

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	
Book	Word	Easy Bib (Media Center website > 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	Check that MLA Citation Generator is selected Select Source Type = Book Search by title or ISBN # Select correct book and click "Cite" button Review information and click "Continue" Fill in any missing information Select "Complete Citation" button Copy and paste MLA citation to your Word doc
Website	Word	Easy Bib (Media Center website > 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 Enter all other information, Medium = Web Select "OK" After add all sources, copy all into Current List Click on Bibliography > Works Cited	Check that MLA Citation Generator is selected Select Source Type = Website Search by website URL (bring up article, copy & paste URL) Select correct source and click "Cite" button Review information and click "Continue" Fill in any missing information Select "Complete Citation" button Copy and paste MLA citation to your Word doc

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

STEP 4: Within your research paper, insert your in-text citations. Save to your One Drive.