Formatting a Reference Page in APA Style (PC Word 2010)

1. Type **References** on the top of the page
2. Center the text by highlighting the word and clicking on the center option, which is found under the **Home** tab in word.

3. With the text highlighted, make sure that the text is **Times New Roman** and **12 pt**.
4. Click *Enter* to go to the next line and, then, click on the option to align the text to the left.

5. To make sure that the text is double spaced,
   a. Highlight the text and click on the expand icon in the bottom, right corner of the *Paragraph* option under the *Home* tab.
   b. The *Paragraph* detailed options pop-up window will open.
   c. Under the heading *Spacing* in the pop-up window, make sure that both the *Before* and *After* spacing options are set to 0pt. and the *Line spacing* is set to *Double*. Click *OK*. 
6. Enter the text of the citation following the *Publication Manual of the American Psychological Association*, 6th edition, guidelines. See the following page numbers in the *Publication Manual* for commonly used resources.
   - General Format for Articles – pp. 198-199
   - Chapter of Book – p. 204
   - Complete Book – pp. 202-203
   - Journal Article – pp. 198-199
   - Different number of Authors – see pp. 197 for index to list of specific examples

7. To make the citation have a hanging indent, where the first line is to the far left and the subsequent lines are indented:
   a. Highlight the text.
   b. Open the *Paragraph* detailed pop-up window as you did above.
   c. Choose the *Hanging* option under *Special* found in the *Indentation* and click *OK.*
8. To italicize the title and volume number, highlight the text and click on the Italic icon found under the *Home* tab.

9. To enter the next citation, go to the end of the entered citation and click the **Enter** button on the keyboard. The cursor will, then, be positioned at the left. Since the paragraph format was set to *Hanging*, for citations that go beyond one line, the text will automatically be indented on the subsequent lines.