How to create a Hanging Indent for your APA reference list

Creating hanging indents is easy if the reference list is:

- In alphabetical order
- Left aligned
- Regularly spaced
- Without any extra ‘tabs’
- Without any extra ‘enters’

Once you have removed all this extra formatting:

- Select the complete reference list
- Left click once on the arrow in the bottom right corner of the paragraph group on the tool bar

- A new window will open

- Look at the “Special” tab. It should read “None”
- Click on the drop down arrow to the right of “None”

- Select “Hanging” and click OK
Your reference list should look like this:

References


