Hints for creating the APA Reference page:

- In Word 2016 for Windows, to set the hanging indent and double spacing for your reference page, click on the small box with an arrow under the paragraph tools to get the “Indents and Spacing” toolbox. Set your hanging indent and spacing as shown below.
• Double space your reference list and indent the 2nd, 3rd, 4th, etc. line of each citation on the reference list (see formatting instructions above).

• The title of your reference list should be centered and titled: References (not Works Cited or Bibliography). Do not bold the References title.

• Remember to use Times New Roman, size 12 font.

• Reference list should be alphabetized.

• Capitalize ONLY the first word of a book title, first word of any subtitle, and proper nouns and italicize the book title.
  - Gone with the wind.
  - A brief history of the United States.
  - Clothing through American history: The Civil War through the Gilded Age.

• Capitalize ONLY the first word of an article or chapter title, first word of any subtitle, and any proper nouns. Do NOT italicize or put quotes around the article or chapter title.
  - The social impact of divorce on adopted children.
  - Technology in context: A day in the life of an American teenager.

• Give the full name of the periodical (journals, magazines, newspapers, etc.) title, using uppercase and lowercase letters and italicize periodical titles.
  - Social Science Quarterly
  - The Journal of Accountancy
  - Developmental Psychology
• Author first and middle names should always be initials in the reference list — no matter what it says on the article – and should always show as last name first on the reference list. John Roy Brown becomes Brown, J.R.

• Use DOIs EXACTLY as you find them; it’s best to copy and paste. Do not remove periods or colons or slashes, if part of the doi number. Copy them exactly as they are shown.

• Do NOT put periods after DOIs or URLs, but do put a period at the end of the citation, if not using a DOI or URL.

• DO NOT change the order of the author’s names in an article citation. Alphabetize reference citations by the first author’s last name.

• Personal Communications (interviews, lectures, emails, telephone conversations) DO NOT belong in your reference list. Cite in-text only.