1. Highlight all of your citations. They will need to remain highlighted for each of the following steps.


2. Select the font *style* to match the rest of your paper. Select the font *size* to 12.

3. **Steps 3 & 4 for MS Word only:** Now open the paragraph menu by clicking on the small arrow in the lower right corner of the “Paragraph” section of the “Home” tab.

4. This dialog box will open. Select “Hanging” in the “Special” section and “Double” from the “Spacing” section. You may also need to select the box “Don’t add space…” Then click “OK.”
5. **Step 5 for Google Docs only:**

   A. Complete steps 1 and 2 on the front page of this handout.
   
   B. With your citations still highlighted, select “Double" from the spacing icon drop down menu.
   
   C. Then use the blue formatting symbols in the ruler just above your document to create a hanging indent:

   1. First drag the blue triangle to the right until it lines up with the half-inch mark. (The blue rectangle will automatically move with it.)
   
   2. Then drag the blue rectangle back to where it started, to the zero mark where the gray meets the white. It should look like this:

6. Put your citations in alphabetical order by the first word of each citation, ignoring A, An, or The.
7. Type the word “References” at the top of the page and **center just those words**.
8. The References list needs to start on a new page. If necessary, insert a page break just before the word “References”.

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References


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➢ *Note that the running header and page number in your APA Formatted paper will continue onto the References page. For more on paper formatting and an APA style template, see the Library help guide at: http://guides.kirkwood.edu/citation

*Updated August 2015*