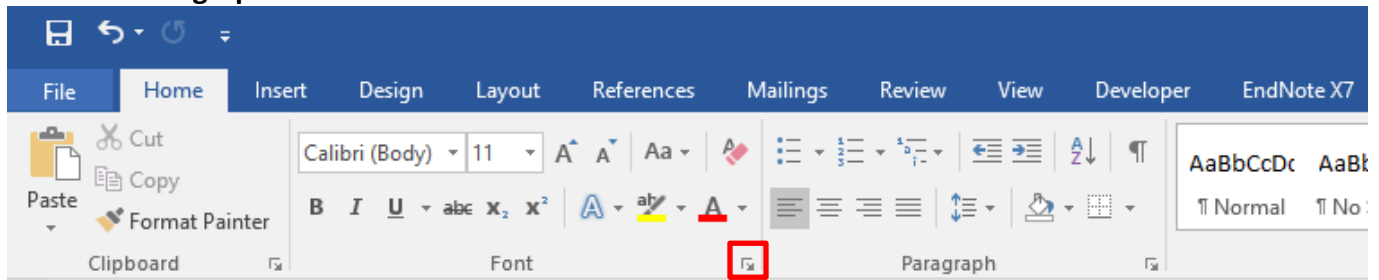


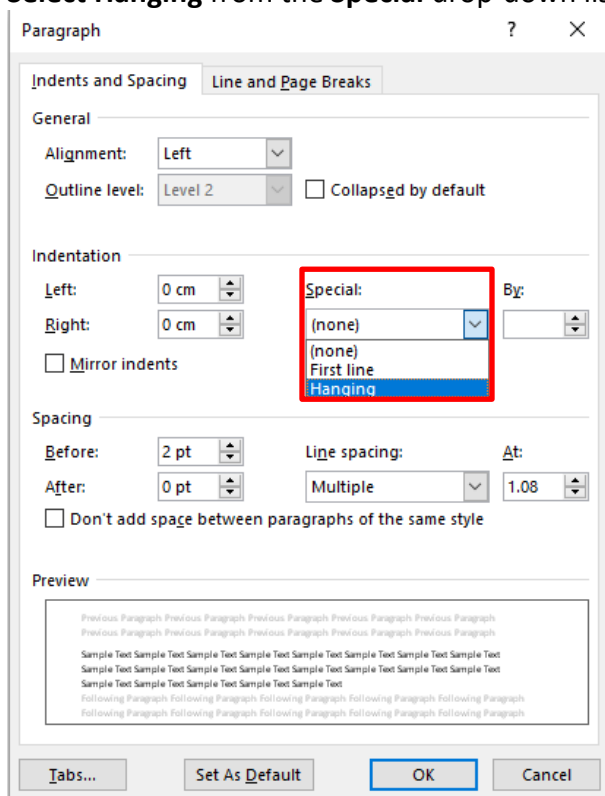
Hanging Indent

Select the text.

Home << Paragraph



Select Hanging from the **Special** drop-down list in the **Indents and Spacing** tab << OK



Example:

Morreale, S., Spitzberg, B.H., & Barge, J. K. (2007). *Human communication: Motivation, knowledge and skills*(2nd ed.). Belmont, CA: Thomson Wadsworth.

NB: This is useful when adding references for your assignments, however if you have a large list it is recommended that you use the **EndNote** software provided for you by EIT (available from the Library)