

# Quick and Easy Citing with Microsoft Word 2007, 2010, 2013

In Word, click **References** on the Ribbon. All of these features use the **Citations & Bibliography** box.

## To select the citation style

1. Choose the citation style (MLA, APA or other) you need from the **Style** drop-down field.

## To add a new citation

1. Insert your cursor where you want the citation to appear.
2. Click **Insert Citation > Add New Source**.
3. The Create Source box opens.
4. Choose the **Type of Source**.
5. Select the **Show all Bibliography Fields** check box, and enter information in the recommended field. Add information in other fields as available. Helpful hint: When you place your cursor in a field, notice that an example entry for that field appears at the bottom of the Create Source box.
6. When finished, click **OK**.
7. The citation appears in the chosen style.

## To add a place holder

1. Insert your cursor where you want the citation to appear.
2. Click **Insert Citation > Add New Placeholder**.
3. Enter a name you can associate with the source.
4. Click **OK**.
5. The placeholder appears.

## To edit an existing citation or placeholder

1. Click **Manage Sources**. All of the citations and placeholders are listed in the Current List box. Placeholders are preceded by a question mark to make them easy to find.
2. Select the citation/placeholder you want to update and click **Edit**.
3. Follow the instructions above for adding a new citation.

## To insert a bibliography

1. Insert the cursor at the end of the document and press **Ctrl + Enter** to add a new page.
2. Click **Bibliography**.
3. Click **Works Cited** or **Bibliography** or **Insert Bibliography**. Helpful hint: Clicking Works Cited or Bibliography adds the sources with that heading. Clicking Insert Bibliography adds just a list of the sources so you can add your own heading.
4. All complete citations in the Current List box will be inserted. Placeholders do not appear until they are complete citations. Helpful hint: Any changes you make to the citations are automatically updated within the paper and within the Works Cited/Bibliography.

## Don't have Microsoft Word?

- Use one of the free citation engines on the Web that lets you fill in the blanks and then generates a citation that you can copy and paste into your document. Here are a couple of popular ones:
  - Son of Citation Machine  
<http://citationmachine.net/>  
Does not require download. All major citation styles included.
  - EasyBib  
<http://www.easybib.com/>  
Requires download, but you can get a free three-day trial, which may be enough.
- Use as many sources from INFOhio as possible. Most databases in INFOhio automatically generate a citation in either APA or MLA style, sometimes both, that you can copy and paste into your document.