How to Format Your Reference List

This handout provides instruction on how to format the reference page of your paper according to the guidelines laid out in 6th edition of the *Publication Manual of the American Psychological Association*.

General

The reference list should begin on the last page of your paper, and it should contain full citations for every resource that you have used in your paper.

The reference list should be double-spaced, 12 point font.

In Microsoft Word

1. Label the page "References," with the word "References" centered at the top of the page. (Do not bold or underline the title.)

    a. Note: this page may also be labeled "Works Cited" or "Bibliography," depending on the requirements of different instructors.

2. Enter all of your APA citations and sort them alphabetically, according to author's last name.

    a. Note: if a source does not have an author, use the title of the work to sort alphabetically.

3. The second line of all entries in the reference list should be indented ½ inch from the left margin. This is called a hanging indentation. To format the hanging indentation:

    a. Select all of your references by highlighting them with your mouse.

    b. On the **Home** tab, click on the arrow in the bottom right-hand side of the **Paragraph** group.
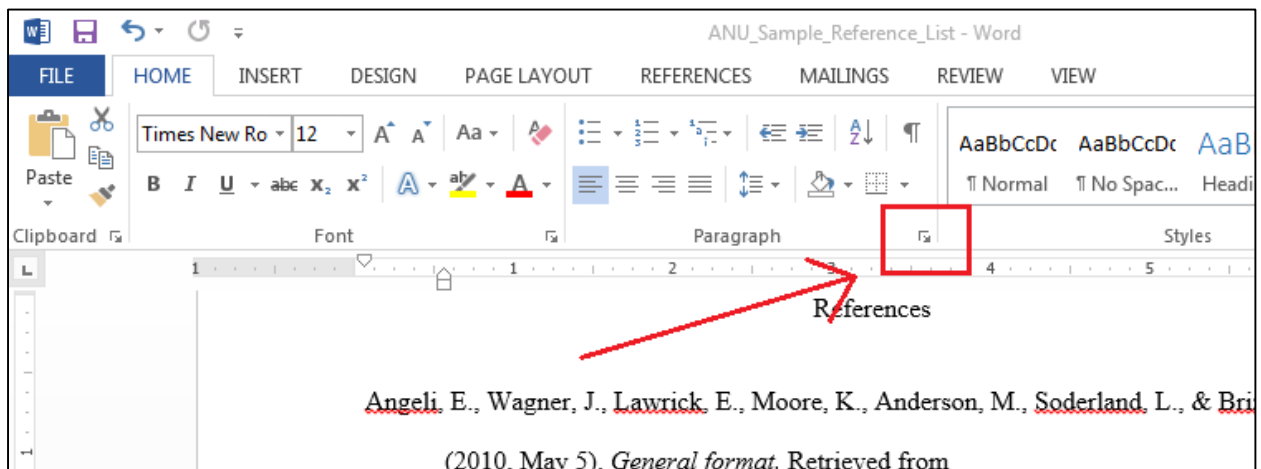
c. This will open a new dialog box. Under **Indentation**, select "Hanging." Select 0.5" for the indent amount.

d. Make sure that the line spacing is set to "Double."
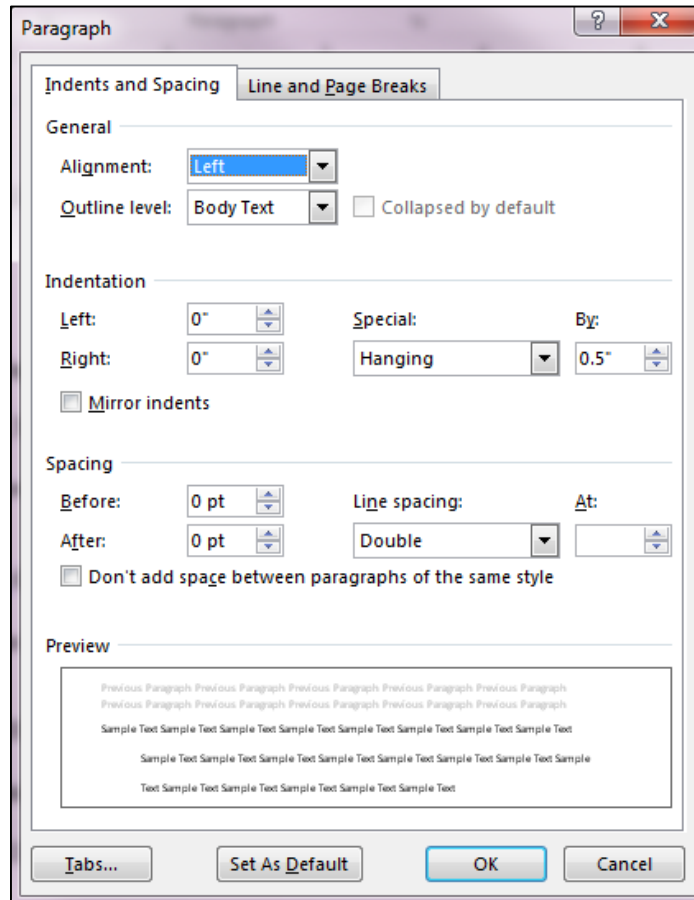
Additional Resources:

You can find more information on formatting your paper, citing sources, and using the APA style at:

- University of Fairfax Library Style Guide: http://library.an.edu/ufairfax/apastyle
- University of Fairfax Library Writing Center: http://library.an.edu/ufairfax/writingresearch
- Purdue Online Writing Lab (OWL): https://owl.english.purdue.edu/owl/