Rules for Writing an APA Reference List

Guidelines for Writing a Reference List:

- The references list starts on a new page separate from the main body. Label this page References. It should be centered at the top of the page with no quotation marks, italics, bold words or underlining. The font size should be consistent with the font size of the paper.
- The reference page is doubled spaced.
- All reference entries have a hanging index. A hanging index is when the first line is not indented, and second line is indented half an inch from the page margin.
- All sources are arranged alphabetically by the author’s last name. If there is no author, then put the reference in order by title.
- If you have two or more sources written by the same author, put them in order by publication date starting with the earliest date. If you have two or more source written by the same author and published in the same year, put the sources in order by title. Then assign a letter to each publication year. 

Author Information:

- No Author: If there is no author listed, then use the title for an author. If the work is signed anonymous, then the word anonymous can be used for an author.
- One Author: List the author’s last name first followed by a comma and then their initials. 
  Example: Mark Twain = Twain, M.
- Two-Seven Authors: List the authors’ last name first followed by a comma and then their initials. Separate the different authors with commas. The last author is separated with the ampersand, &
  Example: William Tell, Georgia O’Keeffe, and Jane Austin = William, T. O’Keeffe, G. & Austin, J.
- Eight Authors or more: List the first six authors. After the first six authors place three dots... and list the last author. Et al means: and others. 
  Example: William, Tell, Georgia O’Keeffe, Mark, Twain, Richard Smith, Jane Doe, Stephen King, Brad Pitt, and
Jane Austin = Tell, W., O’Keeffe, G., Twain, M., Smith, R., Doe, J., King, S… Austin, J

- Group Author: If the reference is written by a corporation, institution, association, organization or government agency use the group’s name for the author.

**Capitalization of Titles Information:**

- For Book titles, chapter titles and article titles the first letter in the first word of the title is capitalized. The other words are lower case. The first letter of the subtitle is capitalized and the other words are lower case.
  Example: Cataloging and catalogs: A handbook for library management

- Capitalize all proper nouns.
  Example: Pope John Paul II: A tribute

- The title of the journal, newspaper of magazine is capitalized.