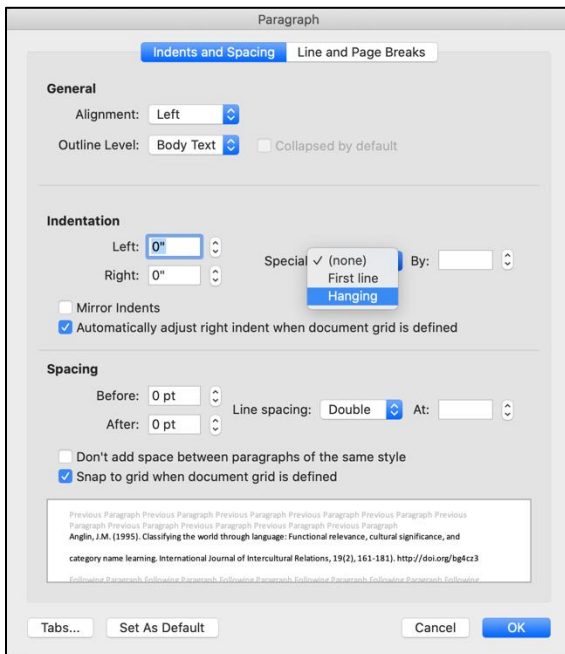
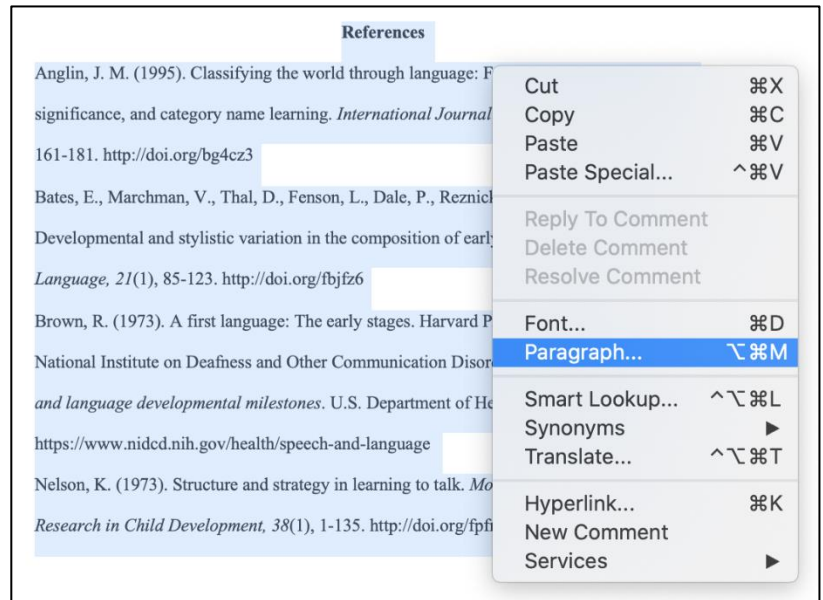


Adding a Hanging Indent (Microsoft Word)

Hanging indents are applied to source lists on References and Works Cited pages. Without a hanging indent, it is difficult to identify where each new source begins. Follow the steps below to create a hanging indent for your source list entries.

1. Highlight the text of your citations.
2. Right click and select **Paragraph**.
3. Under the **Indentation** heading, open the pull-down menu next to **Special**.
4. Select **Hanging**, then click **Ok**.



Hanging indents create a ½-inch indentation for each subsequent line, making it easier to identify where a new citation begins. The citations will look like this:

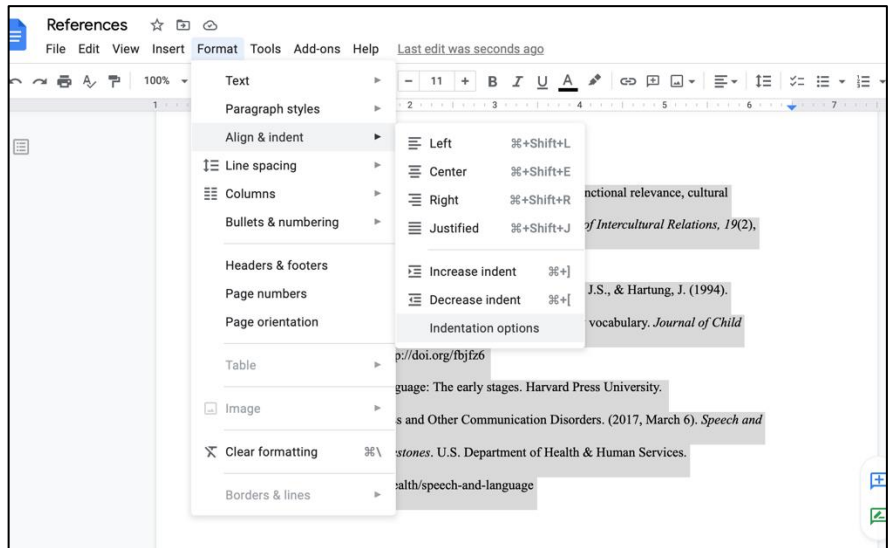
Anglin, J. M. (1995). Classifying the world through language: Functional relevance, cultural significance, and category name learning. *International Journal of Intercultural Relations*, 19(2), 161-181. <http://doi.org/bg4cz3>

Bates, E., Marchman, V., Thal, D., Fenson, L., Dale, P., Reznick, J. S., & Hartung, J. (1994). Developmental and stylistic variation in the composition of early vocabulary. *Journal of Child Language*, 21(1), 85-123. <http://doi.org/fbjfz6>

Adding a Hanging Indent (Google Docs)

Hanging indents are applied to source lists on Reference and Works Cited pages. Without a hanging indent, it is difficult to identify where each new source begins. Follow the steps below to create a hanging indent for your citations.

1. Highlight the text of your citations.
2. Under the **Format** tab, select **Align & indent**, then click **Indentation options**.
3. A dialog box will appear with indentation options. Open the pull-down menu under **Special indent**.
4. Select **Hanging**, then click **Apply**.

A screenshot of the 'Indentation options' dialog box. It has a title bar with a close button. Under 'Indentation (inches)', there are input fields for 'Left' and 'Right', both set to '0'. Under 'Special indent', there is a pull-down menu with options: 'None', 'First line', and 'Hanging' (which is selected). There is an 'Apply' button at the bottom right.

Hanging indents create a ½ inch indentation for each subsequent line, making it easier to identify where a new citation begins. The citations will look like this:

Anglin, J. M. (1995). Classifying the world through language: Functional relevance, cultural significance, and category name learning. *International Journal of Intercultural Relations*, 19(2), 161-181. <http://doi.org/bg4cz3>

Bates, E., Marchman, V., Thal, D., Fenson, L., Dale, P., Reznick, J. S., & Hartung, J. (1994). Developmental and stylistic variation in the composition of early vocabulary. *Journal of Child Language*, 21(1), 85-123. <http://doi.org/fbjfz6>