

## Hanging Indent Formatting in Microsoft Word

Follow the steps below to make a citation appear in “hanging-indented” format in Microsoft Word.

- Place the cursor at the beginning of the citation.
- Make sure that the “HOME” tab in Word is selected at the top of the screen.
- In the tool bar, find the “Paragraph” area.
- Click on the small square box containing the arrow pointing down.
- On the resulting screen, find where it says “Indentation.”
- Under “Special:” select “Hanging.”
- Click “OK.”
- The citation should now be in hanging-indented format.

If you are going to be having more than one citation on the page, once you have established the format for the first citation on the page, each additional citation should automatically format correctly. For any citations that do not automatically format correctly, repeat the steps above.

Caution: **DO NOT** try to create hanging-indent format by tabbing individual lines of text to the right. Everytime you add or insert a new citation, you will end up having to reformat everything else already on the page.