


## Step-by-step guide to Formatting APA References List in MS Word 2010

The **References list** appears at the end of your paper, on its own page, with the title References (not bolded or underlined) centered at the top, and continuing the page numbers of the text. A References list should include only the sources referred to in your text.

- Begin each entry flush with the left margin and indent subsequent line(s) of the same entry one-half inch from the left margin.
- Double-space both within and between entries.
- Book titles and journal names must be italicized.
- Remember that all references cited in the text must be listed alphabetically by the first author's last name in the list of references. If author is unknown, alphabetize by the title.

<p><b>Step A.</b> <b>Begin References list on a separate page continuing the page numbers of the text</b></p>	<ol style="list-style-type: none"> <li>1. With the insertion point at the end of the text of the research paper, press the <b>ENTER</b> key.</li> <li>2. Then, press <b>CTRL+ENTER</b> to insert a manual page immediately below the manual page break.</li> </ol>
<p><b>Step B.</b> <b>Center a title of the Works Cited page</b></p>	<p>The works cited title is to be centered between the margins of the paper. If you simply issue the Center command, the title will not be centered properly. Instead, it will be one-half inch to the center point because earlier you set first-line indent at one-half inch.</p> <ol style="list-style-type: none"> <li>1. Drag the First Line Indent marker to the 0" mark on the ruler, which is at the left margin, to remove the first-line indent setting.</li> </ol>  <ol style="list-style-type: none"> <li>2. Press <b>CTRL+E</b> to center the paragraph mark.</li> <li>3. Type References as the title.</li> <li>4. Press the <b>ENTER</b> key.</li> <li>5. Press <b>CTRL+L</b> to left-align the paragraph mark.</li> </ol>
<p><b>Step C.</b> <b>Create Hanging Indent</b></p>	<p>Currently, all lines of each source entry begin at the left margin. The entry should be modified so that the first line of each source entry begins at the left margin and the subsequent lines in the same paragraph are to be indented one-half inch from the left margin. Such an indent is called "hanging."</p> <ul style="list-style-type: none"> <li>• Press <b>CTRL+T</b> to create the hanging indent <i>OR</i></li> <li>• Set the ruler as shown below:</li> </ul>



<p><b>Step D.</b> <b>Type References list</b></p>	<ol style="list-style-type: none"> <li>1. Type the entries according to the APA's Publication Manual, 6th ed, 2010. You may use <a href="#">KnightCite Citation Service</a> to format the citations. Each entry that is longer than one line will wrap properly and auto-indent at .5".</li> <li>2. After each entry, press <b>ENTER</b> key once.</li> </ol>
<p><b>Step E.</b> <b>Double-space entries</b></p>	<p>References list should be double-spaced both within and between entries.</p> <ol style="list-style-type: none"> <li>1. With the entries selected click <b>No Spacing style</b> (no blank space before or after a paragraph).</li> </ol> <div data-bbox="868 499 1036 709" style="text-align: center;"> </div> <ol style="list-style-type: none"> <li>2. Press CTRL+2 to double-space text.</li> </ol>
<p><b>Step F.</b> <b>Alphabetize entries</b></p>	<p><b>To alphabetize the list</b> select text and click the <b>Sort</b> button on the <b>Home</b> tab.</p> <div data-bbox="800 814 1063 926" style="text-align: center;"> </div>

**Here is how the References page should look:**

References

Berkowitz, R. I., Wadden, T. A., Tershakovec, A. M., & Cronquist, J. L. (2003). Behavior therapy and sibutramine for the treatment of adolescent obesity. *Journal of the American Medical Association, 289*, 1805-1812.

Carmona, R. H. (2004, March 2). *The growing epidemic of childhood obesity*. Testimony before the Subcommittee on Competition, Foreign Commerce, and Infrastructure of the U.S. Senate Committee on Commerce, Science, and Transportation. Retrieved from <http://www.hhs.gov/asl/testify/t040302.html>

Henry J. Kaiser Family Foundation. (2004, February). *The role of media in childhood obesity*. Retrieved from <http://www.kff.org/entmedia/7030.cfm>