Creating Hanging Indentations

When formatting your References list in APA format, it is necessary to use a hanging indent. Many students improperly format this page by using the “Enter” or tab key, or space bar. Follow these steps to properly and easily format the References list.

1) Either position the cursor where you will begin your list or highlight your completed list.

2) Click the Dialogue Box Launcher in the Paragraph group under the Home tab.

3) In the Parargraph Dialogue Box, under Indents and Spacing, change the drop-down menu under Special and choose ‘Hanging’ and press OK.

4) Type your reference in correct APA format style; the indentation will automatically populate whenever you press ‘enter’ at the end of the previous citation.