


References List

How to apply double spacing, hanging indent, and A-Z order

! Firstly, check your formatting

Before using Word to automatically apply double spacing, hanging indent or alphabetical order to your references list, it's important to check your formatting.

You want to avoid any tabs, indents or extra spaces in your references list.

You can check your formatting via this symbol in the Home tab of your Word toolbar . Click it on and off. Each time you have used your Enter key, it will show as ¶, spaces show as dots, tabs show as →, Shift Enter shows as ↵.

There should be a single space between words and a single Enter between each entry in your references list. This allows Word to clearly distinguish paragraphs in order to apply hanging indent, or to put your list in alphabetical order:

Durie, M. (2003). *Ngā-kāhui-pou: Launching Māori futures*. Huia Publishers. ¶
Hazledine, T., & Quiggan, J. (2006). Public policy in Australia and New Zealand: The new global context. *Australian Journal of Political Science*, 41(2), 131–143. ¶

Avoid:

Hazledine, T., & Quiggan, J. (2006). Public policy in Australia and New Zealand: The new global context. *Australian Journal of Political Science*, 41(2), 131–143. → ¶
Ministry for Primary Industries. (2012). *Rural communities*. <http://www.mpi.govt.nz/agriculture/rural-communities> ¶

Do not add any Enters, Shift Enters, tabs or extra spaces before a URL. There should be a single space between a URL and the rest of the entry, otherwise Word will treat this as two separate paragraphs:

Ministry for Primary Industries. (2012). *Rural communities*. <http://www.mpi.govt.nz/agriculture/rural-communities> ¶

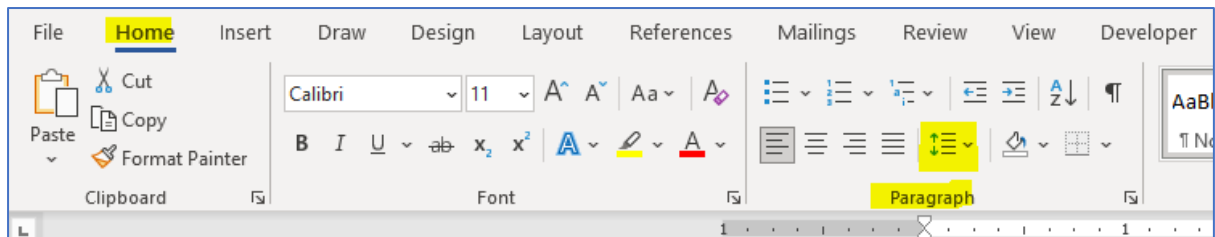
Not:

Ministry for Primary Industries. (2012). *Rural communities* ¶
<http://www.mpi.govt.nz/agriculture/rural-communities> ¶

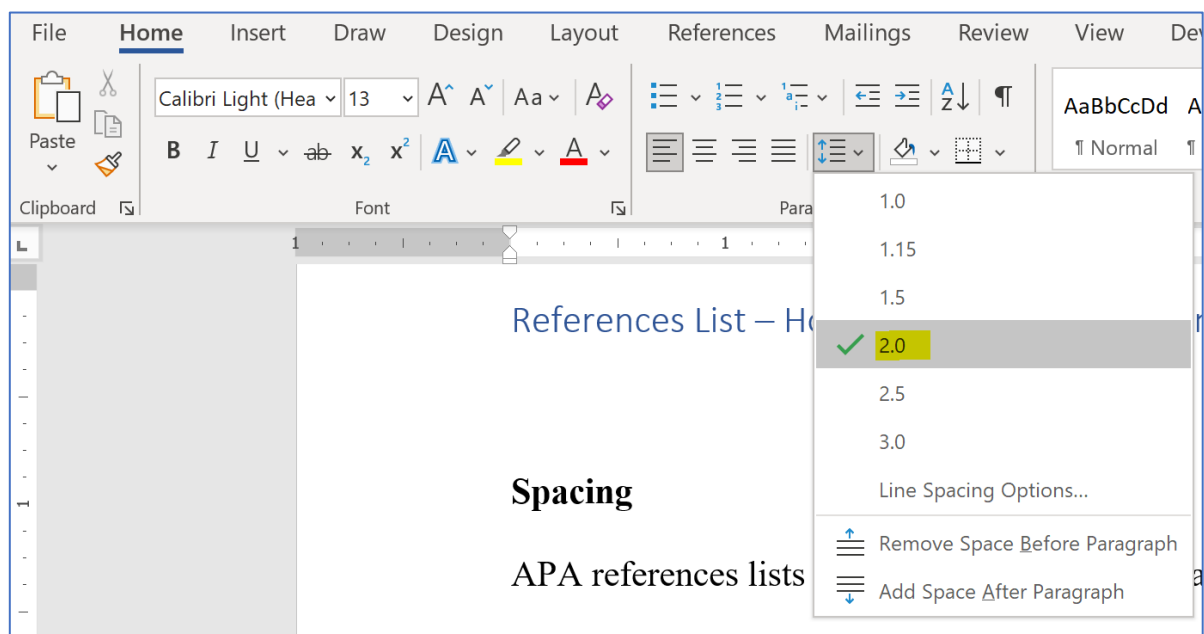
Spacing

APA references lists are formatted in **double spacing**.

Select your whole list then use the spacing button in the Paragraph section of the Home tab in Word to select the correct spacing:



Select 2.0



Hanging indent

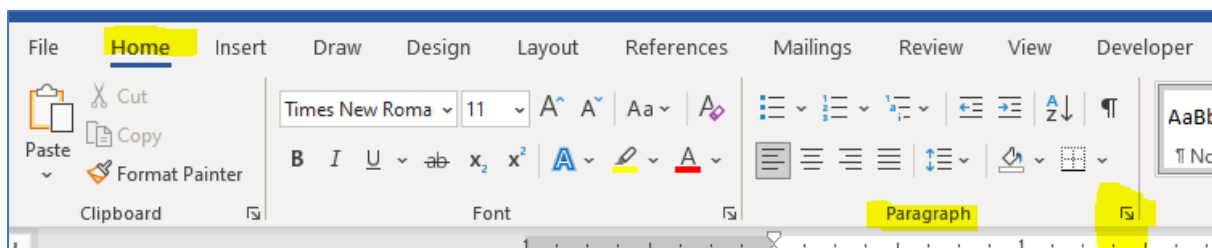
APA references lists are formatted with hanging indent, i.e. the first line of each entry is flush with the left margin and subsequent lines are indented.

To apply hanging indent

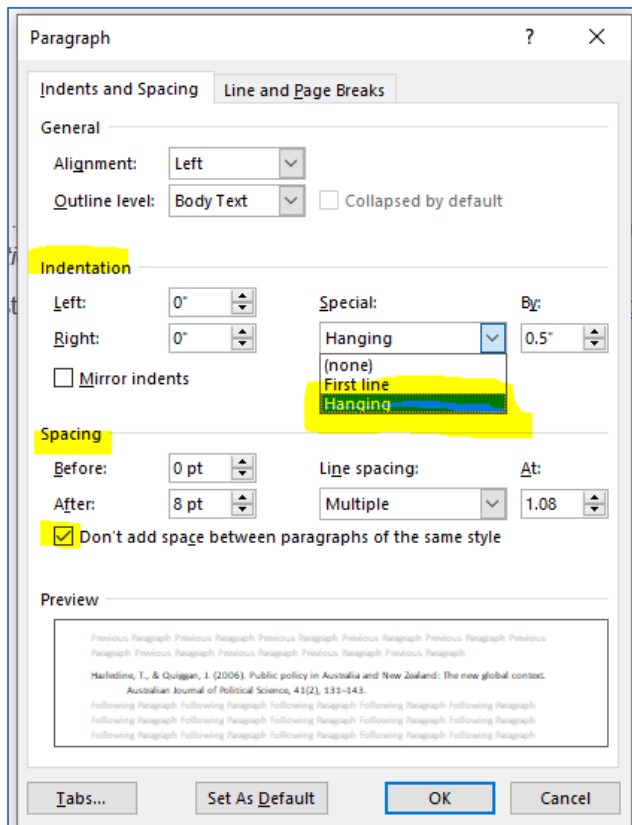
After checking your formatting as above, select your whole references list (but not your whole document):



Then, under the **Home** tab in Word, click on the down arrow in the **Paragraph** section:



Select **Hanging** from the options under Indentation. Also, under **Spacing**, tick the box beside *Don't add spacing between paragraphs of the same style*. Then hit OK:



Your list should then appear like this:

References

Bowker, N., & Tuffin, K. (2002). Users with disabilities' social and economic development through online access. In M. Boumedine (Ed.), *Proceedings of the LASTED International Conference on Information and Knowledge Sharing* (pp. 122–127). ACTA Press.

Durie, M. (2003). *Ngā kāhui pou: Launching Māori futures*. Huia Publishers.

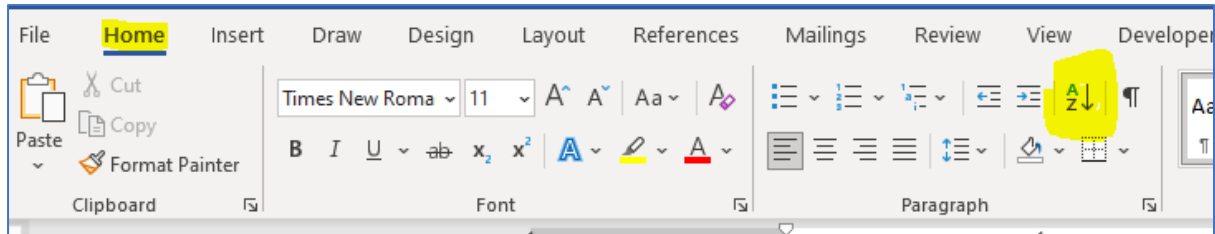
Hazledine, T., & Quiggan, J. (2006). Public policy in Australia and New Zealand: The new global context. *Australian Journal of Political Science*, 41(2), 131–143.


Ministry for Primary Industries. (2012). *Rural communities*.
<http://www.mpi.govt.nz/agriculture/rural-communities>

See this video from Curtin library for a demo:
https://www.youtube.com/watch?v=6vv_vGEuSew

Applying alphabetical order

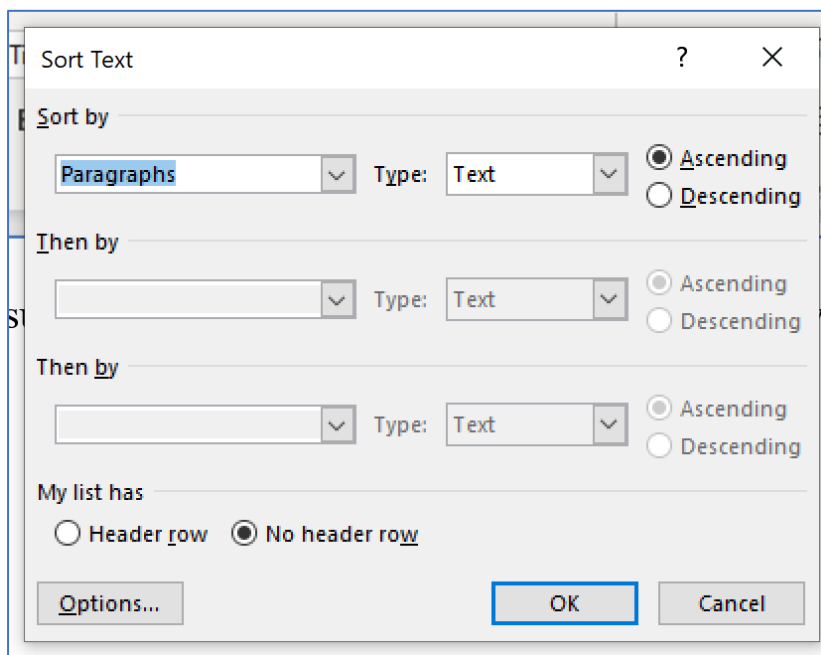
If your list is not already in alphabetical order, you can do this automatically in Word via the AZ button in the Paragraph section under the Home tab:



As above, first make sure there is no strange formatting in your list (by toggling this button on and off ).

Select your whole references list, then click the AZ button.

Leave “Sort by” on Paragraphs and hit OK:



The list should then be sorted in alphabetical order as per the first word of each entry (which is usually the author).

If you have any trouble formatting your references list, don't hesitate to [get in touch](#).