

How to make a hanging indent using the rulers:

- Do not hit enter/return to break the reference up into separate lines. Write your reference as one continuous paragraph.
  - Once your reference is written, you can create the hanging indent by using the ruler at the top of your document. Simply click the lower triangle (B, below) and drag it to the right of the upper triangle (A).
  - Once you have formatted one reference, when you click “enter” to start a new reference, it should retain the formatting of the first reference.

- How to view the ruler (if you cannot see it):

- Other methods of entering a hanging indent:
  - Google can be a great resource…see what you can find! 😊