

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.

Crene, 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:

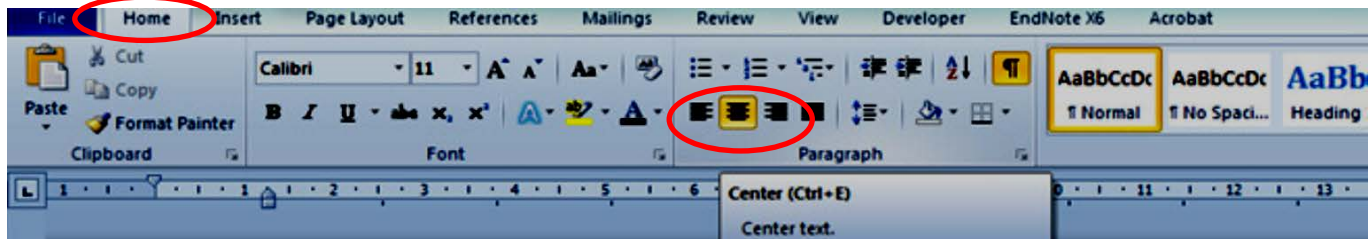
- centred alignment of the title;
- hanging indent (where only the first line of each reference is aligned to the left margin while all other lines are indented);
- double line spacing;
- alphabetical sorting;
- hyperlinks removed; and
- characters that have been automatically superscripted are re-formatted.

To achieve this formatting complete the following steps:

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.



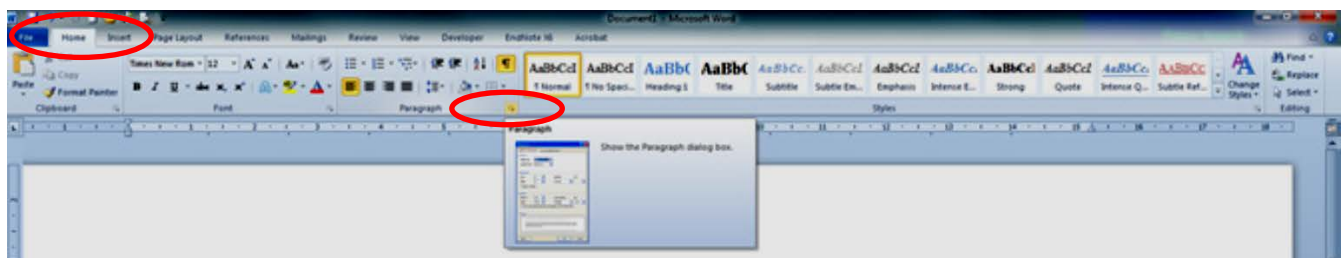
References

Hanging Indent, line spacing and alphabetical sorting

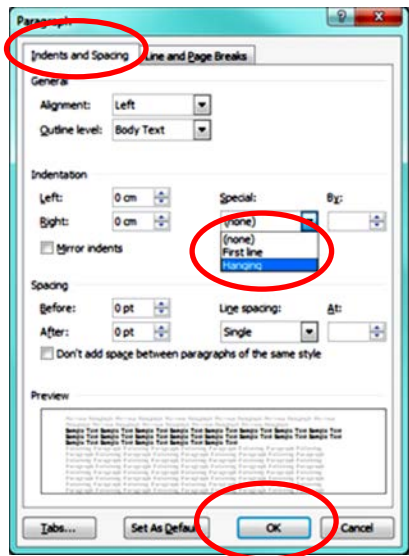
To apply hanging indent, line spacing and alphabetical sorting, highlight all of the references, and then follow the three steps outlined below:

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:

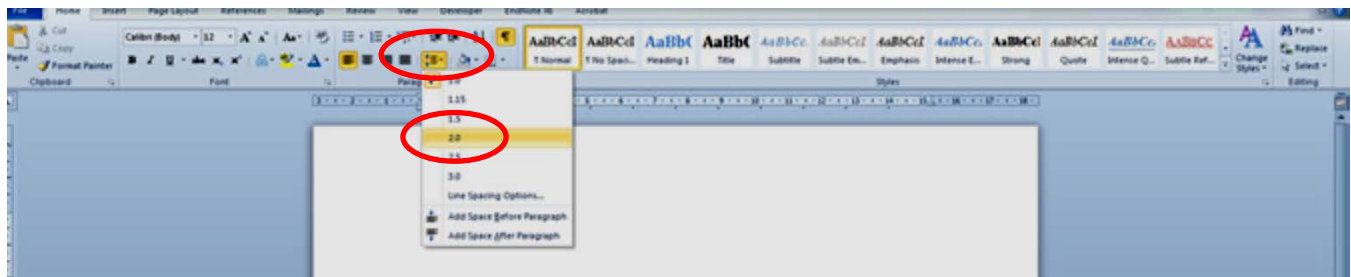


Click on the **Indents and Spacing** tab, select **Hanging** from the **Special** drop-down list, and then click **OK**.

2. Line Spacing

Line spacing determines the amount of space between each line

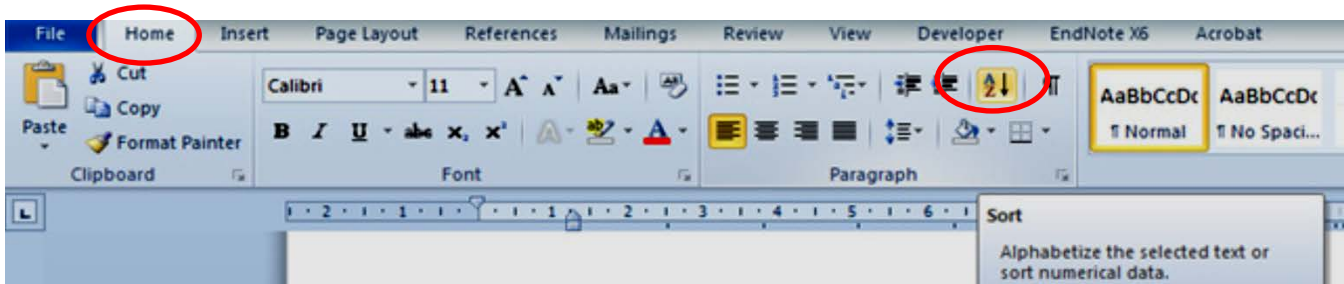
- Ensure the references are **highlighted**, click on **Home** tab if necessary, then click on the **line space** icon, and select **2.0** for double line spacing.



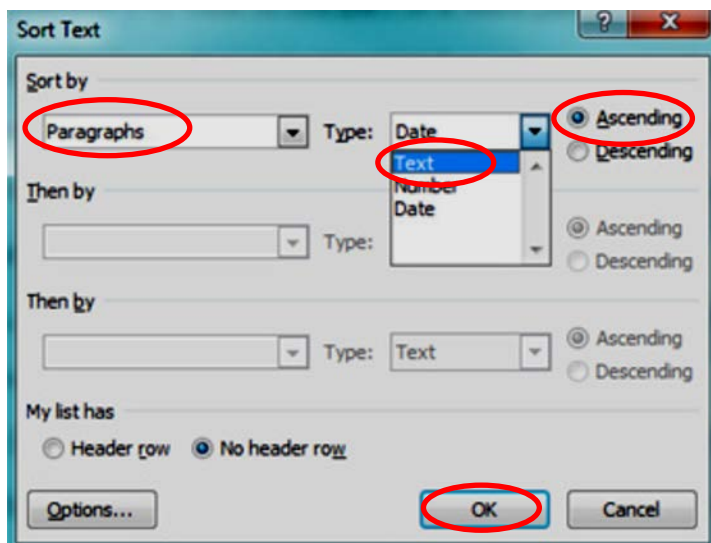
3. Sorting

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:



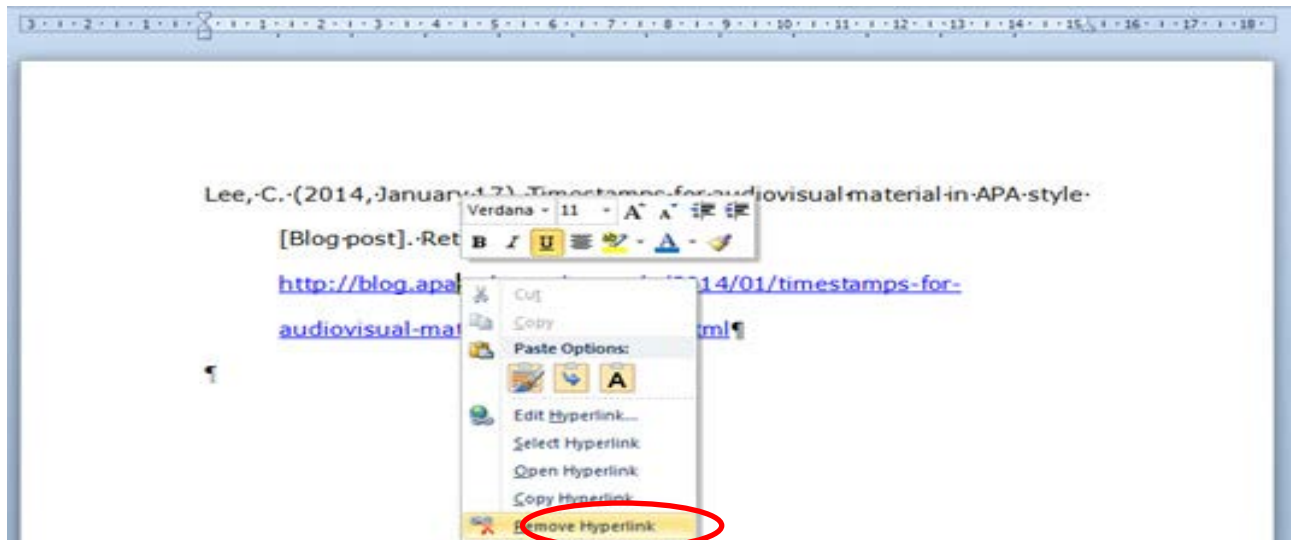
- Choose **Paragraphs** and **Text**, ensure the **Ascending** button is selected, and then click **OK**.

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.