1) Position your cursor where you will begin your list of references (if you've already made your list, highlight the whole thing).

2) From Menu bar: Click on **Format** → **Paragraph**…

3) In the **Paragraph** pop-up window, find the **Special** dropdown menu (in the **Indentation** section). Under **Special**, choose **Hanging**

4) If you have typed your references already, they will be re-formatted with hanging indents. If you start typing your references, the indentation will automatically occur.

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