When constructing your References list in APA format, it is necessary to use a hanging indent.

1) Either position the cursor where you will begin your list or highlight your completed list.

2) Click the Dialogue Box Launcher in the Paragraph group under the Home tab.

3) In the Paragraph Dialogue Box, change the drop-down menu for Indentation > Special to “Hanging” and press OK.

4) Type your reference; the indentation will automatically occur as long as you press “enter” at the end of the previous citation.