Formatting Word for MLA Style: Hanging Indent for Works Cited List (Word 2007-2010-2013)

If you have already typed your citations, highlight all of them (click and drag your mouse) and go on to the next step. If you have not yet begun typing, skip this and go to the next step to set your Works Cited page to automatically give you hanging indentions for each citation as you type. The title Works Cited should appear on this page as shown.

From the Page Layout (or Home) tab:

Click the little corner arrow beside where it says Paragraph.

Under Special: select Hanging.

Click OK.