APSA Formatting -- Typing your Reference Page

Make sure you have Microsoft Word set up for APA formatting and typed the rest of your paper BEFORE you begin typing your Reference Page.

Setup References:

Header:
Make sure your header is correct with title and page number. On the first line, center your text and type “References”. Next, hit “enter” once to start a new line, left justify your text, and open the paragraph options window by clicking the small gray arrow in the corner of the paragraph menu.

Hanging Indent:
Under “Indentation”, go to “Special”, and select “Hanging”. This will set up a hanging indent, which means the first line of each citation will be left justified while each subsequent line is tabbed in one step.

Citations:
Type out your citations following APA formatting guidelines and order your citations in alphabetical order by author’s last name. CITAION EXAMPLES ON BACK OF THIS HANDOUT.

References
Reference Examples:

**In-Text Citations:**
When paraphrasing and using the authors name in the sentence, simply add the date.

As illustrated by Dr. Seuss in his book *The Sneetches and other stories* (1961), the roots of segregation are arbitrary.

Direct quote containing less than 40 words:

“They kept them away. Never let them come near. And that’s how they treated them year after year” (Seuss, 1961, p.7).

**Journal Article:**
Last name, First name initial. Middle name initial (year). Title of article. *Title of journal*, volume(number), first page-last page.


**Book:**
Author, First name initial. (year of publication). *Title of work*: Capital letter also for subtitle. Location: Publisher.


**Multimedia:**

**Websites:**
Author name. (Date of Publication). *Title of Document*. Retrieved from: http:// web address


**More information and resources:**
- APA’s official website: [APAsyle.org](http://www.apastyle.org)
- Purdue’s Online Writing Lab: [owl.english.purdue.edu/owl](http://owl.english.purdue.edu/owl)
- Ebsco and ProQuest databases have citations already for you
- Stop into the Learning Commons to check out the APA Manual or ask for help