

Hanging indents

Microsoft Word 2003

This is useful when adding references for your assignments. For long lists use the EndNote program.



Hanging Indentation From the 2nd line, it is indented. VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research, 5,* 117-123.

- 1. Highlight the area for which you wish to do a hanging indentation
- 2. Format > Paragraph'

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| | ∃ Bullets and <u>N</u> umbering | | | | | |

3. Select Hanging from the Special drop list in the Indents and Spacing tab > Click OK

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| Indents and Spaci | ng Line and Page Bre | eaks Asian Type | ograp <u>h</u> y | | | | | |
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| Automatically adjust right indent what (none) is defined | | | | | | | | |
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| Don't add space between paragraphs of the same style | | | | | | | | |
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