Steps for Creating your APA Title Page & Reference List

Steps for Creating APA style title page:

- 1. Open a new Doc
- 2. Go to "format", then line spacing and select "double".

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- 3. Enter down 8 spaces and select "center align" and type your title in bold. Press enter twice and type your name. Press enter.
- 4. Type the school name. Press enter.
- 5. Type the course code: course name. Press enter
- 6. Type your teacher's name. Press enter.
- 7. Type the date the assignment is due (month day, year)
- 8. Go to "format" and then "page numbers" and apply page numbers in the top right corner.



Steps for formatting your reference list:

- 1. On a new page, select "Center Align"
- 2. Type the word References in bold.
- 3. Click enter twice and then click "Left Align"
- 4. Click "Format" and then "Line Spacing" and then "Double"
- 5. Click "Format" and then "Align and Indent" and then "Indentation Options". In the drop down menu under Special Indent select "hanging" and click "apply"

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- 6. All sources need to be listed in alphabetical order by <u>AUTHOR'S</u> <u>LAST NAME.</u>
- 7. Follow the format indicated on the CHITS. Type in the information from chits into your Google Doc