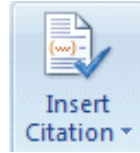


## Inserting Citations

1. Place your cursor where you would like your in-text citation information to appear.

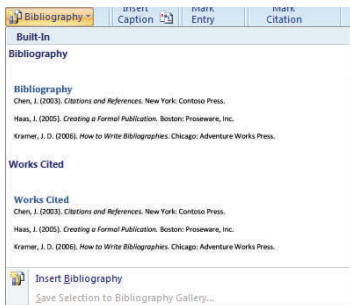
2. Click on “Insert Citation” in the Citations & Bibliography section of the ribbon.



## Creating a Bibliography or Works Cited

You can also create Bibliographies/Works Cited pages instantly using the information you have included in your Citations List.

1. Place your cursor where you would like your Bibliography or Works Cited page to begin.
2. Click on the References tab at the top of the screen.
3. Click on “Bibliography” in the Citations & Bibliography section of the ribbon.
4. Choose from either the built-in Bibliography or Works Cited pages, or click on Insert Bibliography at the bottom of the menu to title and format your citations on your own.



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# Using Citations in Word 2007 & 2008



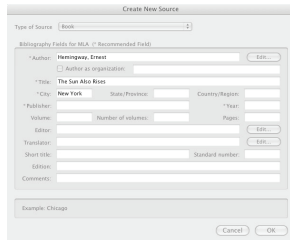
## For Macs– Word 2008

### Creating a List of Citations

1. Open the **Citation Toolbox** by clicking on “View” --> “Citations”.
2. Choose a Citation Style from the drop-down menu at the top of the Citations Toolbox.



3. Add a new reference by clicking the plus sign in the lower left-hand corner of the **Citations Toolbox**.
4. The **Create New Source** dialogue box will appear.
5. Select the type of source from the drop-down menu at the top of the **Create New Source** dialogue box.
6. Fill in the appropriate information in the textboxes provided. Textboxes with an asterisk denote the recommended information.
7. When you are finished, click “OK” in the lower right-hand corner of the **Create New**



### Inserting Citations

With the Citation list created, you can now insert in-line citation information.

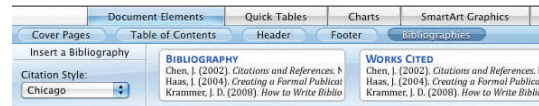
1. Place your cursor where you would like your in-text citation information to appear.

2. Double-click on the citation from the Citations List in the Citations Toolbox.

### Creating a Bibliography or Works Cited

You can also create Bibliographies/Works Cited pages instantly using the information you have included in your Citations List.

1. Click on “Insert” --> “Document Elements” --> “Bibliography.”
2. The **Bibliography Menu** will appear at the top of your screen.



3. Choose a Citation Style from the drop-down menu on the upper left-hand side.
4. Position your cursor to the place where you would like your Bibliography or Works Cited page to appear. Single-click to choose either “Bibliography” or “Works Cited” from the menu at the top of the screen.

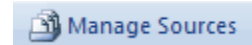
#### PLEASE NOTE:

The Citations feature in Word 2007/2008 is meant to assist you with creating and using citations. Always make sure to **double-check the formatting against a formatting style guide**. Improper citation can ruin your grade and could result in an honor code violation.

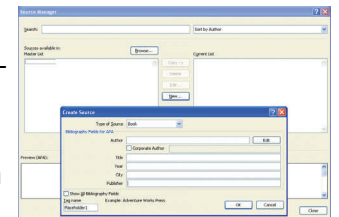
## For Windows– Word 2007

### Creating a List of Citations

1. Click on the References tab at the top of the screen.
2. Click on “Manage Sources” in the Citations & Bibliography section of the ribbon.
3. The Source Manager dialogue box will appear. This is where you will create and manage your citations.
4. Click the New... button in the center of the dialogue box.
5. The Create Source dialogue box will appear. Select the type of source from the drop-down menu.



6. Fill in the appropriate information in the textboxes provided. You can add more information to the citation by clicking the “Show All Bibliography Fields” checkbox in the lower left hand corner of the dialogue box.
7. When you are finished, click “OK” in the lower right-hand corner.



Continued on back...