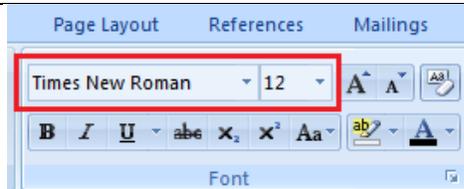


## How to format a Reference List in APA Style

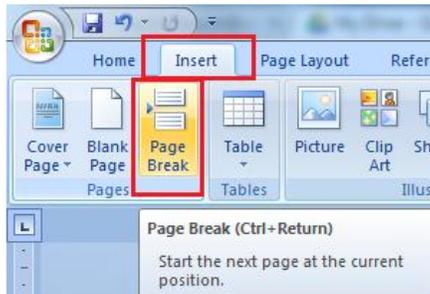
**Referencing is a standardized method of writing the sources you have used in your written work<sup>1</sup>.** Below are the main characteristics of formatting a Reference list in APA style. Please note that the screenshots are applicable for Microsoft Word 2007, 2010 and 2013.

1. APA requires all your text to be in **Times New Roman** and the font size to be **12 pt.**

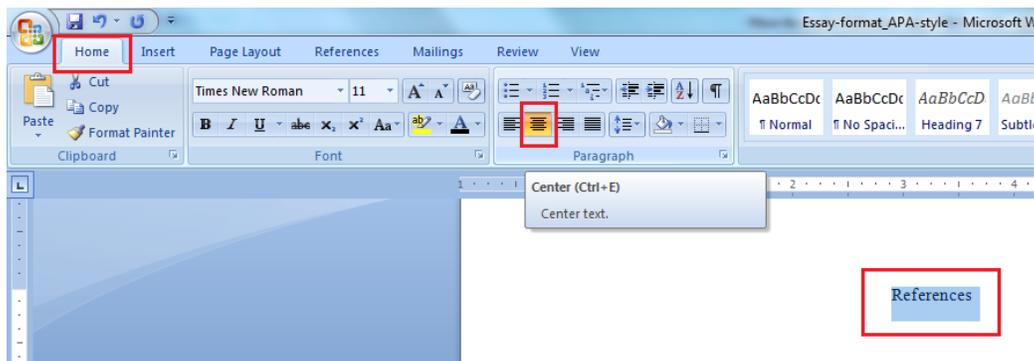


2. The list of references must be **on a new page at the end of your text.** To start a new page, put your cursor at the beginning of the word References, and then follow this path:  
Menu bar → Insert → Page Break.

**Note:** never create new pages by clicking on Enter button for many times. When you make changes in the body of the document, the place for the references will change as well.



3. The word “References” should be **centered** at the top of the page. To do that, select the word References, then click on Home in the Menu bar and on Center in the Paragraph bar. No bold, no italics and no quotation marks are needed.



<sup>1</sup> University of Southern Queensland. *What is referencing?* Retrieved on 2/13/2014, from <https://www.usq.edu.au/library/referencing/what-is-referencing>

4. Entries are arranged **alphabetically** by the author's **last name or organization name**. If there is no author, alphabetize sources **by the title**.  
**Do not** number the entries as they are already in an alphabetical order.

*Check the example below for arranging sources. First one starts with the name of the organization, the second and third ones start with the authors' last names, and the last one is the title of the book, as there is no author.*

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4<sup>th</sup> ed.). Washington, DC: Author.

Burns, D. D. (1980). *Feeling good: The new mood therapy*. New York: William Morrow.

Harter, S. (1988). *Manual for the self-perception profile for adolescents*. Denver: University of Denver.

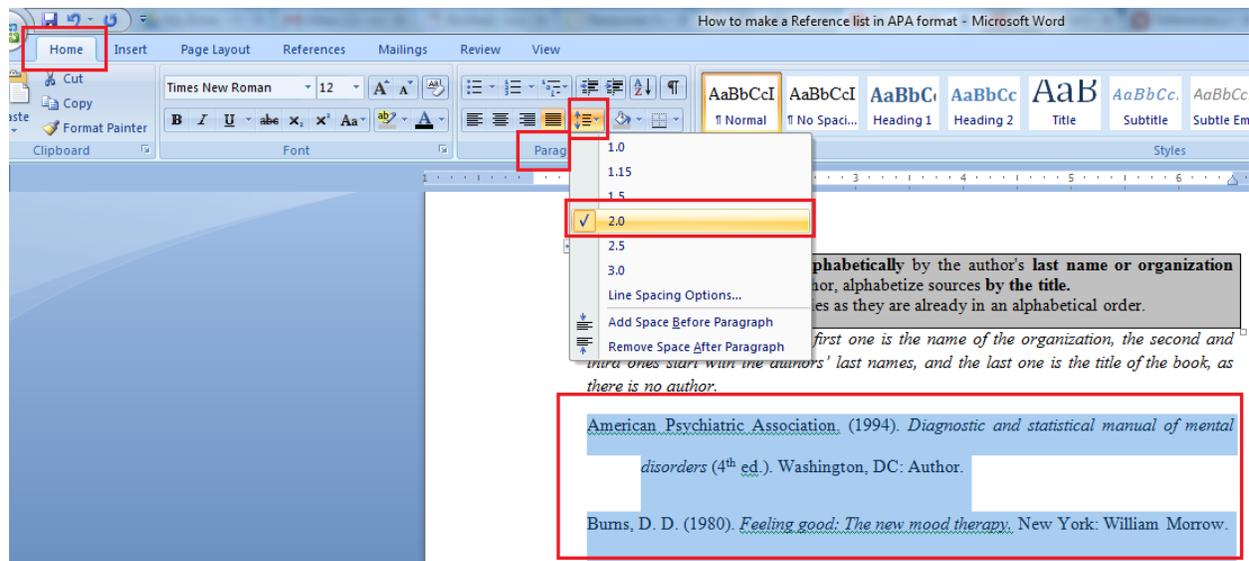
*New concise world atlas*. (2007). New York, NY: Oxford University Press.

5. Titles of books, journals, dictionaries, encyclopedias are **italicized**; titles of articles are **neither** italicized **nor** put in quotation marks.

*In the following example, journal title is italicized, while the title of the article – is not.*

Beidel, D. C. (1991). Social phobia and overanxious disorder in school-age children. *Journal of the American Academy of Child and Adolescent Psychiatry*, 30, 545-552.

6. Entries should be double-spaced. To make the space between the lines double, **select the text** and follow this path: Menu bar → Home → Paragraph, and in the spacing bar, select 2.0.

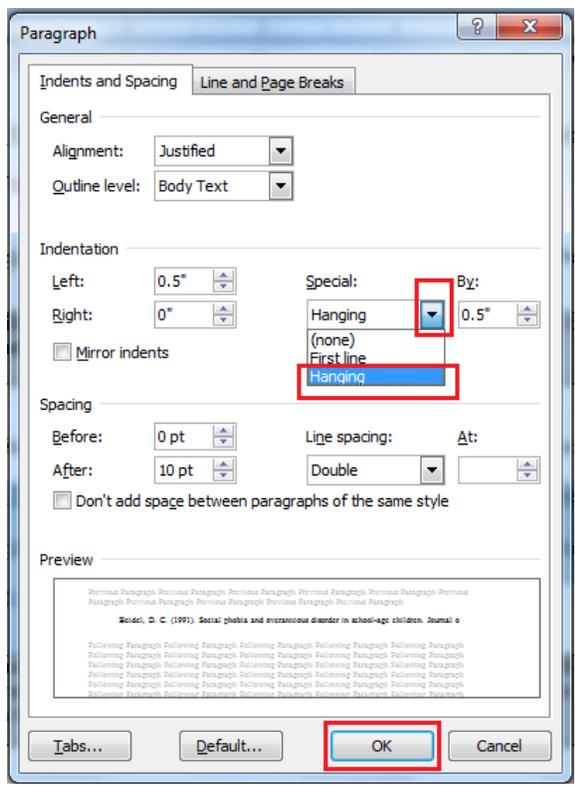
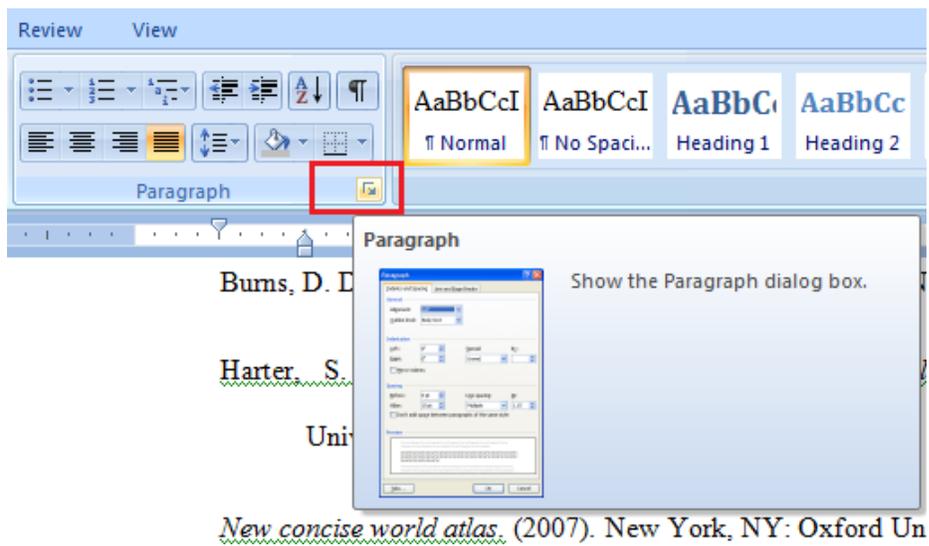


7. APA style of formatting requires having the reference list in hanging indents. A hanging indent or a hanging paragraph is a paragraph that has all lines indented except for the first one.

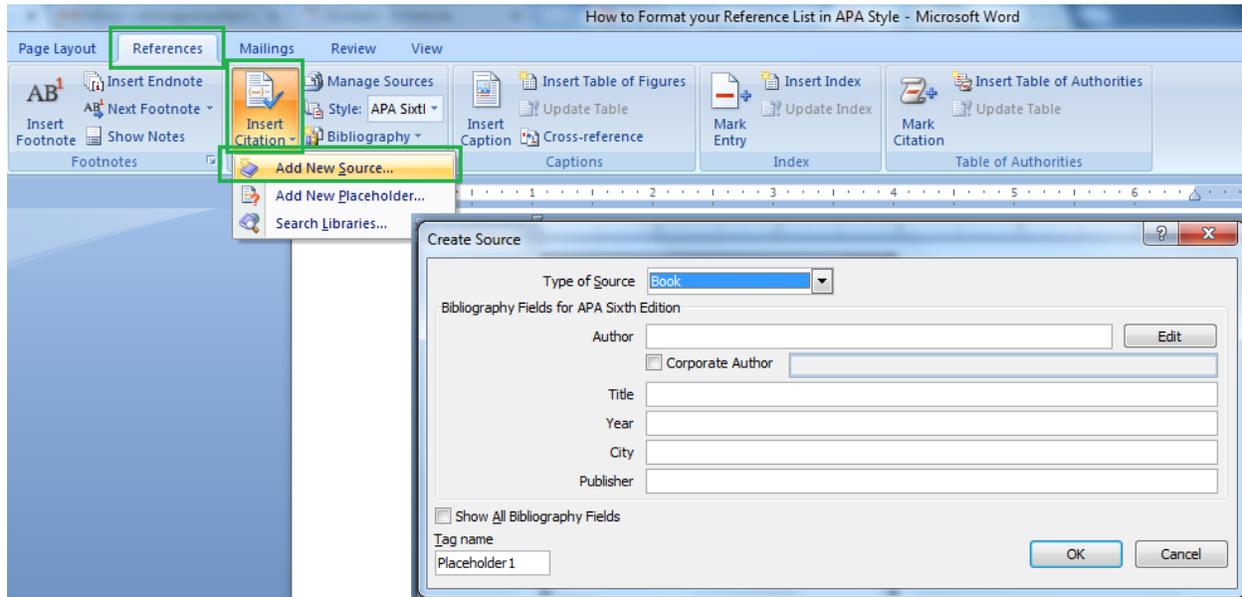
**Example of a hanging indent:**

Chorpita, B. F., Tracey, S. A., Brown, T. A., Collica, T. J., & Barlow, D. H. (1997). Assessment of worry in children and adolescents: An adaptation of the Penn State Worry Questionnaire. *Behaviour Research and Therapy*, 35, 569-581.

To create a **hanging indent** for all the entries, select the text, then go to Menu bar → Paragraph → Indentation (Hanging) and click OK.



**Helpful note:** Microsoft Word offers the option of generating a reference list automatically. You will find this option particularly effective if your piece of writing is longer than 2-3 pages.



---

### **Links to Video tutorials**

The following video tutorials will demonstrate how to format Reference lists in every detail:

[Purdue OWL: APA Formatting: Reference List Basics](#)

[APA Reference Lists: A More Detailed Explanation](#)