How to Create a Hanging Indent in MS Word

“How hanging indent” is the typographical term for a paragraph in which the first line is not indented, but subsequent lines in the paragraph are. Typically, hanging indents are used for citations or number and bulleted lists. To create a hanging indent in Word, use the following steps:

Create your citation for your works cited or reference page. Select the citation.


Right click and choose “Paragraph” from the format menu. The Paragraph dialog box will be displayed. Choose Indentation>Special>Hanging set at 0.5”. Choose Spacing>Line Spacing>Double.

Now your citation is double spaced with a hanging indent.