How to create a hanging indentation in Microsoft Word 2016

- Highlight the citation
- Click on the pink eraser in the Font section of the Home toolbar to clear formatting if you have copied and pasted the citation from a database citation generator (remember to go back and Italicize the source)

- Click on the dropdown arrow in the lower right hand corner of the Paragraph section

- In the Paragraph Menu, under Indentation, click the Special dropdown and select Hanging
- Under Spacing, click the Line spacing dropdown and select double
- At the bottom of the Paragraph menu, click OK