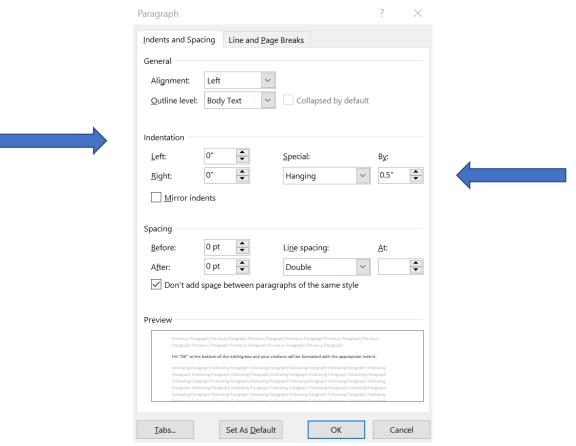# Formatting Your Citation Page with Hanging Indentation (MS Word)

Creating the citation page:

1. Begin your citation page on its own page at the end of your document.
2. Center align the text and give your page a heading; use "References" for APA and "Works Cited" for MLA. The heading should be in the same font you have used for the rest of the paper. If using MLA, use no additional styling (i.e. no bold, italics, or underline). If using APA, place the word "References" in bold.
3. Next, left align your text and type your citations following the conventions of whichever citation style you are using.
4. Keep your text double spaced and hit "Enter" at the <u>end of each citation</u> so that each new citation begins on a new line. Do not hit "Enter" in the middle of a citation, but rather let the computer return the text for you (even if you must add a URL). When your citations are typed, you are ready to add the hanging indent required for formatting your citation page.

Formatting the hanging indent:

5. Place your cursor at the beginning of the first citation. Click and drag the cursor to highlight all the citations (*do not include the heading*).
6. Next, right click on the highlighted text and select "Paragraph." An editing box will appear.
7. Under the "Indents and Spacing" tab, locate the "Indentation" block. Use the drop-down menu under "Special" and select "hanging." The adjacent drop-down box should automatically be preset to half an inch (.5").

8. Hit "OK" at the bottom of the editing box and your citations will be formatted with the appropriate indent.

See examples on back

Your finished citation page should look like the appropriate example below:

APA:

References

Boatright, M. D. (2010). Graphic journeys: Graphic novels' representations of immigrant experiences.

    Journal of Adolescent & Adult Literacy, 53(6), 468-476. https://doi.org/10.1598/JAAL.53.6.3

Cutter, M. J., & Schlund-Vials, C. J. (Eds.). (2017). *Redrawing the historical past history, memory, and*

    multiethnic graphic novels. University of Georgia Press. https://doi.org/10.2307/j.ctt1vhtr4d

Obuobi, S., Vela, M. B., & Callender, B. (2021). Comics as anti-racist education and advocacy. *The Lancet,*

    397(10285), 1615-1617. https://doi.org/10.1016/S0140-6736(21)00940-5

Whaley, D. E. (2016). *Black women in sequence re-inking comics, graphic novels, and anime.* University

    of Washington Press.

MLA:

Works Cited

Boatright, Michael D. "Graphic Journeys: Graphic Novels' Representations of Immigrant Experiences."

    Journal of Adolescent & Adult Literacy, vol. 53, no. 6, 2010, pp. 468-76. *Gale Academic OneFile,*

    https://doi.org/10.1598/JAAL.53.6.3.

Cutter, Martha J., and Cathy J. Schlund-Vials (Eds.). *Redrawing the Historical Past History, Memory, and*

    Multiethnic Graphic Novels. U of Georgia P, 2017. *EBSCOhost Academic eBook Collection,*

    https://doi.org/10.2307/j.ctt1vhtr4d.

Obuobi, Shirlene, Monica B. Vela, and Brian Callender. "Comics as Anti-Racist Education and Advocacy."

    The Lancet, vol. 397, no. 10285, 2021, pp. 1615-17. *ScienceDirect,*

    https://doi.org/10.1016/S0140-6736(21)00940-5.

Whaley, Deborah Elizabeth. *Black Women in Sequence Re-Inking Comics, Graphic Novels, and Anime.* U

    of Washington P, 2016. *EBSCOhost Academic eBook Collection,* search-ebscohost-

    com.libproxy.canton.edu/login.aspx?direct=true&db=e000xna&AN=1082520&site=ehost-live.