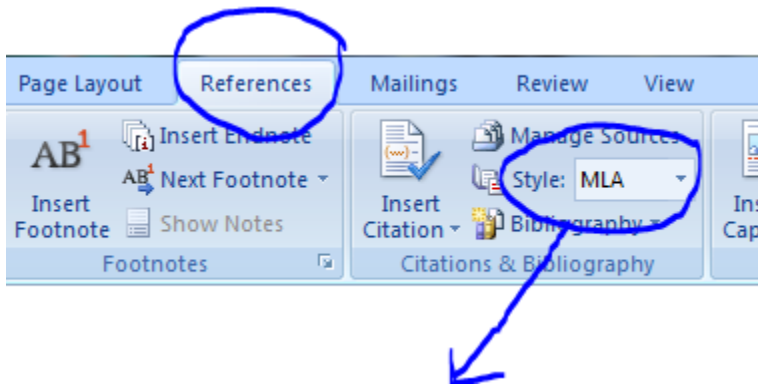


Citing your Research Paper and printing a “ Works Cited” Page using WORD

Remember: Anytime you write/type information that was taken from a source other than your own knowledge, you must CITE the source.

Open Microsoft Office Word

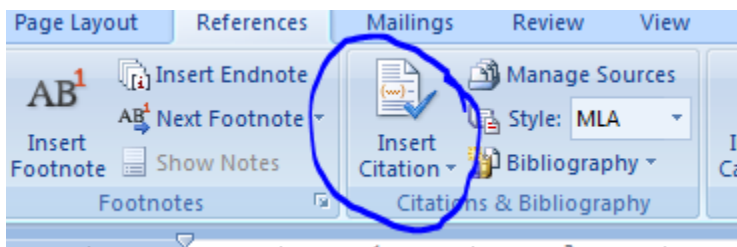
Begin typing. When you come to information that must be cited, click on the “References” tab at the top of the page.



The Style is MLA. Change this drop down window to read MLA.

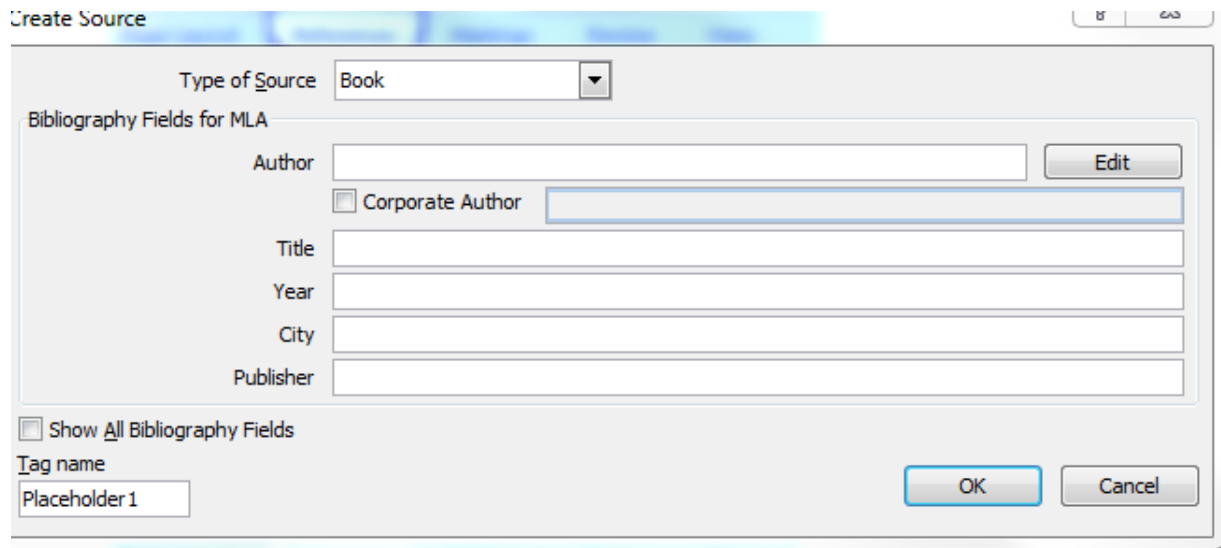
Click your mouse at the end of the sentence you want to cite.

Now click “Insert Citation”



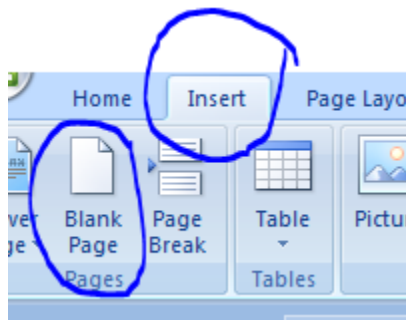
Choose “ADD NEW SOURCE”.

Fill out this form with the information for the SOURCE that you used.

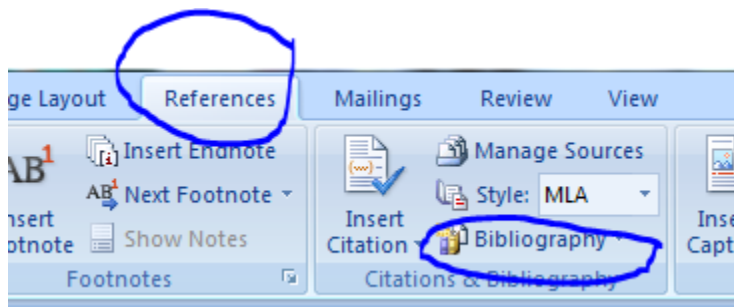


You must repeat the above procedure anytime you have a NEW SOURCE. However, if you are including a citation for a source you've already created, just click "Insert Citation" and then select the source that you've already created from the top of the list.

When you are completely finished typing your paper select the INSERT tab from the top of the page and then select "Blank Page"



With your cursor positioned at the top of your new blank page. Select the Reference tab and then select Bibliography.



Drag your mouse down and select the option that says: "Works Cited". SAVE. PRINT.

