

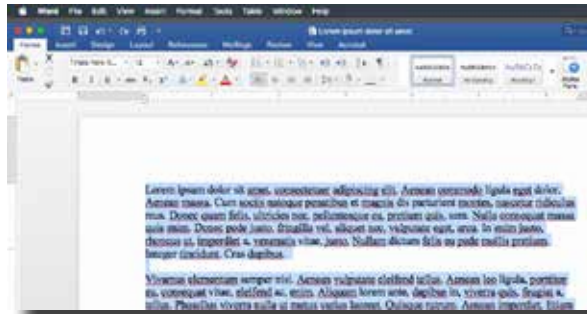
Microsoft Word

Hanging Indents

In word processing, a paragraph that has all lines but the first indented is a 'hanging indent'. A hanging indent is also known as a 'hanging paragraph'. You are required to use hanging indents in MLA works-cited pages and APA reference pages.

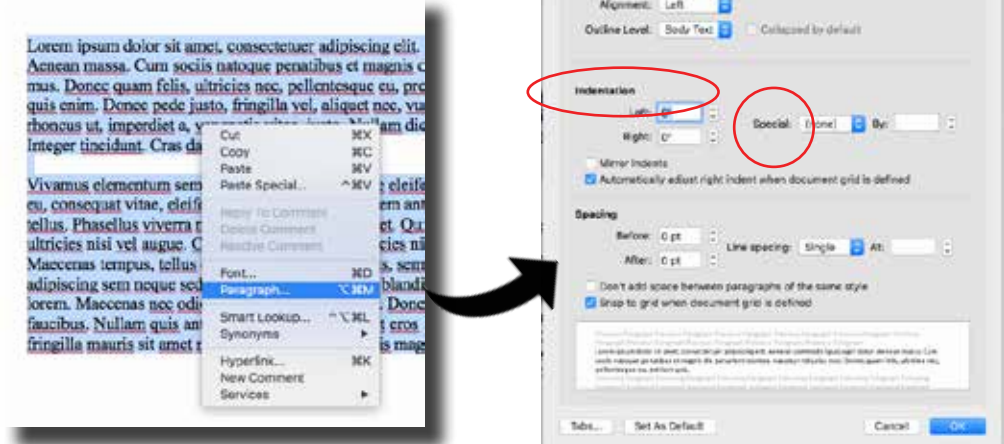
Step One:

Select the text of your citation.



Step Two:

Control Click (Mac) or Right Click (PC) will open a dialogue box.



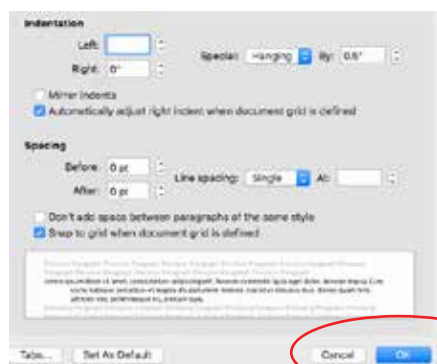
Step Three:

Under the Indentation specifications, select Special and click the drop-down menu. Choose Hanging.



Step Four:

Click OK



Voila!

