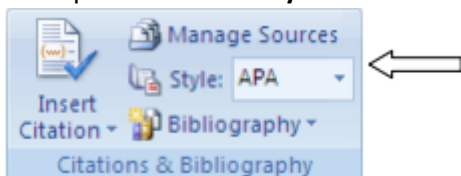


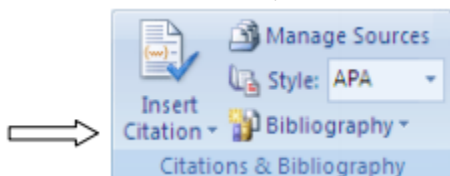


Works Cited: Using Microsoft Word to Cite Your Paper

1. On the **References** tab in the **Citations & Bibliography** group, click the down facing arrow for the drop down next to **Style**.



2. Make sure the **Style** is set to APA.
3. Click at the end of the sentences or phrase that you want to cite.
4. On the **References** tab, in the **Citations & Bibliography** group and click **Insert Citation**.



5. Do one of the following:
 - a. To add the source information, click **Add New Source**.
 - b. To add a placeholder, so that you create a citation and fill in the sources information later, click **Add New Placeholder**. A question mark appears next to placeholder sources in **Source Manager**.
6. Being to fill in source information by clicking the arrow next to **Type of Source**.
7. Fill in the bibliography information for the source.
8. When you filled in the information for all the sources, on the **References** tab, in the **Citations & Bibliography** group, click **Bibliography**.

