

How to create a hanging indentation in Google Docs

- Highlight the citation
- Click on Format on the toolbar at the top
- Click on the Clear formatting on the dropdown if you have copied and pasted the citation from a database citation generator (remember to go back and Italicize the source)
- Click on Align & Indent on the Format dropdown
- Click on Indentation options on the Align & Indent dropdown
- On the Indentation options pop-up, click on the Special indent dropdown
- Click on Hanging
- Click on Apply

The screenshot shows the 'Indentation options' dialog box. It has a title bar with a close button (X). Inside, there are sections for 'Indentation (inches)' with 'Left' and 'Right' settings, both currently at 0. Below these is a 'Special indent' section with a dropdown menu set to 'Hanging' and a corresponding value of 0.5. At the bottom are 'Cancel' and 'Apply' buttons. A red rectangle highlights the 'Special indent' dropdown and its value, and another red rectangle highlights the 'Apply' button.