

REFERENCE STYLE – HANGING INDENTS

How to create bibliography entries where the second line is indented.

▼ Create a hanging indent

Select the paragraphs in which you want to create a hanging indent. Go to Format, Paragraph, and in the box marked Special, choose Hanging and .25 or .5, whichever is your preferred style, in the By box. Click Okay, and your bibliography should be correctly indented.

