



Kankakee Community College

Instructions for Adding Citations Using Word 2007

In-Context Citations:

- Move your cursor to the end of the text you wish to cite (before the punctuation).
- Click the **References** tab to begin the process of inserting a citation.
- In the **Citations & Bibliography** group, click the **Style** button arrow, and click **MLA** to insert a reference using **MLA** style (click **APA** to insert **APA** style, etc.)
- Click the **Insert Citation** button, and then click **Add New Source**. Use the drop down arrow by **Type of Source** to select the appropriate format, (i.e. book, magazine, article). Add the appropriate information.
- Click **OK** to insert the reference.
- Move your cursor over the newly-added citation and click to see the **Citation Options** arrow.
- Click the **Citation Options** arrow and select **Edit Citation**.
- In the displayed **Edit Citation** dialog box, under **Add**, type the page(s) from which you are citing in the **pages** box.
- Click **OK**.

Works Cited Page:

- Click the **References** tab.
- In the **Citations & Bibliography** group, be sure the style you are using displays in the **Style** box (e.g. **MLA**).
- Click the **Bibliography** button.
- Move cursor to the **Works Cited** section of your document.
- Select **Insert Bibliography** to insert all citations added earlier in the **Add New Source** box.
- The references should appear sorted alphabetically by author name.