

# How to Create Hanging Indents in MS Word

A hanging indent is used most commonly for bibliography and reference pages. The reason we use this format is so that the name of your reference is easy for a reader to find and identify. When you need to make a hanging indent for your bibliography or references page, follow these simple steps in Microsoft Word:

## Step 1:

Create your reference list according to your required reference style:

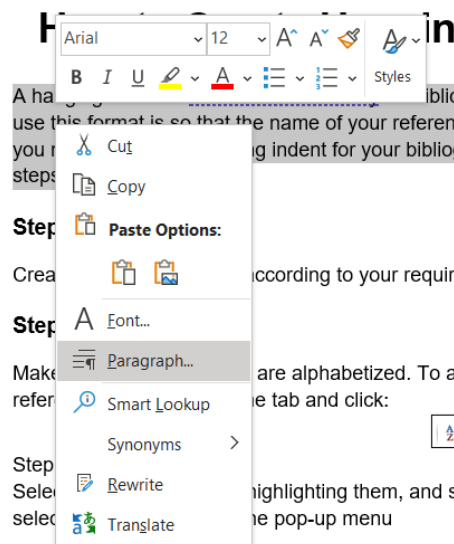
## Step 2:

Make sure your references are alphabetized. To alphabetize your references easily, highlight your references, and in the Home tab and click:



## Step 3:

Select your references by highlighting them, and select paragraph options by right clicking, and selecting paragraph from the pop-up menu



## Step 4:

Select “Hanging” from the “Special” drop down menu under the Indentation tab, and you are done.

