

How to Set Up a Reference Page in APA Format

Every time you use outside materials for a paper, you are going to have to cite it. For the actual format of each specific resource you use, please refer to the [APA references section](#) of the Writing Lab's website. The purpose of this tutorial is to show you how to format the page properly. The methods used here are for Microsoft Word 2003 or higher. Other word processors may have different ways to create the same effect.

Some general tips that you need to keep in mind are

- in APA it is titled References;
- all entries should be double spaced (like your paper) with a hanging indent;
- all entries should be alphabetized by author or title if no author;
 - If you are using the title instead of an author, you do not count articles (a, an, the) when alphabetizing. So if the title is "The Dark Planet," it would be alphabetized under D for Dark.
- and avoid using a web-based bibliography generator; they are unreliable and often take longer to fix than if you'd done it all yourself.

Below is an example of what the reference page should look like. I'm not including the header and page number since that will carry over from your paper. And remember, page break is your friend and will keep your reference page stable no matter how many revisions you do of your paper. If you don't know how to create a page break or hanging indent, see [How to Use Word to Format a Paper](#). If you are using a word processor without these capabilities, a hanging indent is all lines except the first indented 0.5" in from the left margin.

References

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