Creating Citations for a Paper

1. Position your cursor in your document where you want the citation.
2. Click on the References tab, click on the Style button down arrow to select the style of citation that you need. (Ex. APA or MLA)
3. Click the Insert Citation button and click on the down arrow and select Add New Source.
4. In the Source dialog box select what type of source you want. (Ex. book, website, journal)
5. Fill in the information.
6. Click ok and it will add your source to your paper.
7. To add another source, position your cursor in your document where you want the citation.
8. Repeat steps 3-6.
9. To **edit a source** – find the source in the document, click on the down arrow once you click on the source and select the edit source text.
10. To **add a page number to the source** in the document - click on the source in the document and click the down arrow. Then select Edit, citation and this will allow you to type in the page number or if you want the author, or year to show up in the document.

Create the Works Cited or Bibliography page

1. Go to the end of your document and hit Ctrl. and enter to go to a new page.
2. Click on the References tab.
3. Click on the Bibliography button and the down arrow to roll over and select either Bibliography or Works Cited.
4. It will add all your citations then on the page for you.
5. You can center & change the font size of either the "Works Cited" or "Bibliography" titles and space after them to make the titles look more attractive.
6. If you forgot to add a source, go back to the steps under creating citations and type it in.
7. Then on the Works cited or Bibliography page click on Update citations on the tab surrounding your citations and it will add the source.

**Check out the OWL Purdue website: https://owl.english.purdue.edu/owl/resource/747/01/ for exact MLA formatting.