FORMAT REFERENCE LIST

To make reference list entries appear "blocked," use automatic numbering. You may have to create a customized setting in order to get the number at the left margin.

Customize auto-numbering as follows:

1. On the menu bar, click Format, then Bullets and Numbering.
2. Select the tab for Numbered.
3. Click inside the numbered box you want to customize.
4. Click the Customize button at bottom right to open the options window.

5. Use settings illustrated in figure 14b.
6. If necessary, click the Font button (as illustrated in 14b) to ensure that number font matches text font.

NOTE: If necessary to make adjustments to the reference list formatting, use the Ruler Bar as illustrated in Figures 16a and 16b of Introduction to the AMA and Other Writing Tips for Nurse Anesthesia.

Figure 14a. Format Auto-numbering

Figure 14b. Customize Auto-numbering

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