

## **Hanging indents**

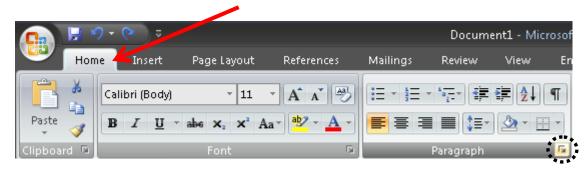
## **Microsoft Word 2007**

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



Hanging Indentation From the 2<sup>nd</sup> 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

Paragraph			? 🔀
Indents and Spacing Line and Page Breaks			
General			
Alignment:	Centered	-	
Outline level:	Body Text	•	
Indentation			
Left:	0.63 cm ≑	Special:	
<u>R</u> ight:	0 cm 🚖	(none)	
Mirror inde	nts	(none) First line Hanging	
Spacing		· · · · · · · · · · · · · · · · · · ·	•
Before:	0 pt 🛛 🚔	Li <u>n</u> e spacing:	<u>A</u> t:
A <u>f</u> ter:	0 pt 🛛 🚔	Single 💌	
Don't add space between paragraphs of the same style			
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