APA7 Reference List Checklist

Use this to check that your list of references really IS complete.

Title
The heading 'References' is centred at the top of a new page following the main body of the assessment and is formatted in bold font.

Spaces
A single space is inserted after each punctuation mark, including commas, full-stops (periods), closing brackets, and quotation marks – where appropriate.

Alphabetical order
Your entire list of sources appears in alphabetical order, based on the author's surname or organisation.



- **TIP:** Highlight all sources, then click the **A–Z Sort** button in the **Home** tab.

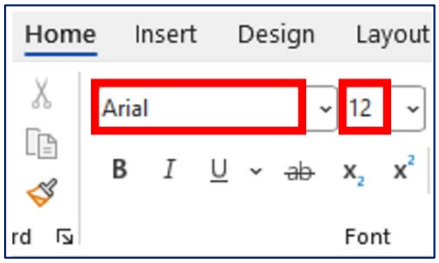
Hanging indents
Sources that are longer than one line have a hanging indent on subsequent lines.

- **TIP:** Highlight all sources, then press the keys **Ctrl and T** at the same time.

Author, S. (2028). Hanging indent is in APA style. *Journal of LSA*, *4*(20),

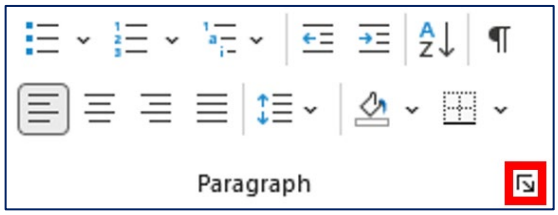
Font type and size
All text in your reference list uses the same font type and size (e.g., Arial, 12 pt).

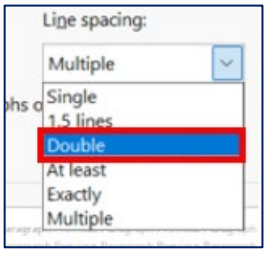
- **TIP:** Highlight all sources, then check for font and size in the **Home** tab.



Line spacing
All text in your reference list is evenly spaced. Apply double spacing to your list (unless instructed otherwise).

- **TIP:** Highlight all sources, then open **Paragraph** settings, and select **Double** under *Line Spacing*.





Related helpsheets

- APA7 Referencing
- Editing your Writing
- Layout and Appearance

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