Build an APA reference using Microsoft Word

1. Select ‘References Tab’
2. Style: select ‘APA’
3. Insert Citation: ‘Add new source’

4. Select ‘Type of Source’ [you may wish to then, ‘Show All Bibliography Fields’]
5. Enter data into the template
6. ‘OK’

7. WARNING! Be sure to check your citations, references & the references page!

Bibliography

This is NOT an APA style References page!


Note: An APA style References page:
- Starts on a new page
- “References” is centered at the top of the page
- Everything (from ‘References’ to the end) is double spaced and only double spaced