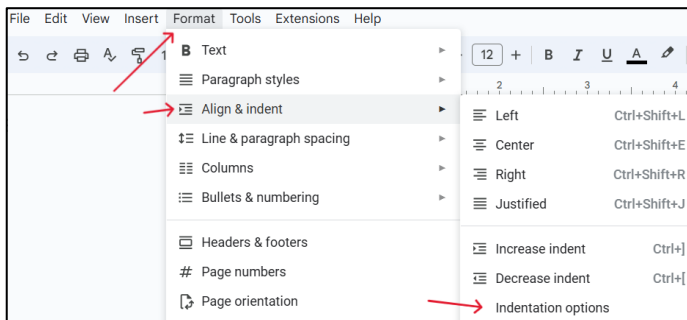




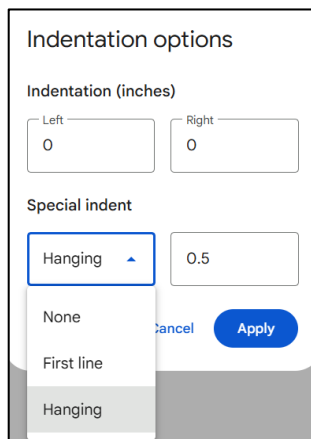
## Formatting Hanging Indents

**Speaking and Writing Center [1]:** Hanging indents are used in bibliographies to clearly separate one source from the other and maintain consistent alignment. All paragraph lines except for the first are indented, leaving a 1/2-inch space between those subsequent lines and the margin.

### Google Docs

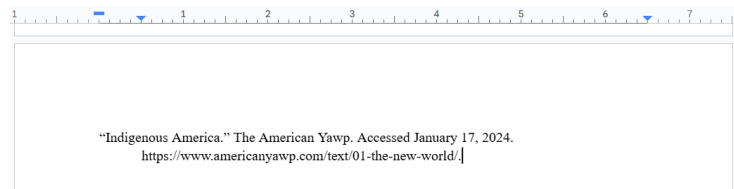


To create a hanging indent in Google Docs, go to the format tab and select the align & indent option. At the bottom of that menu will be indentation options.



Under special indent, select “hanging” from the menu. The indentation options box will then ask you to put in a number for the width of that indent– make sure not to leave it blank. 0.5 inches is generally the correct width.

The image shows how the hanging indent in a citation should ultimately look. Make sure that all of your citations on the page utilize this formatting. You can do this by highlighting all of the citations at once.

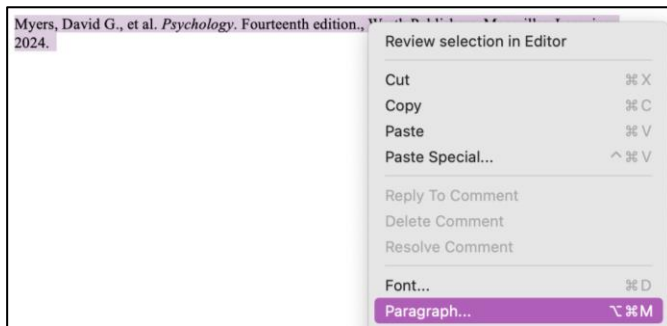




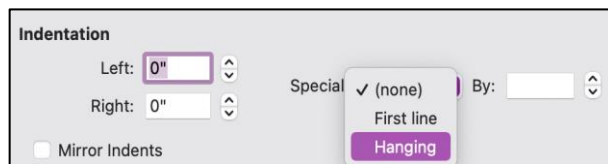
## Microsoft Word

There are two ways to create hanging indents in Word; one uses the menus and the other uses the ruler.

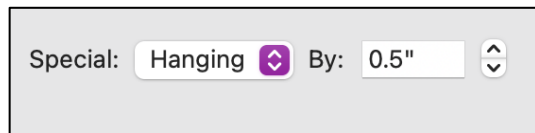
### Using the Menus



To create a hanging indent in Microsoft Word, begin highlighting all the citations that you want indented in this way and then right click to view these options. Click “Paragraph...”



Then under “Indentation”, click on the drop-down menu next to ‘Special:’ and you will see the “Hanging” option.



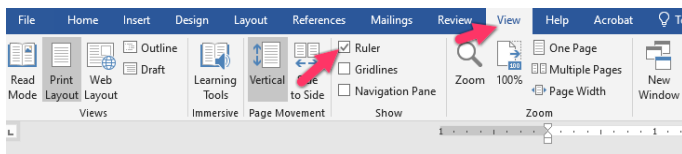
Click “Hanging” and the width will automatically change to 0.5 inches next to ‘By:’ If you need a different width, simply type in your desired number, in inches.

Lastly, just click “Ok” at the bottom of the pop-up box. You have now successfully created a hanging indent (shown below) in Microsoft Word!

Myers, David G., et al. *Psychology*. Fourteenth edition., Worth Publishers, Macmillan Learning, 2024.



## Using the Ruler



Select all the citations you want to have hanging indents. If the ruler does not already appear at the top of your screen, select the View option from the menu, then check the Ruler box and it will show up at the top of the page.

Keep the top, triangular marker (indicated by a circle) at zero, and move the bottom marker (indicated by a square) to 0.5 in order to create the hanging indent.



**Speaking and Writing Center [2]:** In order to move only the bottom marker, your cursor must be on the highlighted triangular piece. If your cursor is on the square piece at the very bottom, you will move both the top and the bottom markers at the same time.