### 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  $\square$ . Click it on and off. Each time you have used your Enter key, it will show as  $\P$ , spaces show as dots, tabs show as  $\rightarrow$ , Shift Enter shows as  $\leftarrow$ .

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). Wgā·kāhui·pou: Launching·Māori·futures. Huia·Publishers.
$Hazledine, \cdot T., \cdot \& \cdot Quiggan, \cdot J. \cdot (2006). \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot in \cdot Australia \cdot and \cdot New \cdot Zealand: \cdot The \cdot new \cdot global \cdot Public \cdot policy \cdot pol$
context. <i>Australian Journal of Political Science</i> , 41(2), 131–143.
Hazledine, T., & Quiggan, J. (2006). Public policy in Australia and New Zealand: The new global context. <i>Australian Journal of Political Science</i> , 41(2), 131–143.

#### Avoid:

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

Ministry for Primary Industries. (2012). Rural communities......http://www.mpi.govt.nz/agriculture/ruralcommunities¶

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-
<u>communities</u> ¶	

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:

File	Home	Insert	Draw	Design	Layout	References	Mailings	Review	View	Deve	loper
Ĉ	K Cut		Calibri	~ 11	~ A^ A`	Aav 🗛	≡ - 1≡ -		<del>→</del> ≡   <mark>A</mark> ↓	¶	AaBl
Paste ~	Sormat Pai	inter	<b>в</b> I <u>U</u>	∼ <del>ab</del> x₂	x² 🗛 ~	<u> </u>	$\equiv \equiv \equiv$	≣ <mark>¦‡≣∽</mark>	₫ - 🔛	~	1 No
	Clipboard	Б		Fo	nt	آ <u>م</u>		Paragraph		ы	
L.						1		🛛	1 1 A A	• 1	

Select 2.0

File <b>Home</b> Insert	Draw Design	Layout	References	Mailings	Review	View	De
Calibri Light (H	lea v 13 v A A A	Aav 🗛	$=$ $\sim$ $\frac{1}{3}$ $\sim$ $\frac{1}{a}$		2↓ ¶	AaBbCcDc	A b
Paste ↓ B I U ↓	$ab x_2 x^2   \mathbf{A} \sim \mathbf{A}$	~ <u>A</u> ~	$\blacksquare \equiv \equiv \equiv \equiv$	\$≣~ ⊘.	~ <u>-</u> ~	¶ Normal	٦
Clipboard 🗳	Font	Г	Para	a 1.0			
L	1	1. 1. 1. I.	· · · 1 · · ·	1.15			
		Poforon	coclict U	1.5			P
		Neleleli	Ces list – n	✓ 2.0			I
-				2.5			
- -				3.0			
-		Spacing		Line S	pacing Opti	ons	
				📥 Remo	ve Space <u>B</u> e	fore Paragrap	h
-		APA ref	erences lists	Add S	pace <u>A</u> fter P	aragraph	а
-							

### 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):

Bowker, N., & Tuff	fin, K. (2002). Users with disabilities' social and economic
development throug	gh online access. In M. Boumedine (Ed.), Proceedings of the
IASTED Internation	nal Conference on Information and Knowledge Sharing (pp. 122–
127). ACTA Press.	
Durie, M. (2003). N	Igā kāhui pou: Launching Māori futures. Huia Publishers.
Hazledine, T., & Q	uiggan, J. (2006). Public policy in Australia and New Zealand: Th
new global context.	Australian Journal of Political Science, 41(2), 131–143.
Ministry for Primar	y Industries. (2012). Rural communities.
http://www.mpi.gov	vt.nz/agriculture/rural-communities

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

File	Home	Insert	Draw	Design	Layout	References	Mailings	Review	View	Developer
Ĉ	χ Cut		Times New	Roma ~ 11	~ A^ A`	Aa~ 🍫	≡ -  ≡ -	$a_{i-}^{\dagger} \sim  \overline{\underline{\epsilon}} $	<del>→</del> ≡   A/z↓	¶ AaB
Paste ~	Sormat Pa	ainter	B I <u>∪</u>	∽ <del>ab</del> x₂	x² 🛛 🗛 ~	<u>v</u> <u>A</u> •	≣≡≡	≡ ‡≣-	_~ ₽	~ 11 No
	Clipboard	E1		For	nt	L2		Paragraph		E I
L.					1	and provide a	· X · · ·	1.000	• 1 • •	

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:

Paragraph Indents and Spacing Line and Page General Alignment: Left Qutline level: Body Text Indentation Left: 0°  Right: 0°  Mirror indents Spacing Before: 0 pt  Line	? × Breaks Collapsed by default eecial: By: langing ♥ 0.5° ♥
Indents and Spacing Line and Page General Alignment: Left ✓ Outline level: Body Text ✓ Indentation Left: O° Right: O° Mirror indents Spacing Before: 0 pt	Breaks Collapsed by default becial: By: langing ♥ 0.5° ♥
General Alignment: Left ✓ Outline level: Body Text ✓ Indentation Left: 0°	Collapsed by default
Alignment: Left Qutline level: Body Text Indentation Left: 0° Right: 0° Mirror indents Spacing Before: 0 pt Lit	Collapsed by default
Outline level:     Body Text     ▼       Indentation       Left:     0°     ▼       Right:     0°     ↓       Mirror indents     Ir       Spacing       Before:     0 pt	Collapsed by default
Indentation Left: 0° 🖨 SF Right: 0° 🖨 H Mirror indents F Spacing Before: 0 pt 🖨 Lii	becial: Đỵ: langing ✔ 0.5° 🔶
Indentation Left: 0° - Sr Right: 0° - H Mirror indents F Spacing Before: 0 pt + Lii	becial: By: langing ✓ 0.5° 🖨
Left: 0°    SF Right: 0°    H Mirror indents  Spacing Before: 0 pt    Lii	vecial: By: langing ✓ 0.5° 🚖
Right: 0°	anging V 0.5° 🖨
Mirror indents (r F Spacing Before: 0 pt ➡ Lii	ione)
Spacing Before: 0 pt 🐳 Lii	ischine -
Spacing Before: 0 pt 🖨 Liu	anging
Before: 0 pt 🔶 Lii	
	ne spacing: <u>A</u> t:
A <u>f</u> ter: 8 pt 🖨 N	1.08 🔶
Don't add spa <u>c</u> e between paragra	aphs of the same style
Preview	

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 IASTED 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:

File	<mark>Home</mark> In	sert	Draw	Design	Layout	References	Mailings	Review	View	Develope	e
Paste	X Cut Copy ≪ Format Painte	er	Times New B I U	Roma v 11 v ab x <sub>2</sub>	<ul> <li>✓ A<sup>*</sup> A<sup>*</sup></li> <li>x<sup>2</sup> A<sup>*</sup> ✓</li> </ul>	´   Aa ~   A <sub>¢</sub>		- 'a⊟ ~   €≡ ≡   \$≣ ~	≖ <mark>[2].</mark> &~⊞	¶ [4	<b>4</b> а П
	Clipboard	٦.		For	nt	ليًا.		Paragraph		Гъ	

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

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

Leave "Sort by" on Paragraphs and hit OK:

-				_
Ti	Sort Text		?	×
E	Sort by			
	Paragraphs V Type: Text V		<u>A</u> scendi	ng
	Then by	- 0	Descend	
	Tuner Tast	0	Ascendi	ng
51		0	Descend	ling
	Then <u>by</u>			
	V Type: Text V		Descend	ng ling
	My list has			
	○ Header <u>r</u> ow ● No header ro <u>w</u>			
	Options OK		Cance	1

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.