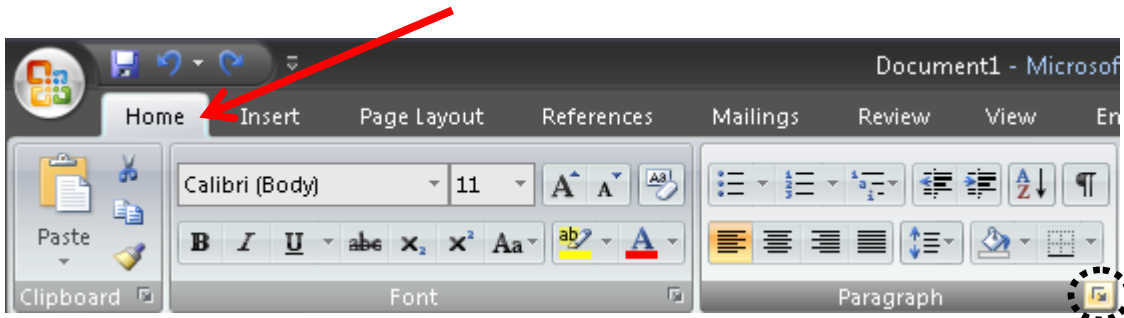# Hanging indents

Microsoft Word 2007

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'**

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