

Setting Paragraph Indents in MS[®] Word

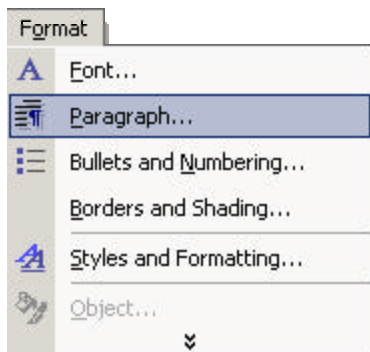
There are two types of special paragraph indents in MS[®] Word: first-line indents and hanging indents. An example of each type is shown in *Table 1*.

First-Line Indent	The first line of a paragraph with a first-line indent begins to the right of where the subsequent lines begin. The 5th edition of APA requires that most paragraphs in the body of a manuscript be formatted with a first-line indent.
Hanging Indent	The first line of a paragraph with a hanging indent begins to the left of where the subsequent lines begin. The 5th edition of APA requires that references in the reference list be formatted with a hanging indent.

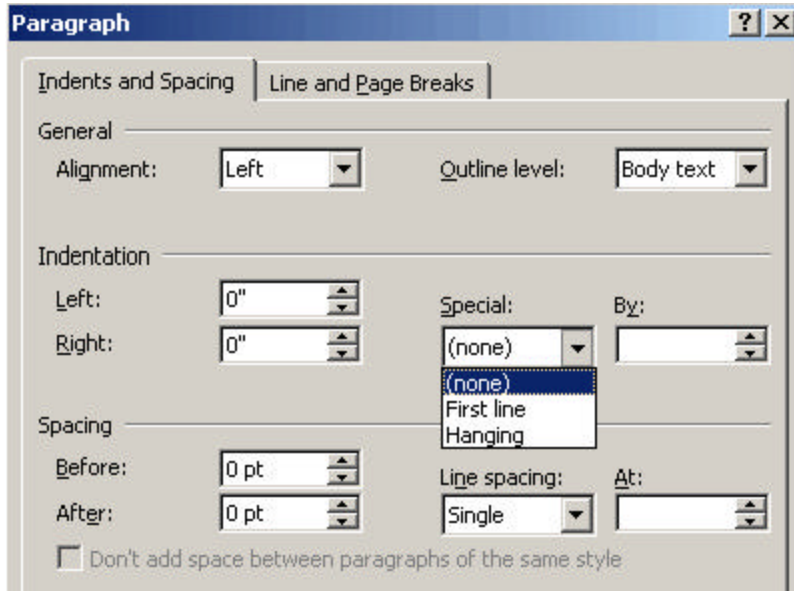
Table 1. Example of a paragraph with a first-line and a hanging indent.

There are several methods of setting paragraph indents in MS[®] Word. The method presented below uses the *format* command and the *paragraph* dialog box:

1. Place the cursor in the paragraph in which you want to set the indent (or highlight the paragraphs if you want to format multiple paragraphs or once).
2. Select the *paragraph* command from the *format* menu.



3. In the *paragraph* dialog box (shown below), select the desired type of indent from the *special* list. Then click the *OK* button to apply the indent and close the dialog box.



Note: Using the method presented above to set a first-line indent eliminates the need for using the *tab* key on the keyboard to indent paragraphs.