References Guidelines

- Start **References** on a new page, continuing the running head and page number; center the word References at the top.
- Include the sources cited in the text, except for interviews and other non-retrievable data.
- **Alphabetize** by the first word of the reference (the last name of the first author, or the first significant word of a corporate author, or the first significant word of the title if the work has no author). Use **initials only** for author’s first and middle names.
- Each entry also includes the year of publication, title, and publishing information.
- APA uses a hanging indent: The first line of each reference aligns with the margin; subsequent lines are indented.

Conventions

- Use **periods** between elements and at the citation end (except after website URLs).
- **Do not use quotation marks** around article titles.
- Use **commas** between the names of multiple authors and the **ampersand** (&) before the last author’s name.
- Capitalize only the **first word** (and the first word after a colon) of the titles of articles and books.
- Capitalize all **proper names** and **periodical titles**.
- If it is available, include a journal issue number (in parentheses) after the volume number.
- Maintain **double-spacing**.

Microsoft Office 2007 notes

- The basic APA template in Office 2007 does not include a field for journal volume and issue number; add these manually or click the box for “Show All Bibliography Fields” for a complete template. Volume number and issue number (if available) are necessary when citing journal articles.
- Change the title of the page that lists sources to **References** - it should **not** be Bibliography.

Adapted from SVSU Writing Center