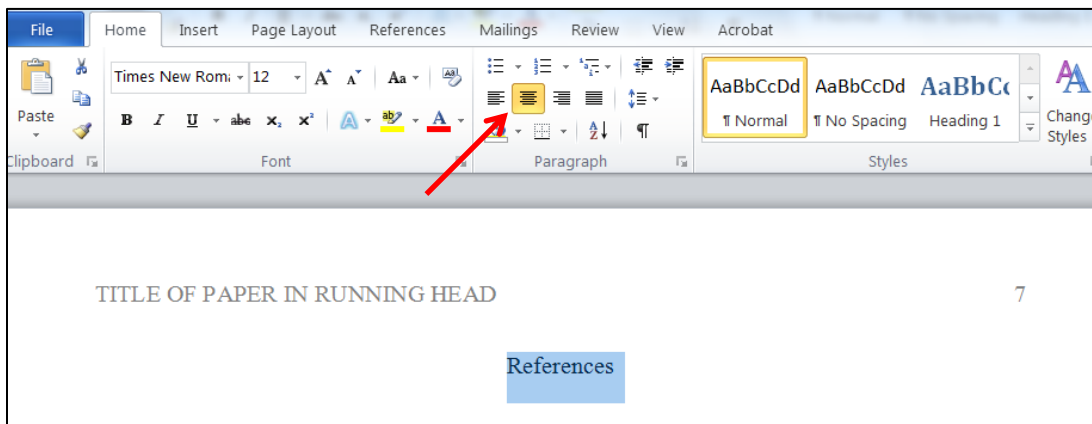


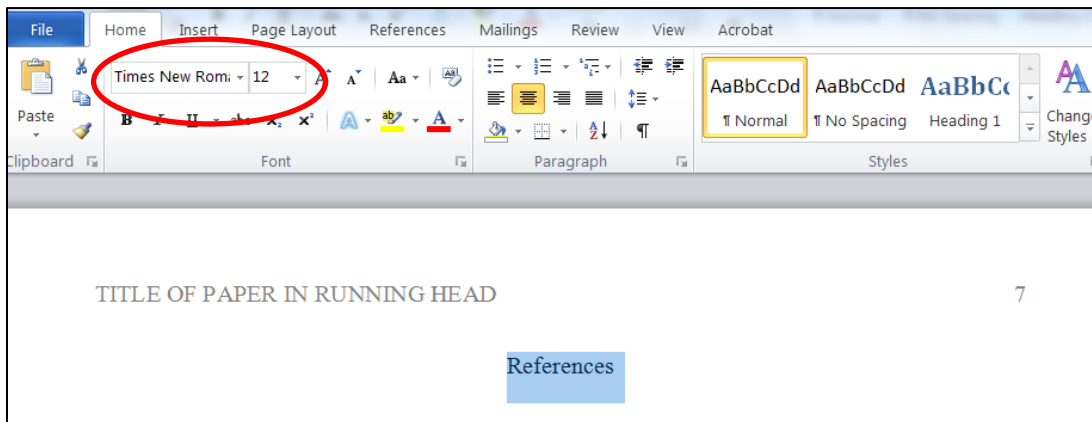


Formatting a Reference Page in APA Style (PC Word 2010)

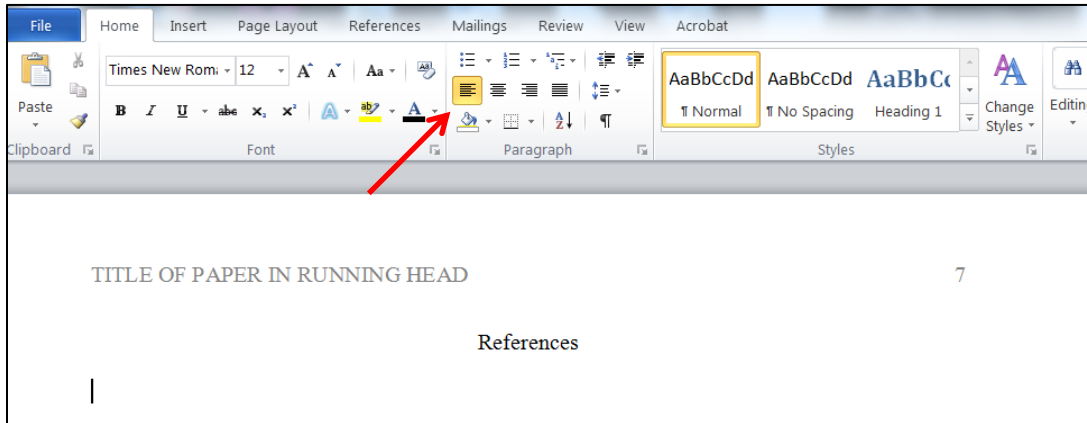
1. Type **References** on the top of the page
2. Center the text by highlighting the word and clicking on the center option, which is found under the *Home* tab in word.



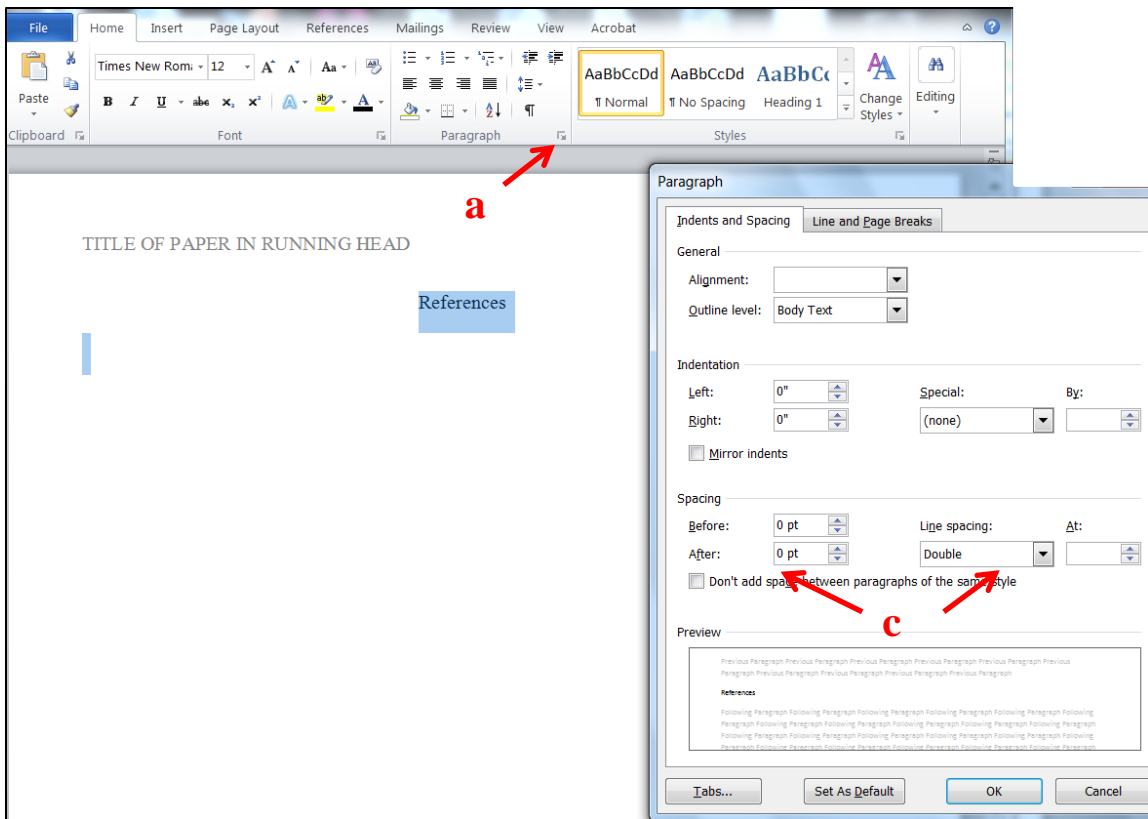
3. With the text highlighted, make sure that the text is *Times New Roman* and *12 pt.*



4. Click **Enter** to go to the next line and, then, click on the option to align the text to the left.

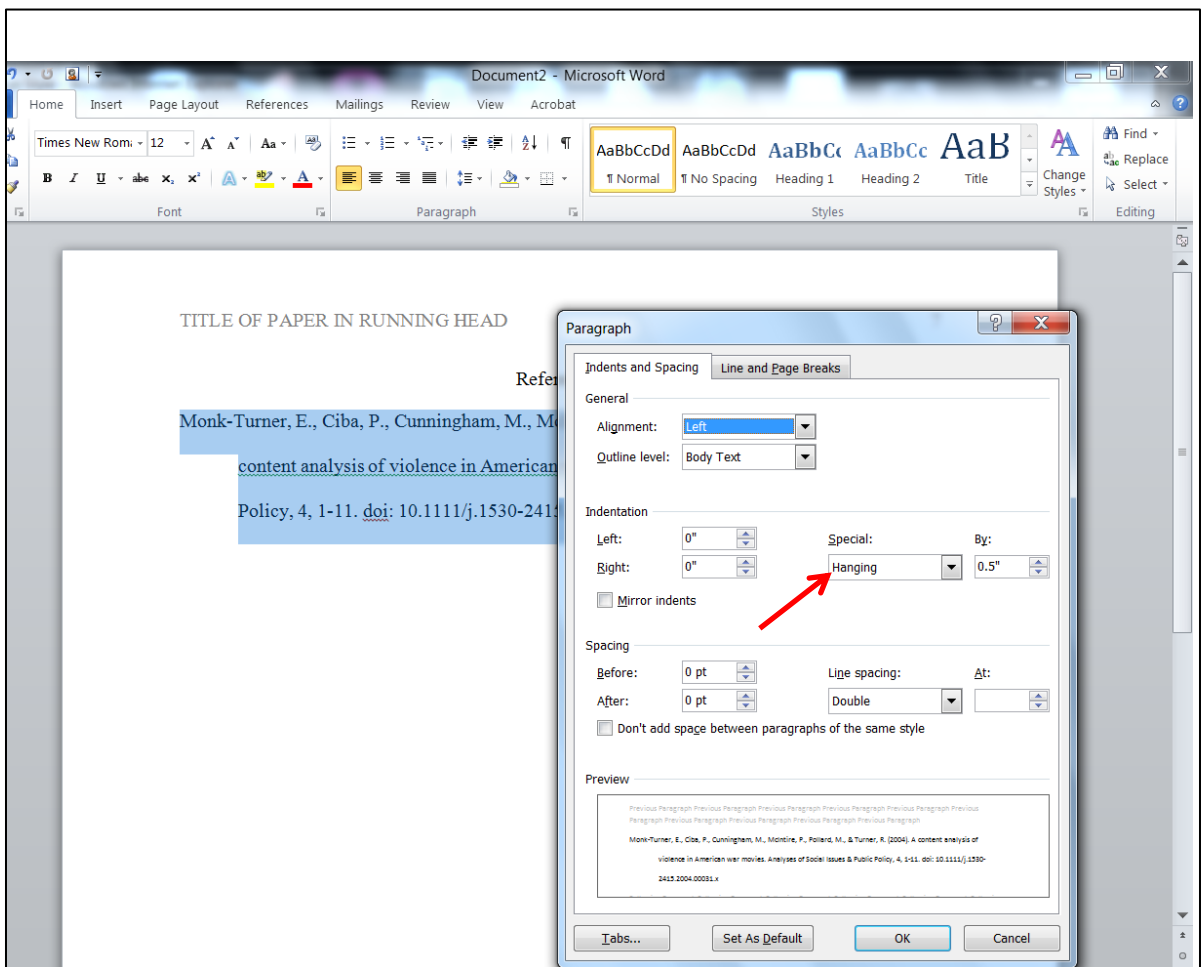


5. To make sure that the text is double spaced,
- Highlight the text and click on the expand icon in the bottom, right corner of the **Paragraph** option under the **Home** tab.
 - The **Paragraph** detailed options pop-up window will open.
 - Under the heading **Spacing** in the pop-up window, make sure that both the **Before** and **After** spacing options are set to 0pt. and the **Line spacing** is set to **Double**. Click **OK**.

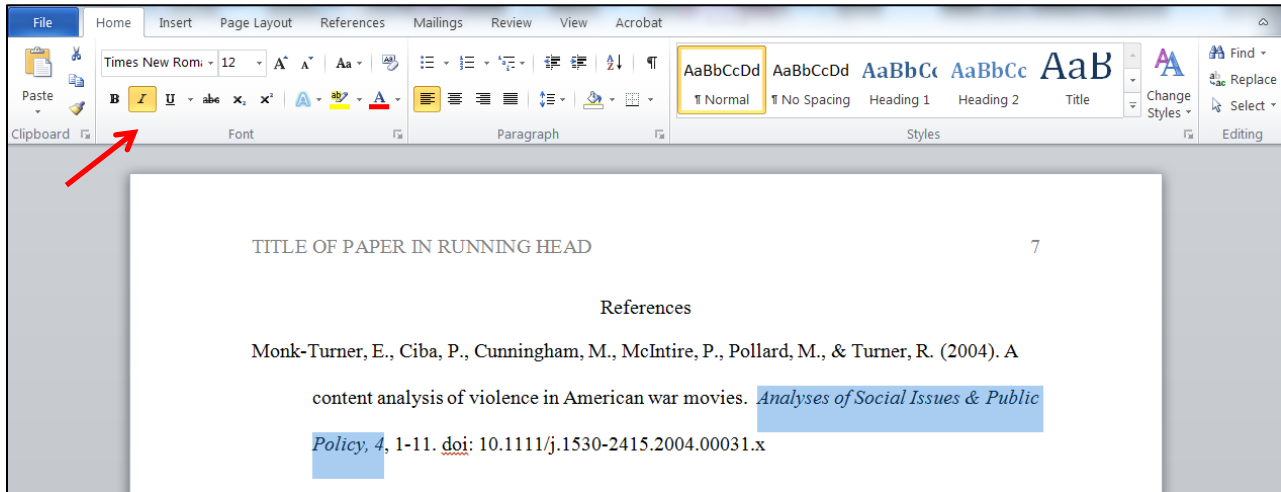


6. Enter the text of the citation following the *Publication Manual of the American Psychological Association*, 6th edition, guidelines. See the following page numbers in the *Publication Manual* for commonly used resources.
 - General Format for Articles – pp. 198-199
 - Chapter of Book – p. 204
 - Complete Book – pp. 202-203
 - Journal Article – pp. 198-199
 - Web Site – <http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html>
 - 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.

