Formatting APA
Reference Lists: MS Word

**Formatting Rules: APA**
APA requires that all references in the references list appear double spaced with hanging indents:

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References

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**Formatting your References List**
Do not use your keyboard to create the hanging indents or double spacing for your references list. Instead, use the paragraph formatting pane in MS Word:

1. **Open the Paragraph Formatting Pane**
Click the small arrow in the lower right corner to open the paragraph formatting pane:
2. Set the Formatting Preferences

Under Indentation, select Special: Hanging. Under Line Spacing, select Double. You will see the correct formatting in the Preview section:

Now you’re ready to enter your references in APA style.

Need more help? Watch this video tutorial on creating APA style references in MS Word.