References


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**Instructions for the Reference Page**

- List of references begins on a new page. *References* heading should be centered at the top of the page.
- Pagination for the reference page should continue from the paper.
- List is alphabetical by authors’ last names.
- The first line of an entry is at the left margin; subsequent lines indent half an inch.
- To easily indent subsequent lines for your references, use the Hanging Indent function.
- If you have already typed up all your references before doing the Hanging Indent, be sure you select them all before doing the next step.

(See back for instructions on Hanging Indent).
To set Hanging Indent, click on the small arrow in the Paragraph section of the Toolbar.

Under Indentation, go to Special, then select Hanging.

Click OK.