How to do an APA Reference page
Business Databases

1) Start your references on a new separate page.
2) Center the capitalized word “References” at the top of the page.
3) References are always listed in alphabetical order and have hanging indentations after the first line (one half inch).
4) Use Times New Roman size 12 font, 1-inch margins, and double spacing.
5) Author names are inverted (last name first and then only initials of author(s) first name and/or middle name). Some of your citations will have corporate authors, which are agencies or organizations that authorize or commission a publication. Examples of corporate authors include: Country Watch, Central Intelligence Agency, and International Trade Commission.
6) If there is no author, the citation starts with the article title.
7) Capitalize the major words in a publication’s title.
8) Capitalize only the first word of the article title, all proper nouns, and the first word that follows a dash, semicolon, or colon. For example: Doing business in Japan: Statistics.
9) If there is no date, use the acronym “n.d.” for “no date.”
10) If there is missing information, skip the section. For example, if the source has no volume or issue.

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**Sample Reference page:**

References


