How to Format Citations in Google Docs

For a hanging indent:
1. First, make sure the Google Docs ruler is visible.
   - Click "View" and make sure "Show Ruler" is checked. If it isn't, click on it, and the ruler will appear beneath the menu bar.

2. On the ruler, there is a light blue rectangle (▃) at the left margin, which represents the location of the First Line Indent. Beneath the light blue rectangle is a light blue inverted triangle (▼), which represents the location of the Left Indent.
   - On the ruler, hover the cursor over each shape, and its function will be displayed.

3. Create the Hanging Indent
   - First: Select the text you want indented. You can select a single paragraph or multiple paragraphs at a time.
   - Next: On the ruler, drag the ▼ Left Indent (light blue inverted triangle ▼) to the right as far as you want the text to be indented. As you will notice, the ▃ First Line Indent marker (light blue rectangle ▃) will come along for the ride, and all your selected text will move to the right.
   - Finally: Drag the ▃ First Line Indent marker (light blue rectangle ▃) back to the left margin. It will move independently, and your hanging indent will be created.

For double spacing:
1. Click on ‘Format’ on the menu bar.
2. Choose ‘Line Spacing’.
3. Select ‘Double’ (the default may be set to 1.15).

Information on hanging indents from a public Google doc found at: https://docs.google.com/document/d/1Ofg072L_cmSDUCOa5N8mzazHbUn-CG9PHn3Y1q3fRjc/edit?pli=1#