**How to Cite Sources in your Paper**

Open your document in MS Word.

To Create a Source

1. Choose the References Tab.
2. Select Manage Sources.
3. Select New.
4. In this new Window, type in all the info you have for your source.
5. Note the difference between a Web Page & a Web Site: a web page is like a page in a book; the Site would be the entire book, or the name of the entire site.
6. Author's name: last name first - comma - first initial only. If you don't have an author's name, leave it blank.
7. Year, Month, Day is the date of the PUBLICATION. If you don't have a date, leave it blank.
8. Year Accessed, Month Accessed, Day Accessed is the date you downloaded the information.
9. Click OK.

You have just added a source!

To insert your source into your TEXT:

1. Go to the point in your text where your information needs to be cited. Remember: if it's not common knowledge, and you got the info from someplace else, you need to cite your source!
2. Place your cursor BEFORE THE PERIOD in your sentence.
3. Then click Insert Citation.
4. Choose the proper citation for that information.

Remember - your source must be in your Current List.

To do your Bibliography (or Works Cited page):

1. Select Bibliography.
2. Choose either Works Cited or Bibliography (your choice).

And you're done!

Please, please ... ask questions if you have any!