

Using Microsoft Word 2007 to Cite Sources

1. To create a parenthetical citation crediting the source of your information:

When you come to the end of a sentence containing a quote or information from an external source, go to the “References” feature on the tool bar at top.

- Choose “MLA” from the “Style” pull-down list under “Citations & Bibliography”
- Click on “Insert Citation”
- Click on “Add New Source”
- Choose the “Type of Source” from the pull-down list
- Fill in the blanks with as much information as you know about the source
- If the source is from a website:
 - The author is usually not available, but might be identified at the bottom of the web page or on another page with contact information
 - The “name of the web page” is the title or subject of the page from which you got the information (ex: “Job Opportunities in Nursing”)
 - The “name of the web site” is the source of the web site (ex: “Bureau of Labor Statistics, Department of Labor”)
 - The “URL” is the web address (ex: <http://www.dol.gov>)
 - The “Year/Month/Day” is the date the information was posted to the web
 - The “Year/Month/Day Accessed” is the date you got the information

2. To create a Work Cited page:

When all of your citations have been added within the text of your essay, go back to the “References” feature on the tool bar.

- After the end of your essay, hit enter until you come to a new, blank page
- Click on “Bibliography”
- Choose “Works Cited”
 - Word will create the entire Works Cited page automatically with all of your citations.

3. If you want to edit a source citation:

- Click on “Manage Sources”
- Click on the source you want to edit from the list
- Choose “Edit”
- Make your corrections and save
 - You will be asked whether you want the changes to be applied to other instances of that source. This means changing the information on the Works Cited page also. Click on “Yes.”