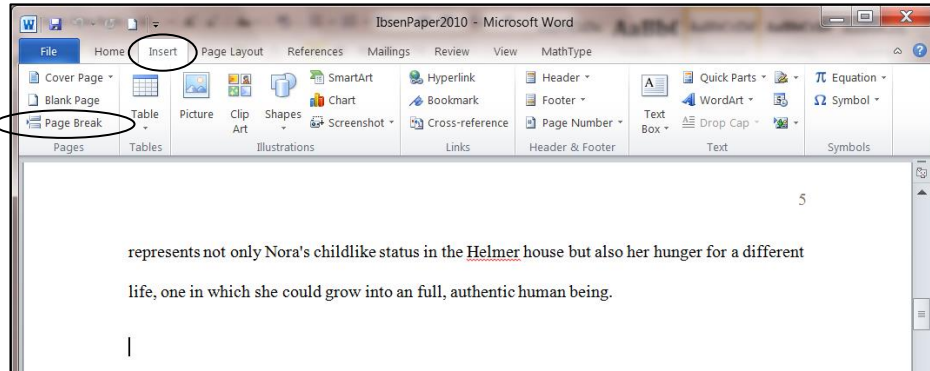# Creating a Reference List (APA 7th Edition) in Microsoft Word

Adding a Page

1. To start your reference list on a new page, click after the last sentence of your paper.
2. Click the *Insert* tab and click *Page Break* in the *Pages* group. *(Or click Pages and choose Page Break.)*


Typing the Title

1. Click the *Home* tab.
2. Click the *Center* button in the *Paragraph* group.
3. Type the title "References" in bold.
4. Press the *Enter* key.
5. Click the *Align Left* button in the *Paragraph* group.
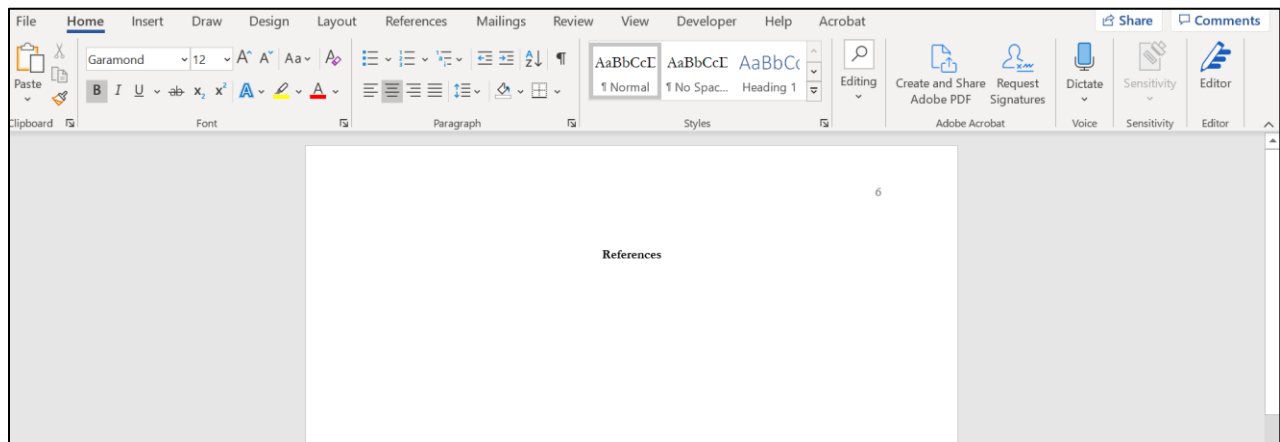
Setting a Hanging Indent (Option 1)

The first line of each citation starts on the left margin, but all lines after the first are indented ½ inch. There are two ways to set this hanging indent:

1. Click the *Home* tab.
2. Click the lower right
   corner of the *Paragraph* group*.*
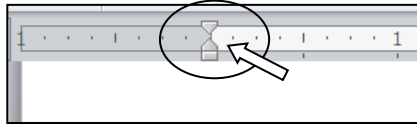3. Under *Indentation,* set *Special* to *Hanging,* and click *OK*.
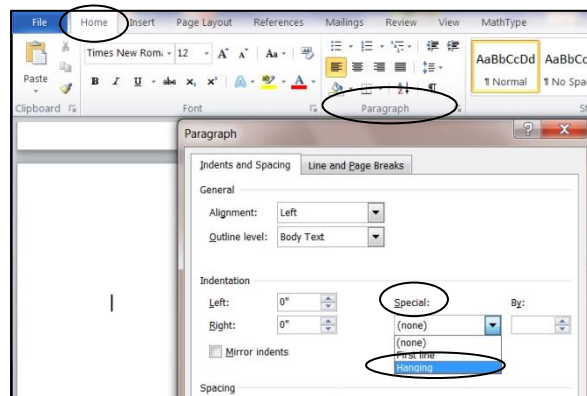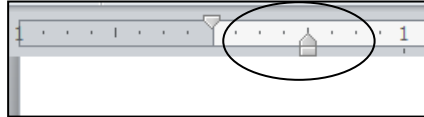

Setting a Hanging Indent (Option 2)

1. Click the *View* tab. Click the *Ruler* box. A ruler will appear at the top of your document.
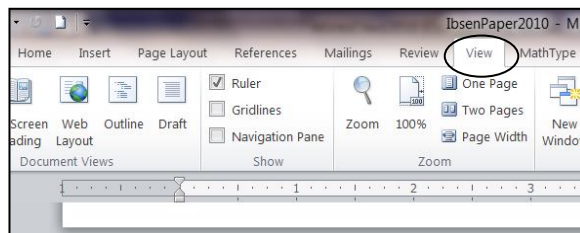
2. At the left margin on the ruler, place the tip of the pointer (cursor) on the lower triangle-shaped indent marker. (The words *Hanging Indent* will appear when the cursor is in the right position.)

3. Drag the lower marker ½ inch to the right.

Typing Citations

Type the information about your first source. When you get to the end of a line, do **not** press the *Enter* key. Continue typing and the text will wrap around to the next line, which will be automatically indented. Press the *Enter* key one time at the end of each citation.

5

References

American Psychological Association. (2017). *Stress in America: The state of our nation.*

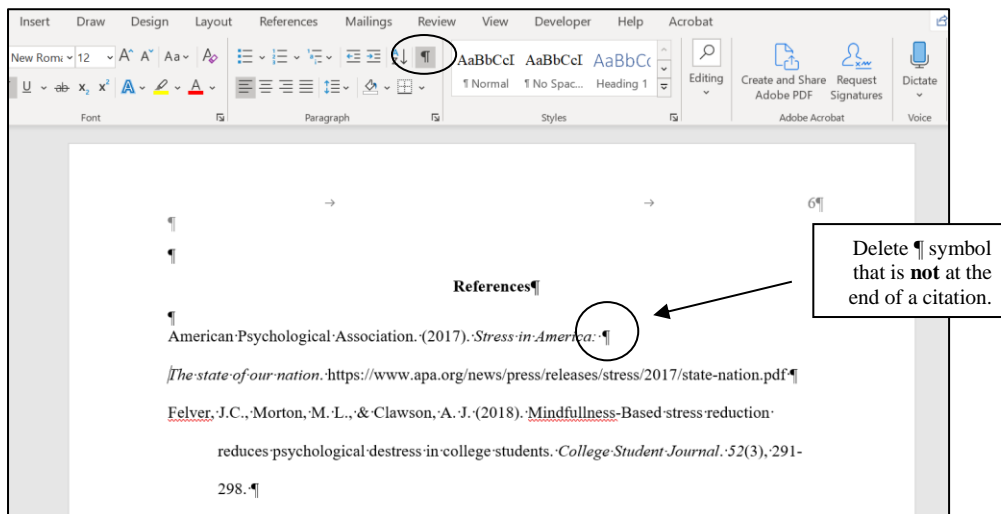https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf

Felver, J.C., Morton, M. L., & Clawson, A. J. (2018). Mindfullness-Based stress reduction

reduces psychological destress in college students. *College Student Journal. 52*(3), 291-

298.

Setting a Hanging Indent after Typing Citations

- If you have already typed the information about your sources without a hanging indent, drag the mouse over the citations to select them, and follow the above directions for "Setting a Hanging Indent."
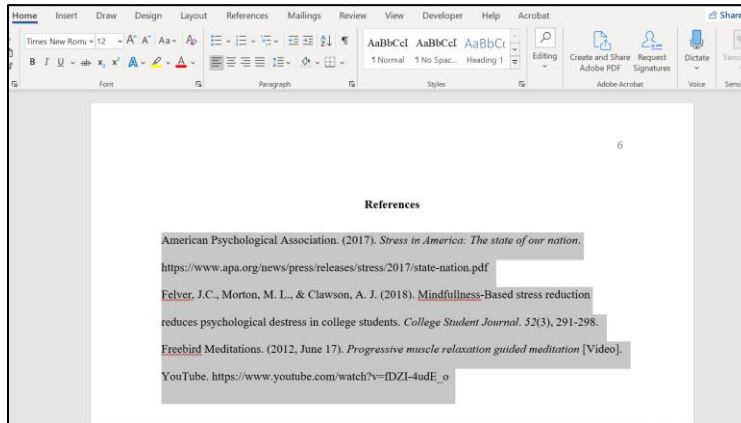
- If a line that should be indented is not, click the *Show/Hide* button (¶) in the *Paragraph* group on the *Home* tab. Delete the paragraph symbols (¶) at the ends of the lines, keeping one ¶ symbol at the end of each citation.

Delete ¶ symbol that is **not** at the end of a citation.