# APA Style Guide for Creating a Reference List

A Reference list is placed at the end of your research paper, and includes all of the sources you quoted, paraphrased or summarized within your paper. It provides all information necessary for a reader to locate any of the sources you've used. Refer also to the APA Source Log and APA Note-taking Templates for specific examples of citations.

- Begin your Reference list on a new page. Use 'Times New Roman' or another easily readable font, set at 12 points. Your title should read **References**. This title is centred and bolded, but not underlined. It should be an inch from the top of the page.
- The References page is double-spaced throughout, both within and between each entry, and between the title and the first entry. Use a hanging indent format. Type the first line of each entry flush left and indent additional lines one half inch.
- DO NOT number the entries. DO NOT use headings, or group by types of source.
- Arrange entries alphabetically by the author's last name (or editor). Use only the initials of the author's first and middle names. If multiple authors are given, they should all be listed with last name, and initials. Use an ampersand (&) before the last author's name. Separate the names with commas. If no author or editor is given, alphabetize by the title of the work, ignoring initial articles such as *A, An or The*.
- For books and articles, capitalize only the first letter of the first word of a title and a subtitle, as well as all proper nouns. Capitalize names of magazines and professional journals as they are normally.
- Italicize the title and subtitle of a source (book, website, professional journal etc.). DO NOT italicize or underline or put quotation marks around article titles (from magazines, journals, newspapers etc.).
- When citing journals, italicize volume numbers and even the comma following the journal title. Do not italicize issue numbers (i.e. – the number which appears in parentheses after the volume number).
- Dates should always be listed as day month year – eg. – 21 Jan. 2012.
- All punctuation must be used precisely.
- A single space is used after any punctuation mark.
- In APA citation, online sources often include what are known as DOIs or digital object identifiers. If a DOI is available, it is used in place of the url.

If you require more detailed information, please refer to *Research and Documentation Online* @ http://bcs.bedfordstmartins.com/resdoc5e/index.htm