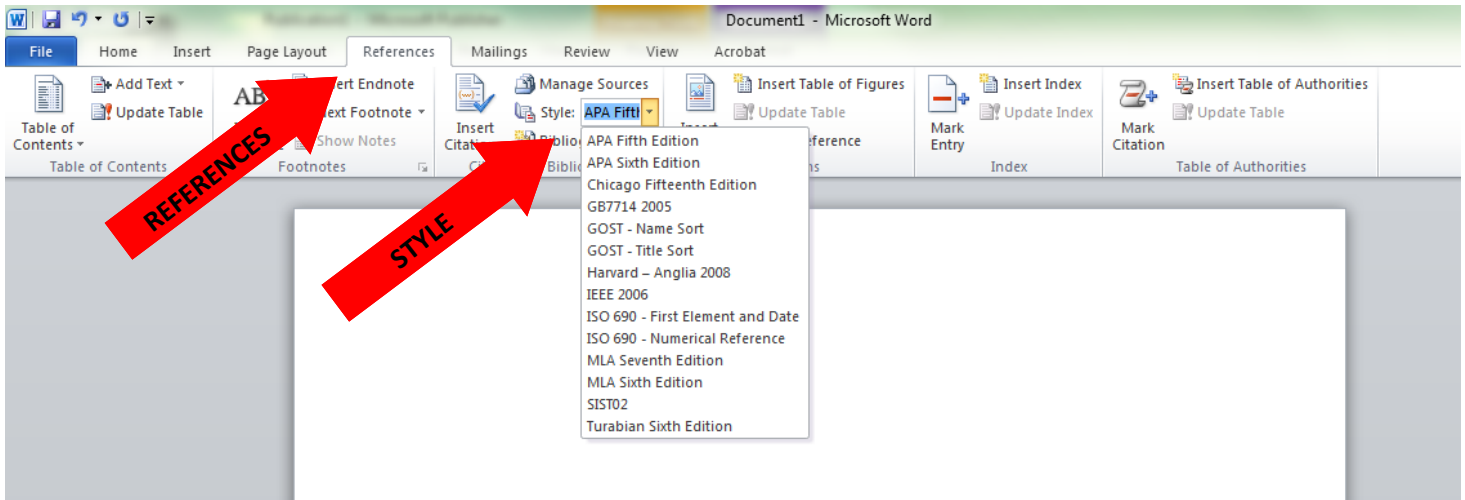
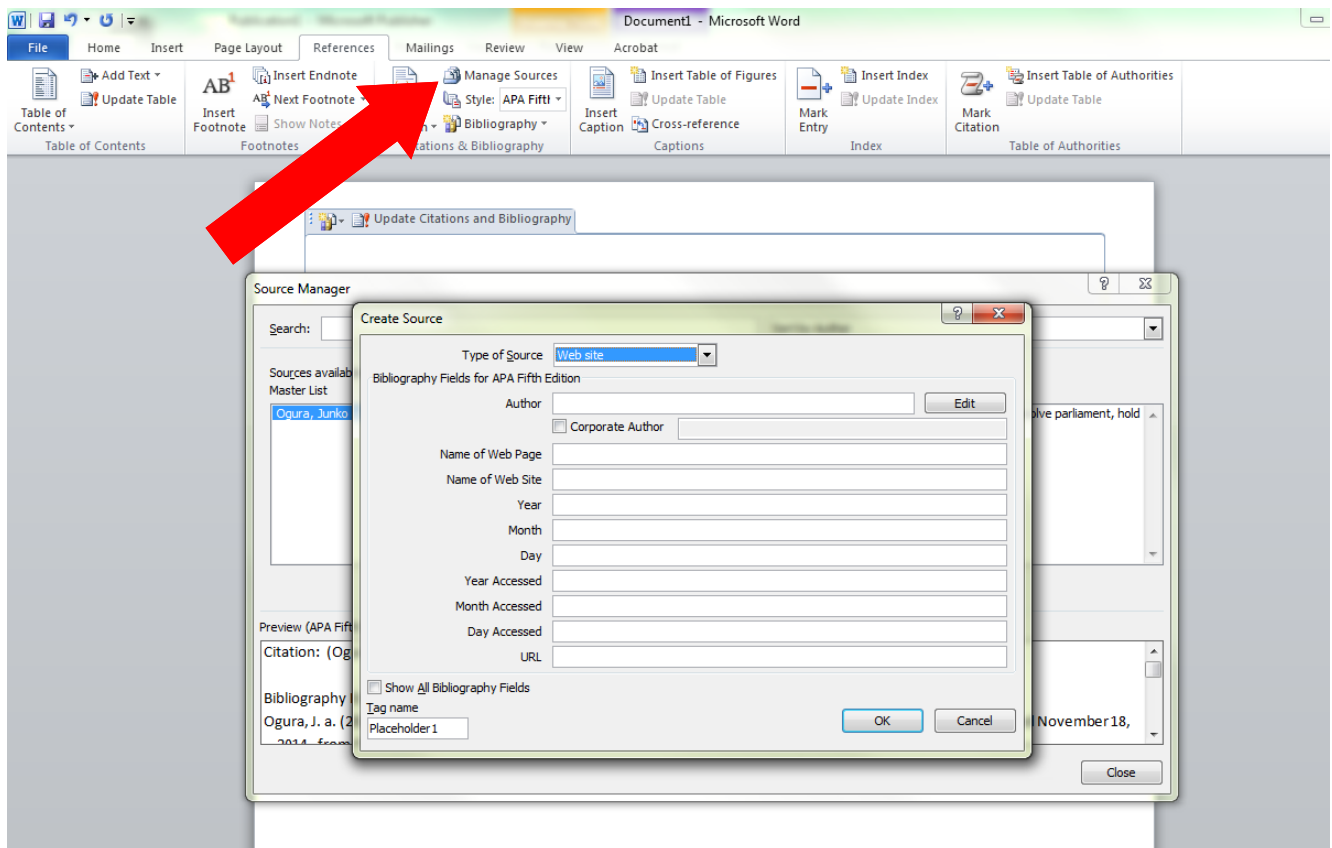


How to use the Citations & Bibliography Feature on MS Word

- Click on 'References' on the ribbon
- Choose a Reference Style (APA, MLA, etc.)

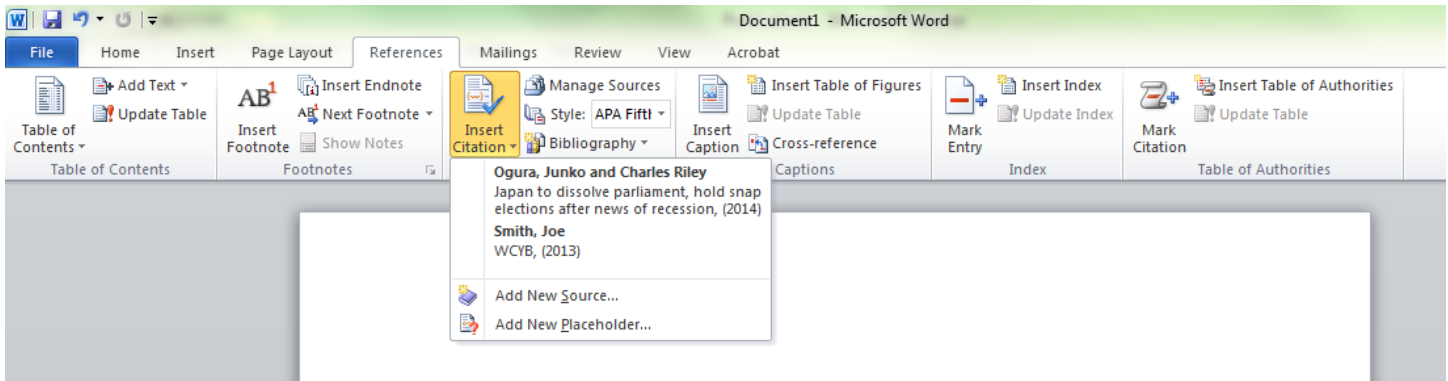


- Click 'Manage Sources' to add a source to your list. Click 'NEW' in the middle of the page to add a source.



- Choose the type of source (book, website, magazine, etc.) and fill in the boxes

- Continue to do this for all sources.
- When you need to insert a parenthetical citation click 'Insert Citation' and choose the correct source from the drop down box. The box will **not** appear if you only have 1 source. It will automatically insert your only source.



- When you are ready to insert your bibliography click 'Bibliography' and select the style (Bibliography or Works Cited).