The MLA Style Works Cited page and the APA Style References page require you to use a **hanging indent** for your citations. A hanging indent is when all text is indented except for the first line.

To create a hanging indent in Microsoft Word 2016:

1. Make sure the cursor is at the left margin.
2. Make sure the **Home** tab is selected.
3. Click on the expansion arrow in the bottom right-hand corner of the paragraph group to open the **Paragraph Dialog Box**.
4. After the **Paragraph Dialog Box** opens, select **Hanging** from the **Special:** drop-down menu, in the **Indentation** section.
5. Make sure **0.5”** is selected in the **By:** menu.
6. In the **Spacing** section, make sure **Before:** and **After:** are set to **0 pt** and set the **Line Spacing** to **Double**.
7. Click **OK**.

If you have already added your citations and need to add a hanging indent, follow these steps:

1. **Highlight** the text that needs a hanging indent. Do not click off of the highlighted text, as this will un-highlight it.
2. Make sure the **Home** tab is selected and follow Steps 3 - 7 listed above.

**NOTE:** Steps may be different for Mac users
Example APA References page with a hanging indent:

CAFFEINE AND COUGAR STUDY HABITS

References


Example MLA Works Cited page with a hanging indent:

Cougar 6

Works Cited
