APA asks that writers use hanging indents in reference list entries to make this information easier to read. Word gives two options for inserting hanging indents.

Option 1:

1. Highlight the reference list entries
2. Right click and choose “Paragraph”
3. Under “Indents and Spacing” and the “Indentation” section, choose “Hanging” and “OK”

Option 2:

1. Highlight the reference list entries
2. Adjust the ruler at the top of the document, moving the bottom carrot to the .5 inch mark.