



## Hanging Indents for the Reference Page

For the reference page, the word “Reference” (or “References” if there is more than one) is centered. The text for the rest of the reference section will be formatted so the first line of each entry is flush left and all other lines of the entry are indented half an inch. The first line of the following entry will be flush left again. The references, like the rest of the paper, are double spaced with no extra spacing between entries.

To indent all lines under the first line:

- First make sure your line breaks are in the correct place. Do not use a line break (by pressing the enter key) at the end of the line but let the words naturally flow onto the following line. Only insert a line break at the end of each entry.
- After your entries are all formatted so that the line breaks only come after the last word at the end of each entry, highlight all text below the word “Reference” or “References.” (To do this, click your mouse to the left of the first word you want highlighted and drag your mouse to the last word you want highlighted. When you release the mouse, that section should be highlighted.)
- There is a ruler toolbar at the top. At the far left of the toolbar are two grey triangles, touching like an hourglass. Use your mouse to “grab” the bottom triangle. Do not grab the rectangular box under the triangle by mistake or it won’t work. (If you do not see a ruler, click “View” from the top menu selection. Check “Ruler” under Show/Hide.)
- Click and drag the bottom triangle to one-half inch (four marks to the left of the “1”).
- This should have created hanging indents for the whole page (minus the word “Reference” or “References”).
- If something seems wrong, you can see where each return is by clicking on the icon on the toolbar (in paragraph section under Home menu selection) that looks like a backwards paragraph mark (¶). This is called the Show/Hide tool.

### Example:

#### References

Lewis, C., & Tewes, D. (2004). *Canoeing in the BWCA with friends*. Boston: Outdoor Publications.

Wright, J. (October, 2005). Making tea while camping: It’s easy! *Gourmet Magazine* 8(3).

Retrieved September 29, 2006, from <http://www.epicurious.com/features/camping>