

What is a hanging indent?

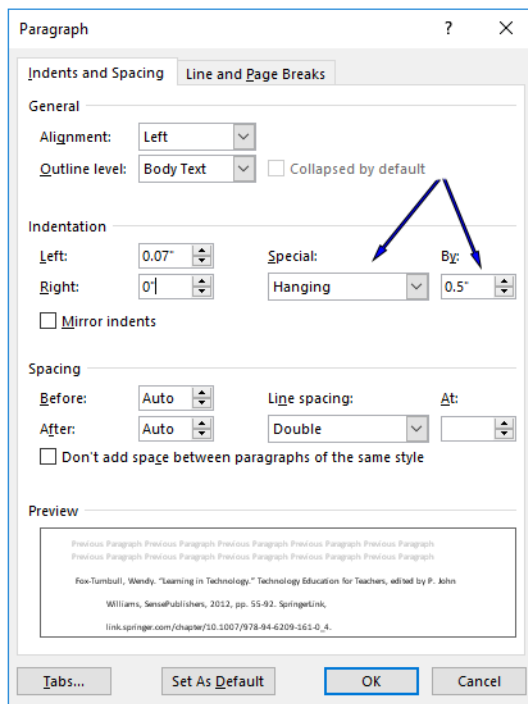
Normal paragraphs like this one have only the first line indented from the left margin. This is what you will do in the body of your paper. However, it's not the format you will use for your Works Cited list.

This paragraph has a *hanging indent*. The first line is flush against the left margin, while the rest of your citation is indented ½ inch. You'd never format the body of your paper like this, but your Works Cited list will use this format.

Microsoft Word: Hanging Indent and Double Space

(This may vary depending on which version of Word you are using.)

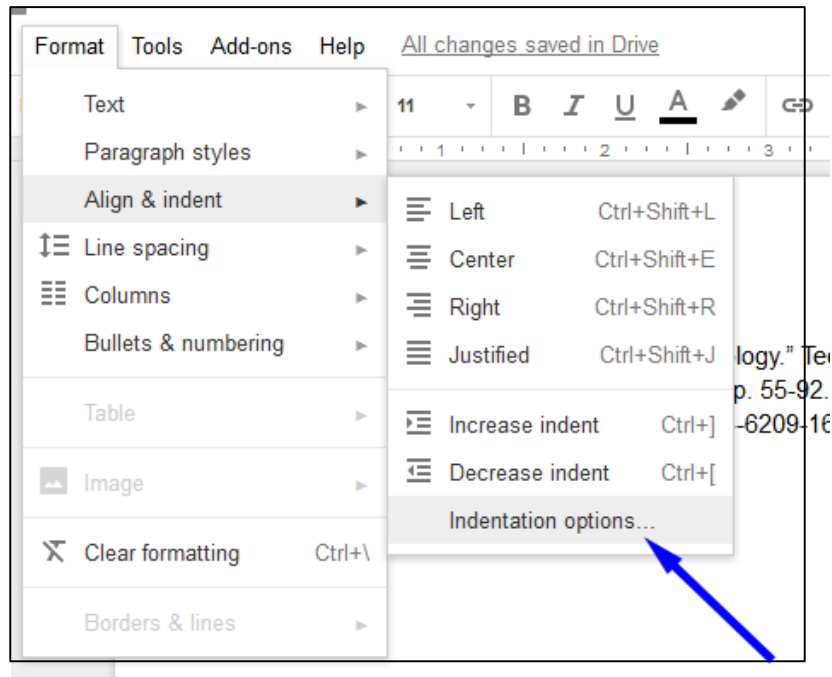
1. Right-click anywhere in your citation, or highlight (select) all your citations and then right-click on the highlighted area.
2. From the menu that appears, select **Paragraph**.
3. A Paragraph options box will appear. From the drop-down menu called "Special," choose "Hanging." Set the indent ("By") to 0.5". Make sure line spacing is set to "Double."



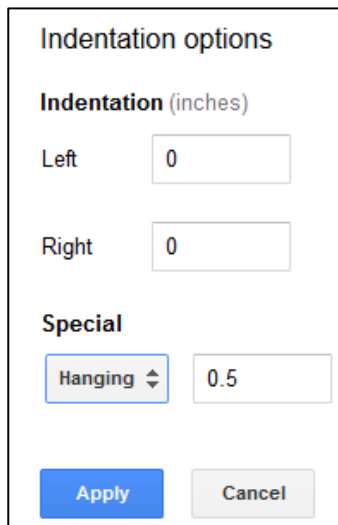
4. Click **OK** and the formatting will be applied!


Google Docs: Hanging Indent and Double Space

1. Click anywhere in your citation, or highlight (select) all your citations at once.
2. From the menu at top, click **Format | Align & Indent | Indentation options...**



3. In the options that appear, click the drop-down menu called "Special" and choose "Hanging." Set the indent to 0.5". Then click **Apply**.



4. To double-space your citations, click anywhere in your citation or highlight all your citations. Then from the toolbar at the top, click the *Line Spacing* icon: 
5. From the menu that appears, choose "Double."