Indenting a Long Quotation in Microsoft Word
MLA, APA, or CMS Format

When including a long quotation in a paper, indent it as a "block" quotation instead of using quotation marks. Read the directions below for the MLA format. Turn this page over for the APA and Chicago (CMS) formats.
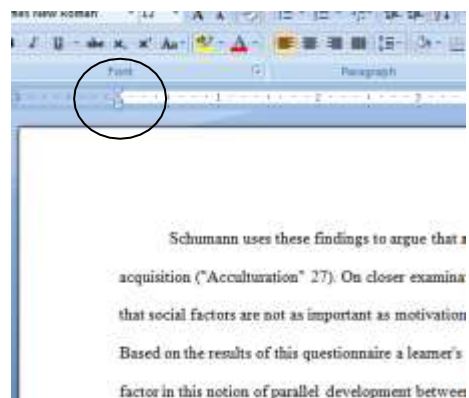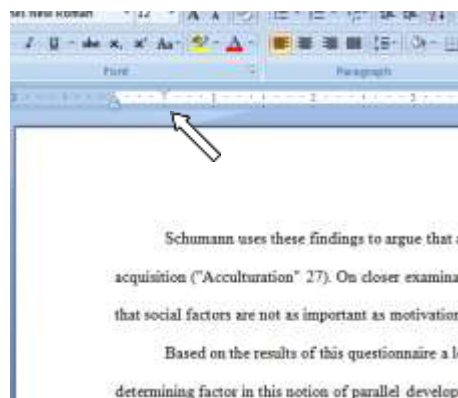
MLA and APA Directions

In MLA format, a quotation of more than four full lines of prose or three lines of verse should be indented ½ inch from the left margin and double-spaced like the rest of the paper.

In APA format, a quotation of more than forty words should also be indented half an inch from the left margin. It should be double-spaced like the rest of the paper.
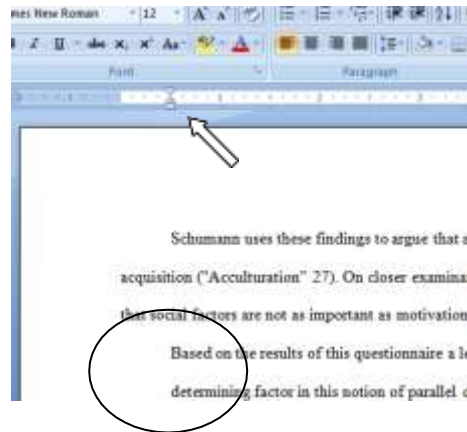
1. Click just before the quotation, and hit the *Enter* key. Click just after the quotation and hit the *Enter* key. Then click anywhere in the quotation. You can now format the quotation without affecting the rest of your paper.

2. On the ruler across the top of the page, move the mouse to the Indent Marker, usually found at the left margin.

3. If the top and bottom triangles are not together, put the cursor on the top triangle and drag it to the bottom triangle. (If the top and bottom triangles are already together, skip this step.)

4. Put the cursor on the square under the triangles, and drag the Indent Marker to the point on the ruler half way between the margin and number 1.

Explanation: On the Indent Marker, the top triangle indents the first line in a paragraph, the bottom triangle indents all the other lines in a paragraph, and the square under the triangles indents a whole paragraph. The computer indents only the block quotation because you hit the *Enter* key before and after it, making a "paragraph" to the computer.

CMS (Chicago Style)

In CMS format, a quotation of five or more lines should be indented half an inch from the left margin and single-spaced. Follow the MLA/APA directions above, and single space the quotation, as follows.

1. On the *Home* tab, in the *Paragraph* group, click the Line Spacing button. Choose *1.0* on the drop-down menu.

2. Click the Line Spacing button. Choose *Add Space After Paragraph*.