

Helpful Hint #9 – Hanging Indent

Step 1: When you get to the citation, type the entire citation out without making any spacing changes or indents.

Donaldson, Scott. "Possessions in *The Great Gatsby*." *The Southern Review* (Spring 2001): 187-210. *Literary Reference Center*. EBSCOhost. Greenbrier High School Library. 20 March 2008 <<http://www.galileo.usg.edu>>.

Step 2: Highlight the entire citation.

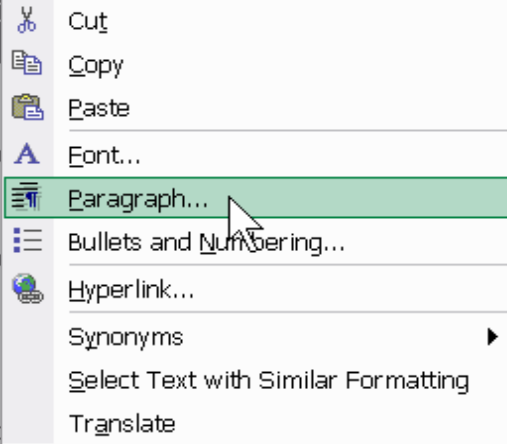
Donaldson, Scott. "Possessions in *The Great Gatsby*." *The Southern Review* (Spring 2001): 187-210. *Literary Reference Center*. EBSCOhost. Greenbrier High School Library. 20 March 2008 <<http://www.galileo.usg.edu>>.

Step 3: Right click over the highlighted text and select "Paragraph" from the menu.

Donaldson, Scott. "Possessions in *The Great Gatsby*." *The Southern Review* (Spring 2001): 187-210. *Literary Reference Center*. EBSCOhost. Greenbrier High School Library. 20 March 2008 <<http://www.galileo.usg.edu>>.

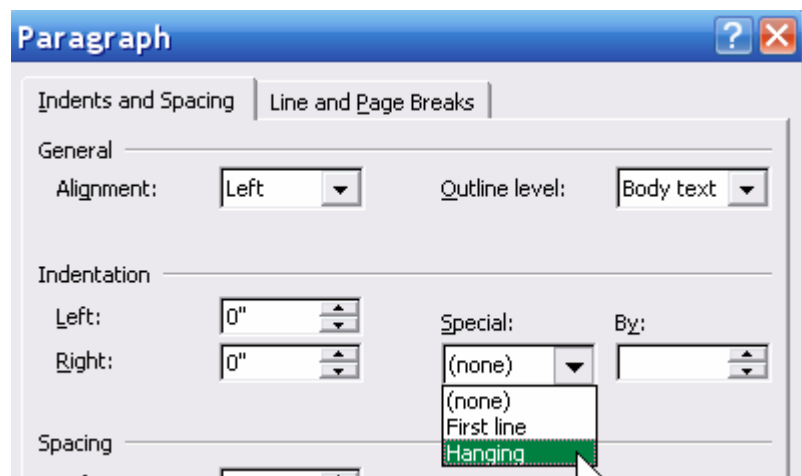
Summary: This is where
Somewhere in this summ
save space)

Response: This is the pla
article. A reaction may b
readings (i.e. similarities
perspective changed as a
Considering the length of

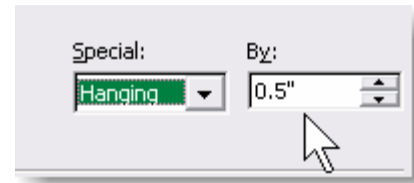


only two sentences.
d the author. (single space to
EAS presented in the critical
(ation), connections to other
a discussion about how your
our response to fill up the page.

Step 4: When the "Paragraph" dialogue box appears, under the "Special" feature, click on "Hanging."



Step 5: Check that the hanging indentation indents at .5"



Step 6: Click "OK."