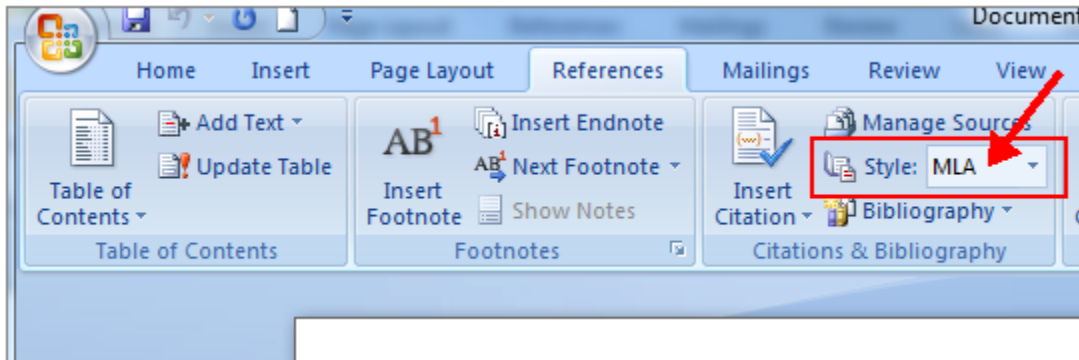


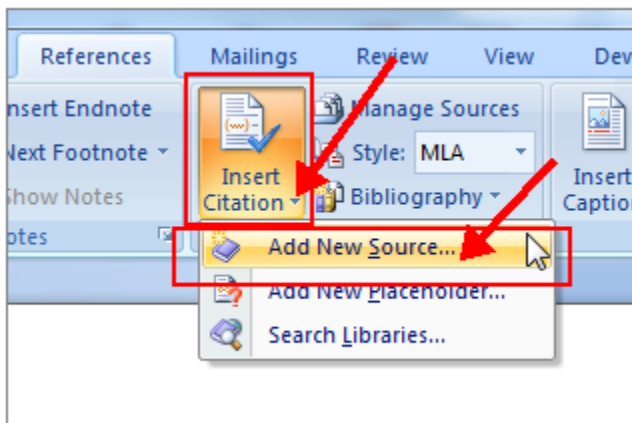
# Citations in Word 2007

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1. Select the "References" tab.



2. Select the type of style needed. (usually MLA or APA).
3. Insert a New Citation. Select "Insert Citation" (click on the Down-Arrow) and "Add New Source"



4. If you need more fields, put a check box here (see below) “Show All Bib Fields”. Now just fill in the blanks with the necessary information. This inserts the parenthetical citation. For example: (Smith)

Create Source

Type of Source: Book

Bibliography Fields for MLA

Author: \_\_\_\_\_

Corporate Author: \_\_\_\_\_

Title: \_\_\_\_\_

Year: \_\_\_\_\_

City: \_\_\_\_\_

Publisher: \_\_\_\_\_

Show All Bibliography Fields

Tag name: \_\_\_\_\_

5. To insert the final page, Select the down-arrow “Bibliography” and then select either to create a **Bibliography** or **Works Cited** page.

References | Mailings | Review | View | Developer | EndNote Web | Acrobat

Insert Endnote | Next Footnote | Show Notes | Notes

Insert Citation | Manage Sources | Style: MLA | Bibliography | Insert Caption | Insert Table of Figures | Update Table | Cross-reference | Mark Entry

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**Works Cited**

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