How to Create a Hanging Indent  
MS Word 2010, APA 6th edition style

For each reference in your list, the first line should be flush against the left-hand margin and any additional lines should be indented one-half inch. This is called a *hanging indent*.

1. Either position your cursor where you will start your list or highlight your existing list.
2. Click the Dialogue Box Launcher from the Paragraph group on the Home Ribbon:
3. Select “Hanging” in the Paragraph Dialogue Box:
4. Type your reference and the hanging indentation will automatically occur as long as you press “enter” at the end of the previous citation. See the example below:

