Formatting a Reference Page in APA Format

Here are some examples of information pulled from three differing types of sources with the pieces of information you need to gather to input into the Microsoft Word Reference feature:

**Book (with one author):**

Author: Howard Brookfield  
Title: Exploring agrodiversity  
Date Published: 2001  
Publisher: Columbia University Press  
City Published: New York, NY

**Journal from Database (with one author):**

Author: Loren Chen  
Title of Article: Supporting and enhancing scholarship in the digital age: The role of open access institutional repository  
Title of Journal: Canadian Journal of Communication  
Date of Article: July 10, 2004  
Volume / Issue: Volume 29  
Page Numbers: 277-300  
Where retrieved from: [http://www.cjc-online.ca](http://www.cjc-online.ca)  
Date Retrieved: April 2, 2012

**Document from Website:**

Corporate Author: World Health Organization  
Title of Document: ICD-10 criteria for borderline personality disorder  
Website Name: BPD Sanctuary  
Date Retrieved: April 2, 2012
How to input source information:

1. Click on the “References” tab:

2. Change the “Style” to **APA Sixth Edition**:

3. Click on “Insert Citation” and choose “Add New Source”:
4. Enter your sources. Here are some screenshots for the three basic types of sources.
   a. Here are screenshots of a Document From a Web Site:

   Make sure you click on the box “Show All Bibliography Fields” to have all fields open for view.
b. Here are screenshots of a Journal Article:

Make sure you click on the box “Show All Bibliography Fields” to have all fields open for view.
c. Here is a screenshot of a book:

5. To create the Reference Page do the following:
   a. Click on “Bibliography”; then click on “Insert Bibliography”
   b. This choice doesn’t put a heading above the sources. So, you will have to type the word “References” at the top of the source listing.
References


Retrieved April 2, 2012, from BPD Sanctuary:

http://www.mhsanctuary.com/borderline/icd10.htm