**Tips for Formatting Works Cited Citations in Microsoft Word**

**Hanging Indent**

Creating the indentation for citations:

To create a hanging indent for the first line of a citation with multiple lines:

1. Highlight the entire citation
2. From the Home tab, click the bottom right hand arrow in the Paragraph menu, or **right click the mouse & choose Paragraph**
3. Select the Indents and Spacing Tab
4. Under Special: change the drop down menu to Hanging
5. Under Line Spacing: change the drop down menu to Double
6. Click OK

