

## APA Style: FAQs for Reference List

**What order do I put my entries in?**

Put your entries in alphabetical order by the first element. This is usually the author's last name, but it may also be a title (ignore articles for titles). You can see how to do this [here](#).

**How to I make an entry for a webpage?**

Briefly, you use the same four elements for all Reference list entries:

Author. (Date). Title. Publisher.

If there is no author or organizational author, the title moves into the author position like this:

Title. (Date). Publisher.

See additional information and samples on p. 14 of [Intro to APA](#).

**How do I cite interviews?**

The purpose of a Reference list entry is to give your reader enough information to retrieve the source. Since personal interviews are not published and, therefore, are not retrievable, they should not be on your Reference list.

**How do I create a hanging indent?**

A hanging indent means the first line of each entry is aligned left while each subsequent line is indented. Use the process below to format your hanging indents. See how to do this [here](#).

1 Click on the arrow in the bottom, right-hand corner of the Paragraph Section of the Home tab.

2 In the Paragraph menu, under Special, select Hanging, and change the spacing to 0.5 inches.

3 Click OK.