

Reference List Formatting

APA style requires a reference list to be presented in a specific format. Below is an example of a correctly formatted reference list.

References

- Brown, P. (1982). *Corals in the Capricorn group*. Rockhampton, Australia: Central Queensland University.
- Brown, P. (1998). *The effects of anchor on corals*. Rockhampton, Australia: Central Queensland University.
- Creame, P., & Lea, M. R. (2003). *Writing at university: A guide for students* (2nd ed.). Philadelphia, PA: Open University Press.
- Fitzgerald, J., & Galyer, K. (2008). Collaborative prescribing rights for psychologists: The New Zealand perspective. *New Zealand Journal for Psychology*, 37(3), 44-52.
- Lefait, S. (2013). *Surveillance on screen: Monitoring contemporary films and programs*. Lanham, MD: Scarecrow Press.
- Napier, A. (1993a). *Fatal storm*. Sydney, Australia: Allen & Unwin.
- Napier, A. (1993b). *Survival at sea*. Sydney, Australia: Allen & Unwin.
- Schoon, T. (1962). *Maori pattern* [Painting]. Retrieved from <http://www.aucklandartgallery.com/the-collection/browse-artwork/12800/maori-pattern>

Notice the following format features:

- centred alignment of the title;
- hanging indent (where only the first line of each reference is aligned to the left margin while all other lines are indented);
- double line spacing;
- alphabetical sorting;
- hyperlinks removed; and
- characters that have been automatically superscripted are re-formatted.

To achieve this formatting complete the following steps:

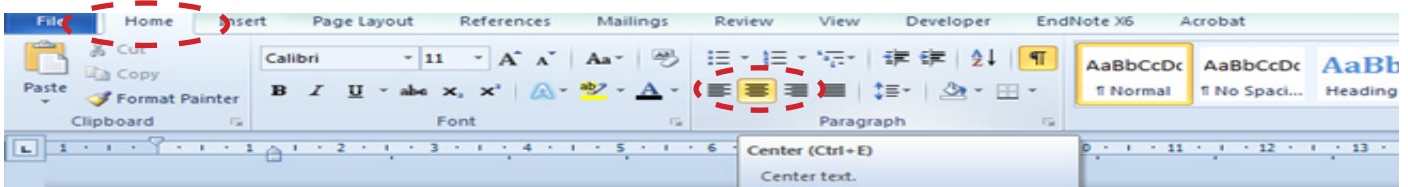


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Reference List Title

The title *References* should be centered at the top of the page.

- Highlight the word **References**, click on the **Home** tab if necessary, and then click on the **centre align** icon.



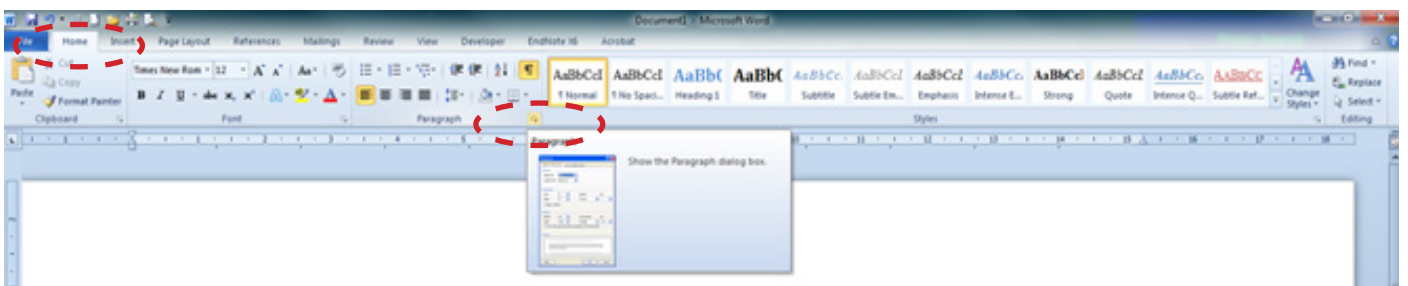
References

Hanging Indent, line spacing and alphabetical sorting

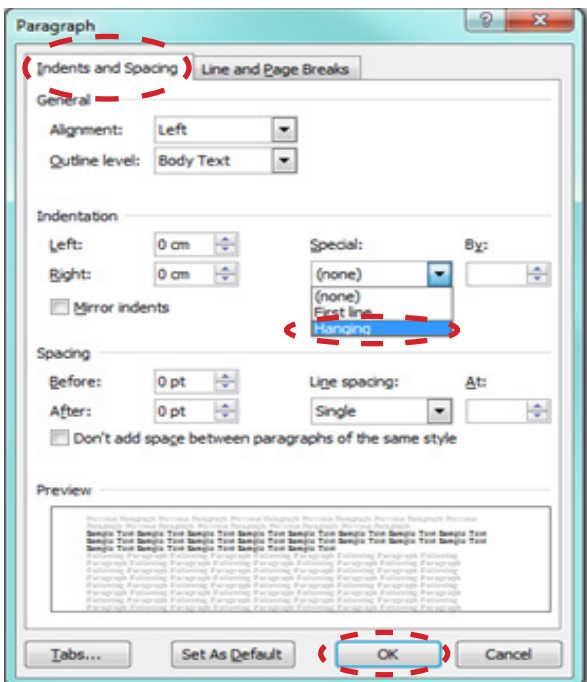
To apply hanging indent, line spacing and alphabetical sorting, **highlight all of the references, and then follow the three steps outlined below:**

1. Hanging Indent

- Ensure the references are **highlighted**, click on the **Home** tab if necessary, and then click on the **Paragraph** icon.



The following dialogue box will appear:

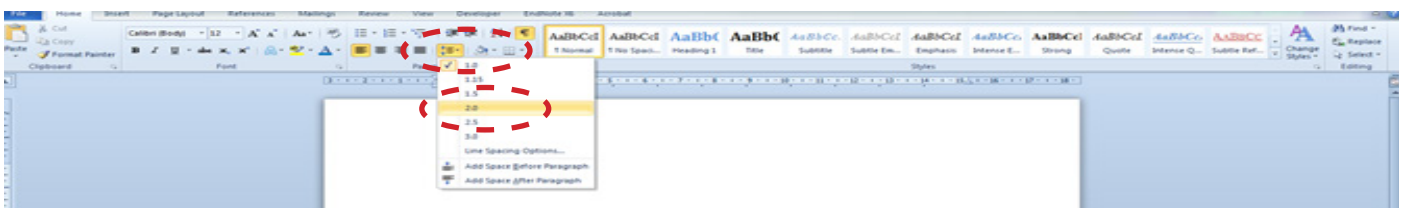


- Click on the **Indents and Spacing** tab, select **Hanging** from the **Special** drop-down list, and then click **OK**.

2. Line Spacing

Line spacing determines the amount of space between each line.

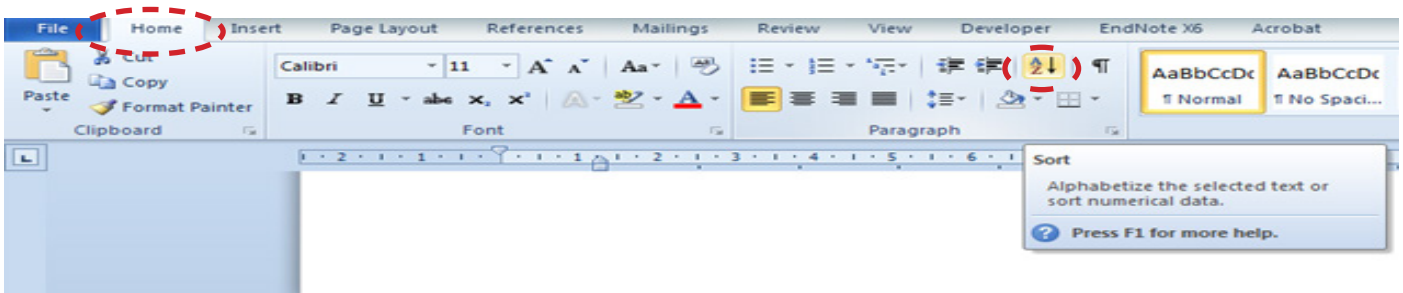
- Ensure the references are **highlighted**, click on **Home** tab if necessary, then click on the **line space** icon, and select **2.0** for double line spacing.



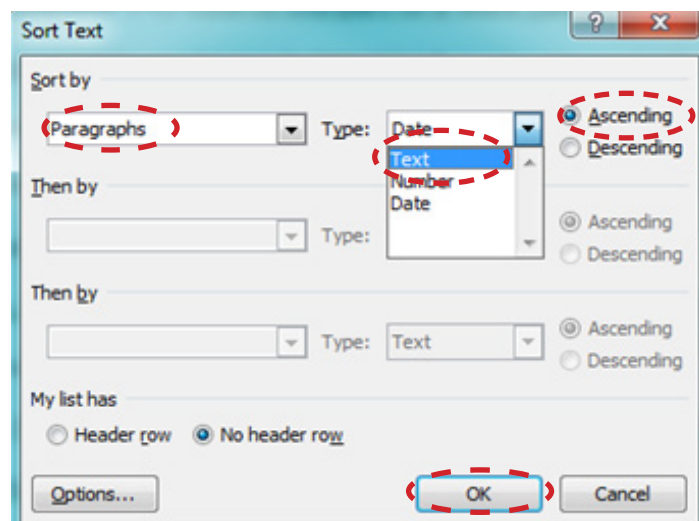
3. Sorting

Sort the APA reference list into ascending alphabetical order (from A to Z).

- Ensure the references are **highlighted**, click on the **Home** tab if necessary, and then click on the **alphabetical sorting** icon.



The following dialogue box will appear:



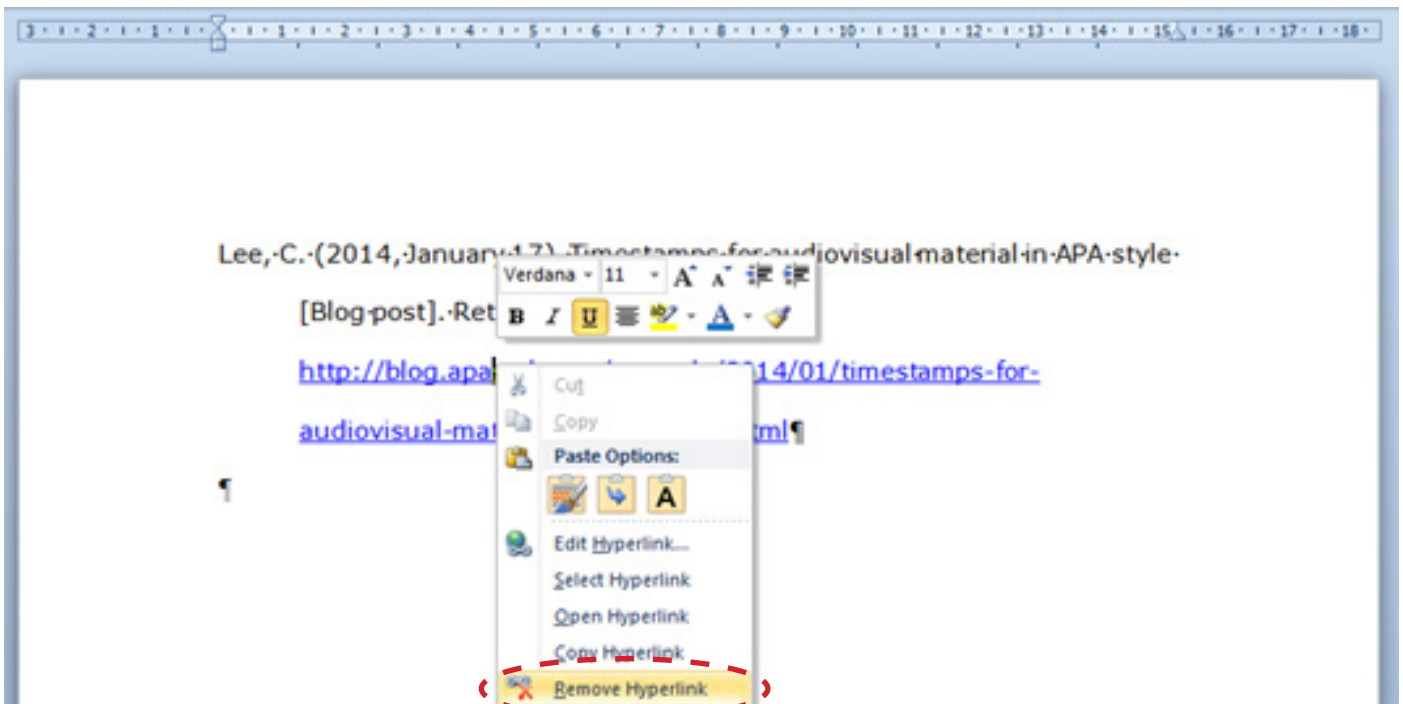
- Choose **Paragraphs** and **Text**, ensure the **Ascending** button is selected, and then click **OK**.

Remove Hyperlinks

Hyperlinks appear in blue and are underlined, but this formatting needs to be removed.

- Hover the mouse over the hyperlink then **right click on the blue underlined text**.

The following dialogue box will appear:

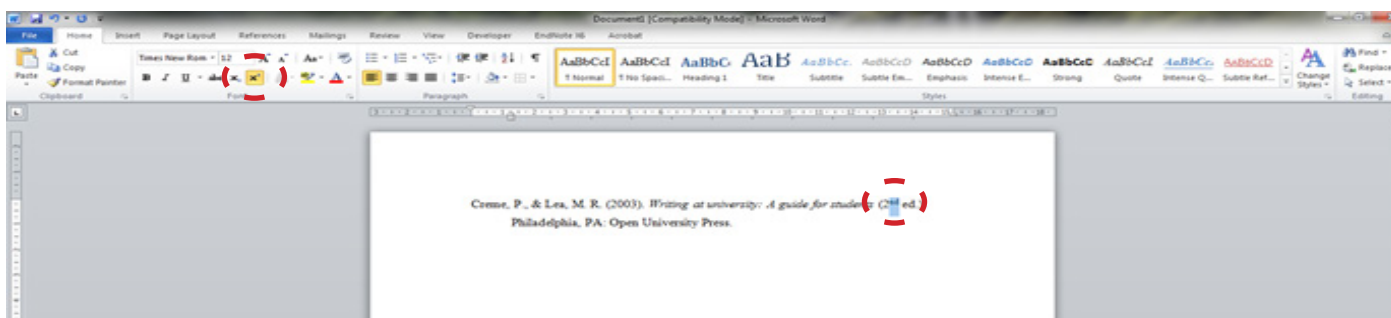


- Click on **Remove Hyperlink**.

Remove Superscript

Superscripted characters sit just above the centreline. You may need to remove superscript formatting within your reference list. For example, (4th ed.) should be shown as (4th ed.).

- Highlight the **superscripted characters** then click on the highlighted **superscript** icon to remove superscript formatting.



Other Formatting Notes

- Margins should be set to match the rest of your assignment;
- the reference list starts on a new page;
- student ID/name should be in the header in the same format as the rest of your assignment;
- page numbering is to continue into the reference list page; and
- the reference list page should sit immediately after the assignment and before any appendices.



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