Hanging Indent

When creating your References page using the APA format you will need to include hanging indents in each of your citations.

Do not use the spacebar or tab to create the hanging indent. Instead, the most efficient way is to type out all of your citations and then apply the hanging indent to all of your citations at once. Remember to double space your citations.

1. Highlight your citation.
2. On the Home tab of the Ribbon in Microsoft Word click the Dialogue Box Launcher.
3. In the Indentation section, go to Special and select Hanging. You can choose the default setting for the indent size or select a new size.
Here is an example of a References page with hanging indent citations:

References
