Double-Space and Create a “Hanging” Indent (using Microsoft Word)

1. Starting with your citation flush with the left margin, highlight your citation:


2. While hovering over your citation, right-click your mouse to bring up the Format menu and select “Paragraph” from the list:

![Format menu](image)

NOTE: This menu can also be accessed from the toolbar at the top of the screen by clicking Format>Paragraph or Paragraph>arrow icon:

3. Under “Indentation” change the “Special” drop-down menu to “Hanging”:

![Indentation menu](image)

4. Under “Spacing” change the “Line Spacing” drop-down menu to “Double”:

![Spacing menu](image)

5. Click OK

Your citation should now look like this: