How to format citations in Microsoft Word

Microsoft Word 2013
For a hanging indent:
1. Highlight your whole citation and make sure your citation remains highlighted.
2. Click Home on the toolbar ribbon.
3. Click on the expand arrow in the lower right hand corner of the Paragraph tab.
4. In the dialogue box labeled Paragraph, click on the tab Indents and Spacing.
5. Look under Indentation, then under Special
6. Find the down-arrow window; the window will probably say None.
7. Click on the arrow next to it.
8. Click Hanging in the drop-down menu.

While in this window, you should also double-space:
1. Look under Spacing, then under Line spacing:
2. Find the down-arrow window; the window will probably say Single.
3. Click the arrow next to it.
4. Click Double.
5. Click OK for the hanging indent and the double spacing to take effect.

Microsoft Word 2010
For a hanging indent:
1. Highlight your whole citation and make sure your citation remains highlighted.
2. Click Home on the toolbar ribbon.
3. Click on the expand arrow in the lower right hand corner of the Paragraph tab.
4. In the gray dialogue box labeled Paragraph, click on the tab Indents and Spacing.
5. Look under Indentation, then under Special
6. Find the down-arrow window; the window will probably say None.
7. Click on the arrow next to it.
8. Click Hanging in the drop-down menu.

While in this window, you should also double-space:
1. Look under Spacing, then under Line spacing:
2. Find the down-arrow window; the window will probably say Single.
3. Click the arrow next to it.
4. Click Double.
5. Click OK for the hanging indent and the double spacing to take effect.

Microsoft Word 2007
For a hanging indent:
1. Highlight your whole citation and make sure your citation remains highlighted.
2. Click Format in the toolbar.
3. Click Paragraph in the drop-down menu.
4. In the gray dialogue box labeled Paragraph, click on the tab Indents and Spacing.
5. Look under Indentation, then under Special
6. Find the down-arrow window; the window will probably say None.
7. Click on the arrow next to it.
8. Click Hanging in the drop-down menu.

While in this window, you should also double-space:
1. Look under Spacing, then under Line spacing:
2. Find the down-arrow window; the window will probably say Single.
3. Click the arrow next to it.
4. Click Double.
5. Click OK for the hanging indent and the double spacing to take effect.