

How to do a “hanging indent”

Word/Office 365:

Type your bibliographic information in alphabetic order – only hit “ENTER” at the end of each citation. After you have typed your entire bibliography, follow these steps:

1. Highlight citations
2. On “home” screen, go to “Paragraph”
3. Indentation -> Special -> Hanging -> OK

Google Drive/Docs

Type your bibliographic information in alphabetic order – only hit “ENTER” at the end of each citation. After you have typed your entire bibliography, follow these steps:

1. View → Show ruler
2. Highlight citations
3. On the ruler, drag the ▼ *Left Indent* (light blue inverted triangle ▼) to the right as far as you want the text to be indented. As you will notice, the ■ *First Line Indent* marker (light blue rectangle ■) will come along for the ride, and all your selected text will move to the right.
4. On the ruler, drag the ▼ *Left Indent* (light blue inverted triangle ▼) to the right as far as you want the text to be indented. As you will notice, the ■ *First Line Indent* marker (light blue rectangle ■) will come along for the ride, and all your selected text will move to the right.
5. YouTube link to watch for extra help: <https://youtu.be/DWnWy5qnkLk> or Search “MLA hanging indent in Google Doc”

MLA Format

Font - Times New Roman

Size - 12

Line Spacing - Double

1-inch margins