

## Hanging Indents: Using Microsoft Word to Format Your Documentation

By Mr. Jay Brandes, Global Campus Librarian, Troy University. Updated February 20, 2015.

In the body of a research paper, you document information sources (books, articles, motion pictures, etc.) with a brief **citation**. For example:

A quotation from a book followed by a Modern Language Association (MLA) style citation looks like this: "A merry little surge of electricity piped in by automatic alarm from the mood organ beside the bed awakened Rick Deckard" (Dick 3).

An American Psychological Association (APA) style citation for the same quotation looks like this: "A merry little surge of electricity piped in by automatic alarm from the mood organ beside the bed awakened Rick Deckard" (Dick, 1996, p. 3).

The brief citation points the reader to the longer documentation entry at the end of the paper. The longer entry tells the reader from what source you, the writer, got your information. In MLA style papers, the longer entries at the end of the paper are labeled, **Works Cited**. In an APA style paper, they are titled, **References**.

Both types of documentation (Works Cited or References) involve **hanging indentation**. *The hanging indent helps the reader know when one entry ends and another begins*. For example:

### Works Cited

*Blade Runner*. Dir. Ridley Scott. 1982. Warner Brothers, 2007. Blu-ray Disc.

Chekhov, Anton. *Uncle Vanya: Scenes from Country Life in Four Acts*. New York: Athenian Imprints, 1984. Print.

Cowan, Michael. "The Heart Machine: 'Rhythm' and Body in Weimar Film and Fritz Lang's *Metropolis*." *Modernism/Modernity* 14.2 (2007): 225–48. *Academic Search Complete*. Web. 25 Oct. 2011.

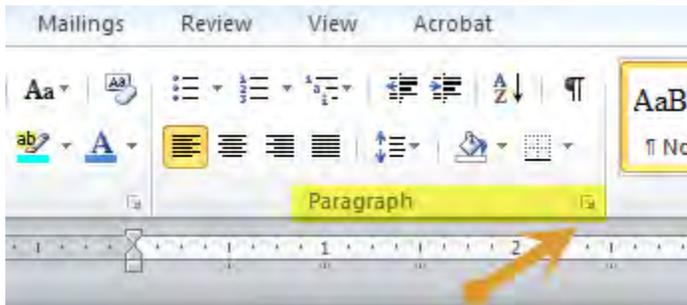
Dick, Philip K. *Do Androids Dream of Electric Sheep?* New York: Del Ray, 1996. Print.

*Hang 'Em High*. Dir. Ted Post. 1968. Metro-Goldwyn-Mayer. 1997. DVD.

Van Halen. "Hang 'Em High." *Diver Down*. Warner Brothers, 2000. CD.

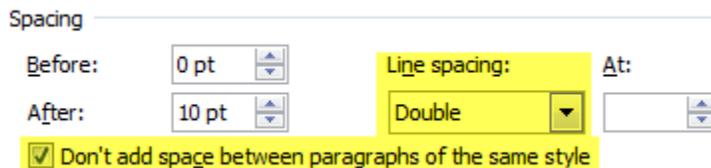
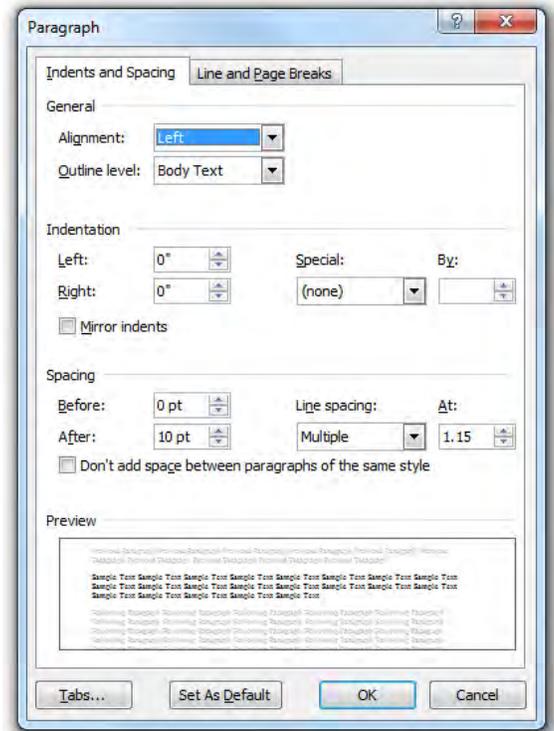
## PARAGRAPH SETTINGS IN MICROSOFT WORD

From the *Home* tab, click the down arrow (image below) to access the paragraph settings.



The *Paragraph* dialog box looks like this (image right).

In all of your college papers, be they MLA or APA style, the line spacing should be *double* and you should have told Microsoft to **not** add any extra space between paragraphs. These are things which you can set from the start of your paper using the *Spacing* settings of the *Paragraph* dialog box (image just below).



When you are ready to create your *References* or *Works Cited* list, use the *Indentation* settings of the *Paragraph* dialog box—simply choose “Hanging.”



Once that is set, as the text wraps from one line to the next, it will be indented an extra half an inch. When you have finished typing the entry for one information source, simply hit the enter key—the cursor will move down but will not move an extra half inch to the right, it will be flush left, ready to start the next entry.

Priya, Lakshmi. “Cultural barrier through communication—as explained in Amy Tan's

*The Joy Luck Club.*” *Language in India* 12.1 (2012): 70–76. *Literature Resource*

*Center.* Web. 19 Feb. 2015.