a page of the printout is full; also called a soft page break
- 17.** A page in a research paper that alphabetically lists sources that are referenced in the paper.