Create a bibliography, citations, and references in Word

1. Put your cursor at the end of the text you want to cite.

2. Go to **References > Style**, and choose a citation style.

3. Select Insert Citation

4. Select Add New Source

5. To add details, first select what type of source from the drop down.
6. Citation in APA format.
7. To add the citation use References → Then Bibliography → Select References

Results below:

References
Formatting your Reference List Page

References


1. Type your citation with all sections for APA
2. Highlight citation for reformatting
3. Home tab, then Paragraph section, Line Spacing Option
4. Under Line Spacing, look for Special, then select Hanging indent. The default is .5 inches. APA is hanging indent .5 inches.

5. Click OK

Note: You can highlight your entire list of citations and follow the above steps to format all citations at one time.