Hanging Indents for the Reference Page

For the reference page, the word “Reference” (or “References” if there is more than one) is centered. The text for the rest of the reference section will be formatted so the first line of each entry is flush left and all other lines of the entry are indented half an inch.

The first line of the following entry will be flush left again. The references, like the rest of the paper, are double spaced with no extra spacing between entries.

Depending on what word processing program you are using, there are a few different ways to format hanging indents. Below are directions for Microsoft Word and Google Docs.

The easiest and quickest way in Microsoft Word is to follow the steps below:

- First make sure your line breaks are in the correct place. Do not use a line break (by pressing the enter key) at the end of the line; instead let the words naturally flow onto the following line.
- Highlight the text to be formatted
- Hover over the text then right click as demonstrated below:

  - Choose “Paragraph” from the options. (You can also access the Paragraph button on the Toolbar).
  - When the Paragraph dialog box opens, choose Hanging from the “Special” drop down menu (see screenshot below).
If you are using Google Docs, you need to use the Ruler at the top of the page. See directions below:

To indent all lines under the first line:

- First make sure your line breaks are in the correct place. Do not use a line break (by pressing the enter key) at the end of the line but let the words naturally flow onto the following line. Only insert a line break at the end of each entry.
- There is a ruler toolbar at the top. At the far left of the toolbar you will see a small blue rectangle and a small blue triangle that is pointing down (see below):
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- Click and drag both to one-half inch (0.50). This will move both lines to the right a half inch.
- Place cursor on first like, then click and drag the blue rectangle, moving it back to the left 0 position. Note the correct position of the rectangle and triangle above.

*Example:* Note that the first line is left justified and all lines below first line are indented. This is a hanging indentation!

References

