How to Use Microsoft Word to Create Citations

Step 1: Open up a Microsoft Word document, and click on references. You will see an area that says citations and bibliography.

Step 2: Click on the style button. Please select the style (APA, MLA, Turabian) that you will be using to write the paper.

Step 3: Click on Manage Sources. A screen that says “Source Manager” should appear. Click on the “New” button to start adding sources.
Step 4: Select the type of source (Book, Journal, and etcetera) you are using in your paper.

Step 5: Fill in the information need to write a bibliography. Once you have filled in your information click on ok. Repeat this step until you have entered in all your sources.
Step 6: After all of the sources are entered you can do two things with the information.
  1. Create in text citations
  2. Create a bibliography or work cited page

Step 7: How to create in text citations.

- Select the “Insert Citation” button and select the source you are citing.

- The proper in text citation will appear in your paper.
Step 8: How to create a work cited/ bibliography page.

- Go to “Insert” and then “Page Break” to start a new page.

- Once you have started a new page go to “References” and “Bibliography” and select either bibliography or work cited, depending on the citation format you are using.

- All the bibliographies you entered in the “Source Manager” will appear.