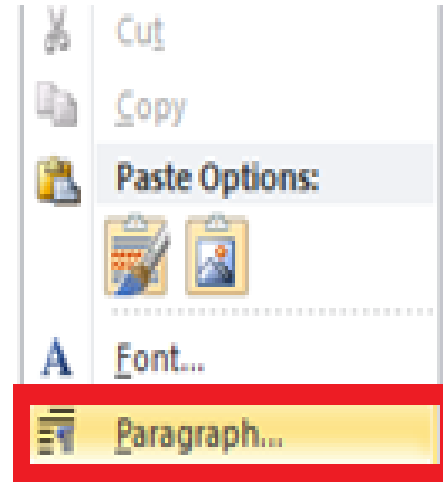


Insert a hanging indent

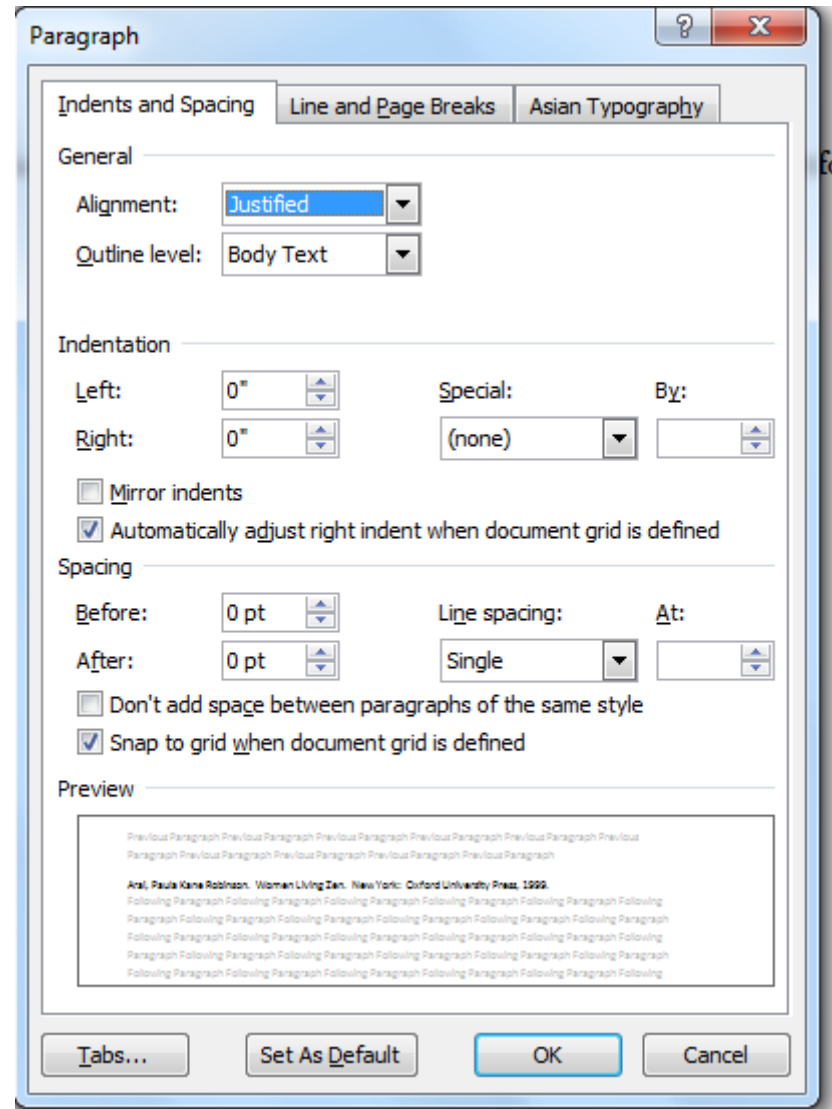
- In order to create a hanging indent, place your cursor at the beginning of the second line in a citation

Arai, Paula Kane Robinson. *Women Living Zen*. New York: Oxford University Press, 1999.

- Then, **right click** on the mouse

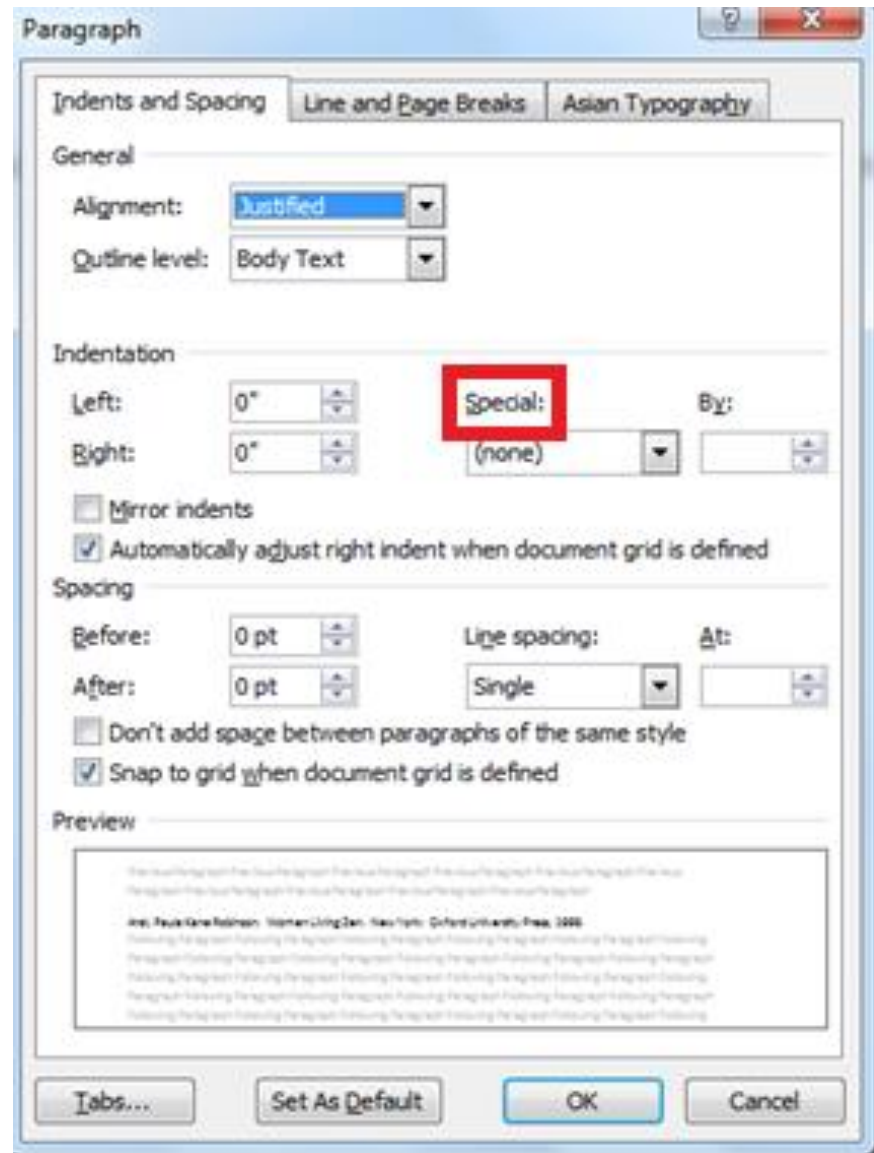


- In the menu that pops up; move your mouse to **paragraph** and **left click** on the **paragraph** option.

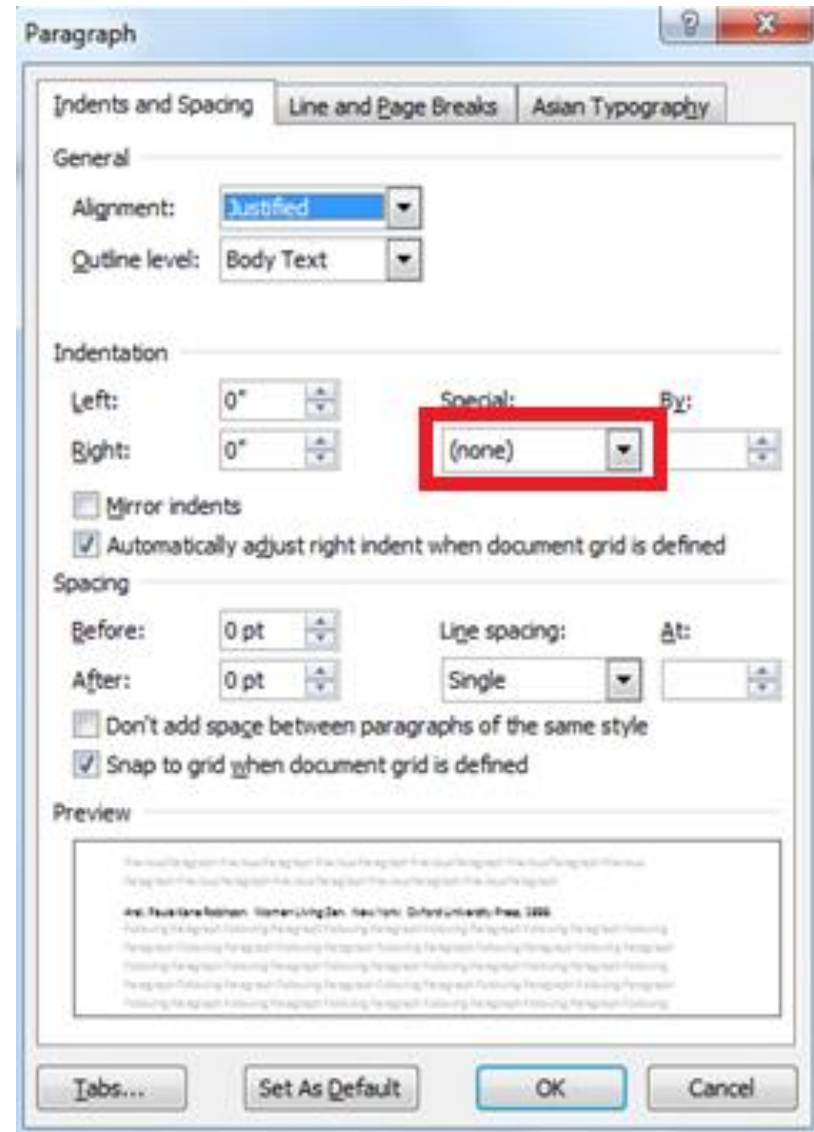


- In the **paragraph** box that pops up, there will be 4 sections **General**, **Indentation**, **spacing** and **preview**.

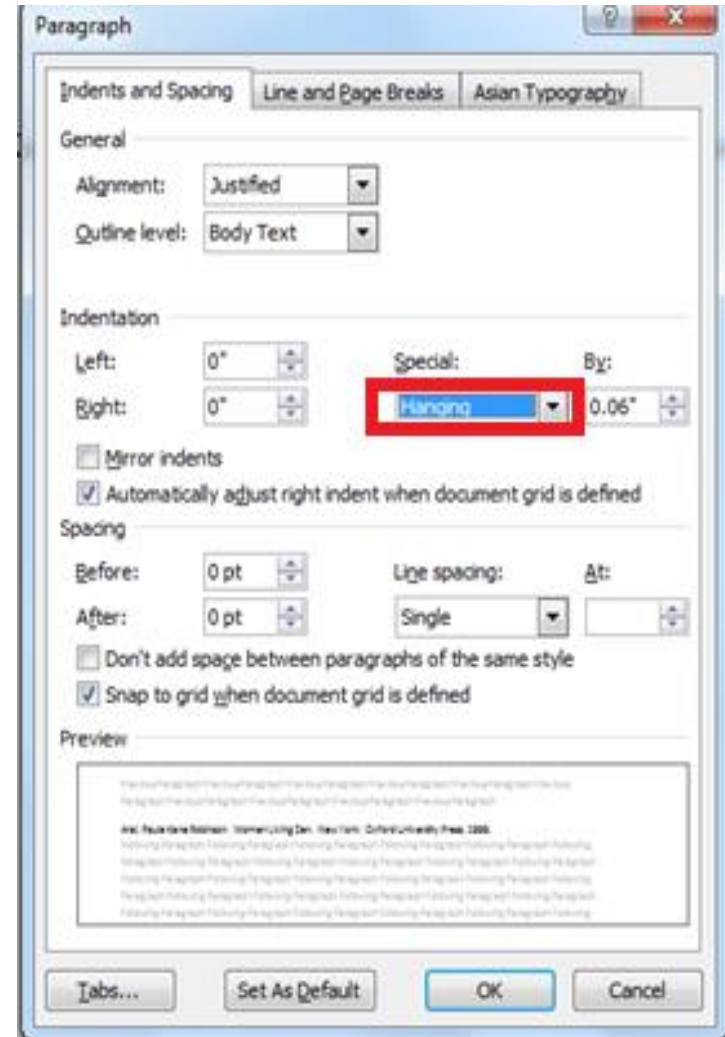
- In the **Indentation** Section, look for an option titled **Special**.



- Locate the box below **special** that says **(none)**.



- Change the box that says **(None)** to **Hanging**.



- Then point your mouse to the very bottom of the box and **left click OK.**

