

## WORKS CITED INFO

STEP 1: Open a Word document for your Works Cited page

STEP 2: Create citations for all your sources

SOURCE	HOW TO CITE	
<b>Book</b>	<b>Word</b>	<b>Easy Bib</b> (Media Center webpage > Research help)
	Click on "References" tab at the top Check that Style = MLA Click on "Manage Sources" > Select "New" in middle Select "Type of Source" = Book Enter all other information, Medium = Print Select "OK" After add all sources, copy all into Current List Click on Bibliography > Works Cited	Select style = MLA Select Media Type = Book Enter book title Select " <b>Cite It</b> " button Select book and " <b>Cite This</b> " button Fill in any missing information Select " <b>Create Citation</b> " button Copy and paste citation to your Word doc
<b>Website</b>	<b>Word</b>	<b>Easy Bib</b> (Media Center webpage > Research help)
	Click on "References" tab at the top Check that Style = MLA Click on "Manage Sources" > Select "New" in middle Select "Type of Source" = Web site Enter all other information, Medium = Web Select "OK" After add all sources, copy all into Current List Click on Bibliography > Works Cited	Select style = MLA Select Media Type = Website Enter website URL (bring up article, copy & paste) Select " <b>Cite It</b> " button Select " <b>Cite This</b> " button Select " <b>Continue to the final step</b> " button Fill in any missing information Select " <b>Create Citation</b> " button Copy and paste citation to your Word Doc
<b>World Book Online</b>	Copy and paste MLA citation found at end of article	
<b>Florida Electronic Library</b>	Copy and paste MLA citation found at end of article	

STEP 3: Go to your Works Cited Word document and arrange your citations in alphabetical order