

How to Create Hanging Indentation for the Works-Cited Page

You should format each source on your works-cited page as double-spaced paragraphs with **hanging indentation**: The first line of each source begins at the left margin, and any second line or subsequent lines are double-spaced and indented ½ inch, as shown in the example below.

Bryson, Bill. The Mother Tongue: English and How It Got That Way. New York:

William Morrow, 1990.

1. **Word 97–2003:** Select **Format** from the main menu. Then select **Paragraph...** to display Paragraph dialog box.

Word 2007: On the **Home** ribbon [toolbar], click the Paragraph dialog box launcher, which is the tiny arrow ↘ to the right of the word Paragraph, to display the Paragraph dialog box.

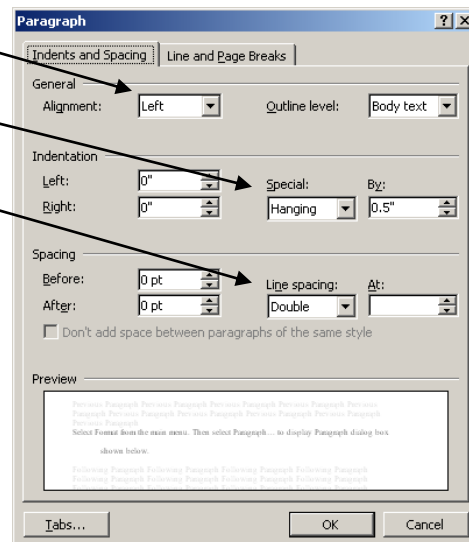
2. Click the **Alignment** box and select **Left**.

3. Click the **Special** box and select **Hanging**.

4. Click the **Line spacing** box and select **Double**.

5. Click the **OK** button.

6. Type the publication information for each source without pressing **Enter**. If the information does not fit on one line, the word-wrap feature automatically indents the next line ½ inch, creating the hanging indentation. Press **Enter** only when you are ready to begin the publication information for another source.



Note: If you need to break a line within a source, such as a long Internet address, hold down the **Shift** key while you press **Enter**. Known as a “soft enter,” **Shift+Enter** starts a new line that is still indented ½ inch.