Creating a Literature-Cited List (CSE, 8th Edition) in Microsoft Word

Placement and Title

1. Your literature-cited list goes directly below the last line of your essay.
2. Click the Home tab.
3. Click the Center button in the Paragraph group.
4. Type the title “LITERATURE CITED” in all upper case letters. (Alternatively, the CSE style accepts the headings REFERENCES, END REFERENCES, Reference List, or CITED REFERENCES for all works cited in the paper.)
5. Press the Enter key.
6. Click the Align Left button in the Paragraph group.

Spacing
The literature-cited list is single-spaced with an additional space between each source. To change your settings from double- to single-spaced:

1. Go into paragraph settings by clicking the arrow in the lower right hand corner of the paragraph group.
2. Change the line spacing with the drop down menu from double to single.

(See screenshot on the next page.)
Setting a Hanging Indent (Option 1)

The first line of each citation starts on the left margin, but all lines after the first are indented ½ inch. There are two ways to set this hanging indent:

1. Click the Home tab.
2. Click the lower right corner of the Paragraph group.
3. Under Indentation, set Special to Hanging, and click OK.
Setting a Hanging Indent (Option 2)

1. Click the View tab. Click the Ruler box. A ruler will appear at the top of your document.

![Ruler Image]

2. At the left margin on the ruler, place the tip of the pointer (cursor) on the lower triangle-shaped indent marker. (The words Hanging Indent will appear when the cursor is in the right position.)

![Indent Marker Image]

3. Drag the lower marker ½ inch to the right.

Typing Citations

Type the information about your first source. When you get to the end of a line, do not press the Enter key. Continue typing and the text will wrap around to the next line, which will be automatically indented. Press the Enter key two times at the end of each citation.

opportunistic fungus preying on vulnerable bat species is still not conclusive. However, scientists engaged in WNS research agree that no solution to WNS devastation currently exists.

LITERATURE CITED


References Mailings Review View Help

- If you have already typed the information about your sources without a hanging indent, drag the mouse over the citations to select them, and follow the above directions for “Setting a Hanging Indent.”

- If a line that should be indented is not, click the Show/Hide button (¶) in the Paragraph group on the Home tab. Delete the paragraph symbols (¶) at the ends of the lines, keeping one ¶ symbol at the end of each citation.

Updated September 2022. The instructions on this handout apply to Microsoft Word 2019 and Office 365. Your desktop may look different depending on your computer’s settings, as well as the version of Word.