

Formatting the Reference Page for APA

Examples are taken from:

Publication Manual of the American Psychological Association (5th ed.). (2001). Washington,

DC: American Psychological Association.

The References page is at the end of your main paper but before any appendixes or footnotes.

- Center the word (References) on the page. Page is double spaced like the rest of the report (Format → Paragraph → Line Spacing → select Double)
- Begin each Reference entry at the left margin. If the entry takes up more than one line, use a hanging indent for subsequent lines (Move lower triangle ▲ on Ruler) .
- Alphabetize References entries by the first letter of the first word of each entry, whether it is an author's last name, editor's last name, or the title (excluding a, an, or the).

Citing Electronic Information

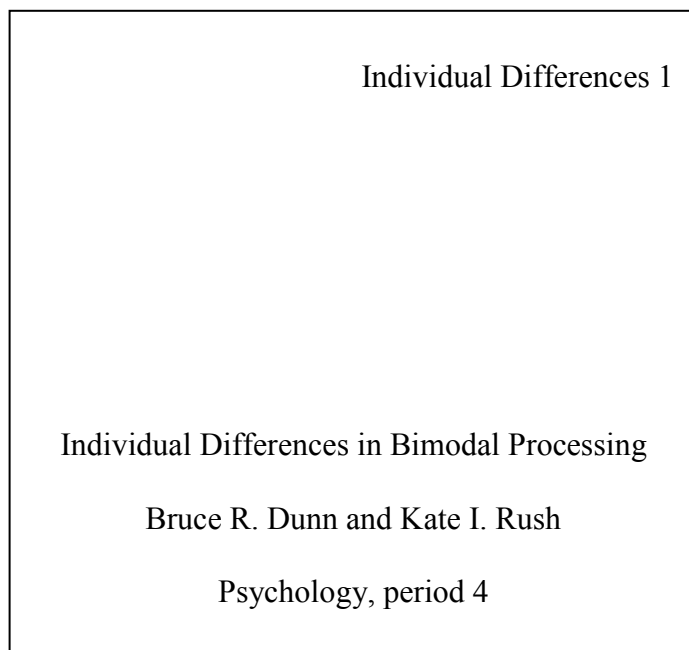
The following are examples from the Publication Manual of the American Psychological Association (5th edition) for preparing reference pages. Consistency within a paper or report is **important** so that all references from similar sources are cited following the same format. To avoid plagiarism, it is essential to cite sources of information: **print and electronic**, even **images**, when preparing a report.

Some common elements of all citations for electronic sources are:

- The author's name (if known)
- The date of the publication (if available) – Year, Month Day (enclosed in parenthesis).
- The full title of the document
- The title of the complete work if the document is part of it – in italics **or** underlined
- The date of access (APA puts in Retrieved Month Day, Year, format)
- The relevant electronic address – the URL (APA adds the word 'from' before the URL).
- URL is not a hyperlink (not blue or underlined, *backspace* to undo hyperlink).

CORRECT APA HEADING:

Looks like:



How to make a header:

1. Go to **File**→**Page Set Up**. Be sure that Right, Left, Bottom, Top margins are all set at 1 inch.
2. Go to **Format**→**Paragraph**. Set **Line Spacing** to double.
3. Go to **View** → **Header and Footer**.
4. In the header, type a Running head (an abbreviated title) all the way to the right, using the **align right** tab in your toolbar. Hit space-bar one time.
5. In the Header and Footer Pop-up Toolbar→ # (**Insert Page Number**).
6. Click **Close**. Your page numbers will now appear on every page, along with a Running head.
7. You can now type your title page.