**Creating a Hanging Indentation for a Citation with Google Docs**

Citations on a Works Cited list or Bibliography must be formatted using Hanging Indentations. A Hanging Indentation is when the first line of the citation is left justified and every following line is indented.

Example:

Author. "Title of source." *Title of Website*. Publisher, Publication Date,

    website url, Date of Access.

**To create a Hanging Indentation for a citation, perform the following steps:**

1. Highlight the Citation
2. Go to Format, then Align and Indent, then Indentation Options
3. Under Special Indent choose Hanging
4. Apply