PRONES FORMATTING PROCESS

1. First, make a copy of the document by saving the document with your credentials and date so we can run a comparison document to show all changes made to the document.

2. Accept all changes in the document sent for editing and review.

3. Make all font Times New Roman 12 point unless specified different in the template from the school.

4. Turn on the SHOW ALL CHARACTERS ¶ This helps to find gaps, spaces that should not be there.

5. Get the template and provide a side-by-side comparison to mirror the template, note issues in comments and when finalizing review and address comments. Align the document as closely to the Program or School's template as possible. Note any differences.

6. Update the Headings Styles to match any template provided so the manuscript contains all required content. Return to the client to add any additiona content to missed areas.

7. Update the headings to APA style in the document. Identify all headings according to style to create an automated Table of Contents if desired.

    Level One heading centered, bold, Times New Roman 12 pt font. Double Spaced

    Level Two heading left justified, bold, Times New Roman 12 pt font, Double Spaced

    Level Three left justified, Italicized, bold, Times New Roman 12 pt font. Double Spaced

    Level Four indented, left justified. Bold, Times New Roman 12 pt font. On the same line as the text.

8. Run the Recite Works and correct the citations and references. Note any missing references or citations for the client to proviee.

9. Mark any references needing update or if they are crossing the page, to repair at the end during formatting. No references, tables should cross the page break.

10. Run Grammarly and Plagiarism Check. Update as needed. Not all recommendations are accepted as it can change the context.

11. Only after making all edits based on the Recite Works, Grammarly, APA style, and Plagiarism checks, should any formatting for orphan windows or any other formatting be performed.

12. Align the layout, spacing, margins. These are set by the template or by the APA manual.

13. Identify when page numbers are to start by using Layout and Next Page to Set Sections.

14. Italicize all statistical symbols.

15. Update any dates on the document.

16. Check Tables and Figures for APA formatting.

17. First line spacing should always include a 0.5 inch indent but headings should not be indented if centered.

18. If a Table of Contents is desired, set up Custom TOC using Reference menu. Update the TOC by using Update Table in the Reference Menu. If the existing TOC has any distortions update in the text and then check changes by using the Reference Menu, update table. Remove text from the TOC by going to the text and remove from TOC using the Reference menu.

19. Check for one space or two after sentence period. Set consistently throughout using the Editor.

20. Correct page numbers. If page numbers are incorrect, it may require setting up page breaks to establish where page numbers start and enter the TOC. Right click on page numbers to update page numbers. Use either start at one or continue with previous.

21. Go File, Go to Options, Go to Proofing, Scroll to bottom of page and check **do not show** errors or grammatical in this document. This will remove underlining to finalize.

22. Turn off the Blue Color on hyperlinks by changing the color in styles. [Ctrl, Shift, Enter and S] go to hyperlink and follow hyperlink.

23. Remove orphan and widow lines by using the paragraph setting to set windows to keep text together or remove windows to retain text on the page.

24. Last, update the Table of Contents, Table of Tables, Table of Figures.

25. Finalize the document by running a comparison document. Mark the comparison document as MARK UP ONLY. Remove all comments from the final. Do not leave any tracke changes in the final document.

26. Set the final document to Viewing before sending to prevent any changes during transfer to the client.