Creating your References page - APA 6th ed. using Citation Machine http://www.citationmachine.net/apa/

**Instructions**

1. Prepare a Word Doc by formatting to **double** space and setting margins to 1”.
2. Center “References” on Word Doc (no quotation marks).
3. Visit website and select **APA**.
4. Select the type of source you want to create a citation for i.e., website, book, etc.
5. Create an entry by completing the web form.
6. Copy and paste onto a Word doc (align left) and alphabetically arrange your list by author’s last name, or e first letter of the title if there is no author.
7. Indent second line of entry using hanging indent.
8. Use Times New Roman font, 12 point size.
9. Remove hyperlinks from URLs-highlight link🡪insert🡪hyperlink🡪 remove link.
10. Close gaps by adding a space in long URLs.
11. Make sure font color is black.

**Sample:**

References

Blair, E. (2014, February 25). Online, Researcher Says, Teens Do What They've Always Done. *NPR*. Retrieved from http://www.npr.org/2014/02/25/ 282359480/social-media-researcher-gets-how-teenagers-use-the-internet

Blumenthal, K. (2012). *Steve Jobs: the man who thought different : a biography*. New York, NY: Feiwel and Friends.

Facebook. (2014). In *Encyclopædia Britannica online* . Retrieved from http:// school.eb.com/levels/high/article/438596

Goodyear, S. (2014, May 13). The Power of Social Media. *The Huffington Post*. Retrieved from http://www.huffingtonpost.com/samantha-goodyear/the-power-of-social-media\_3\_b\_5161138.html.

Hoder, R. (2014). The Internet Is a Safer Place for Your Teen Than You Think. *Time.Com*, Retrieved from http://search.epnet.com.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ pd\_\_\_\_\_

Creating your References page – APA 6th (05/14)

**Instructions:**

1. Go to <http://www.citationmachine.net/apa/>
2. Complete checklist below, revise your work as needed.
3. Print your References page, staple this sheet to your work and turn in before leaving.

**Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NotYet** | **Criteria** |
| 1. | \_\_\_\_\_ | \_\_\_\_\_ | “References” is centered and on a new page. |
| 2. | \_\_\_\_\_ | \_\_\_\_\_ | Running head and page number appear at the top. |
| 3. | \_\_\_\_\_ | \_\_\_\_\_ | Document is double-spaced. |
| 4. | \_\_\_\_\_ | \_\_\_\_\_ | Margins are all 1”. |
| 5. | \_\_\_\_\_ | \_\_\_\_\_ | Font is Times New Roman, 12 pt. |
| 6. | \_\_\_\_\_ | \_\_\_\_\_ | Entries are arranged alphabetically. |
| 7. | \_\_\_\_\_ | \_\_\_\_\_ | Gaps from long URLs are closed, if possible. |
| 8. | \_\_\_\_\_ | \_\_\_\_\_ | Words are properly capitalized/spelled. |
| 9. | \_\_\_\_\_ | \_\_\_\_\_ | Second line of an entry is indented using hanging indent. |
| 10. | \_\_\_\_\_ | \_\_\_\_\_ | Hyperlinks are removed. |
| 11. | \_\_\_\_\_ | \_\_\_\_\_ | Font color is black. |
| 12. | \_\_\_\_\_ | \_\_\_\_\_ | My References page meets all of the criteria above. |