Points to Remember while Writing a Reference Page (APA Format)

Do's
1. Arrange all references in alphabetical order according to the author's family name.
2. Indent the second and subsequent lines of an entry.
3. If the author's name is not given, start with the title. Disregard the articles (The, A, AN) when placing your references in alphabetical order. E.g.: 'The pyramids of Egypt' will follow 'Popes of the 5th century'.
4. Capitalize the first letter of all major words in the name of a journal. E.g.: *The Journal of Child Psychology.*
5. Underline or italicize the titles of all references, such as books, newspapers, and journals. *Evaluation and measurement*.
6. When writing the date of a publication, give the year followed by the month and the day, e.g.: (2006, October 5) or year and season, e.g. (2005, Winter).
7. Follow this sequence if you are documenting an article in print and online :
   Author's family name, first initial. (Date of publication). Title of article. *Title of Journal* vol. (# of issue), inclusive pages of article.   E.g.:
   Bissell, A.N. and Lemons, P.L. (2006, Jan.) A new method for assessing critical thinking in the classroom. *BioScience* 56 (1). pp. 66-73.
   Mathews, J. (2004, Summer). Portfolio assessment: carrying less weight in the era of standards-based accountability [Electronic version]. *Education Next* 4(3). pp.72-75.
   Safire, W. (1999, June 28) Free pills for geezers/ The New York Times on the web [Online newspaper]. Retrieved December 15, 2006, from
   http://www.nytimes.com/library/opinion/safire/062899safi.html
8. Follow this sequence if you are documenting a book :
   Author's family name, first initial. (Date of publication). Title of book, edition. Place of publication: publisher. E.g.:
   Bee, H. and Boyd, D. (2006). *The developing child*, 10th ed. London: Allyn and Bacon

Don'ts
1. Do not bullet the references.
2. Do not number your references.
3. Do not capitalize all major words in titles of books. E.g.: *Educational psychology*.
4. Do not put titles of articles between quotation marks
5. Do not indent the first line in an entry.