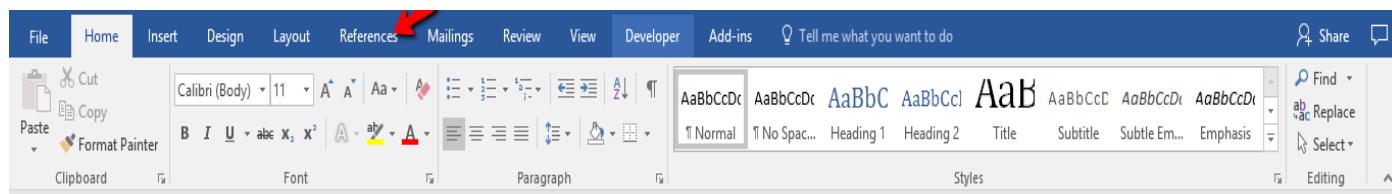


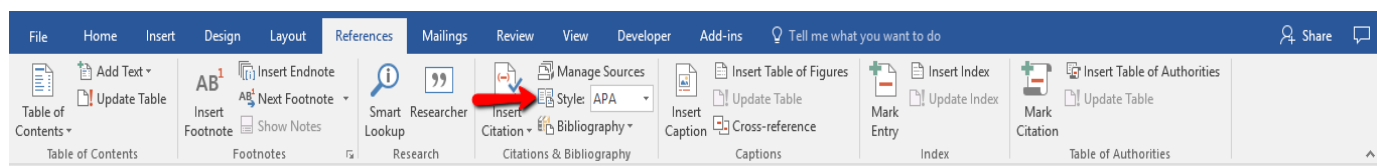
How to Create a Bibliography and Citations in MS Word for Marius R. classes (PLS 241 and SSC 115 courses)

Step 1. Create a Source List in MS Word

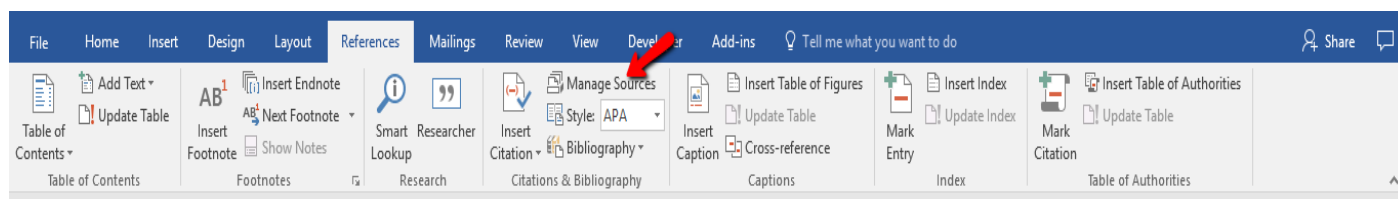
- 1- Open a blank Word document or open your research paper in Word document
- 2- Click **References** tab



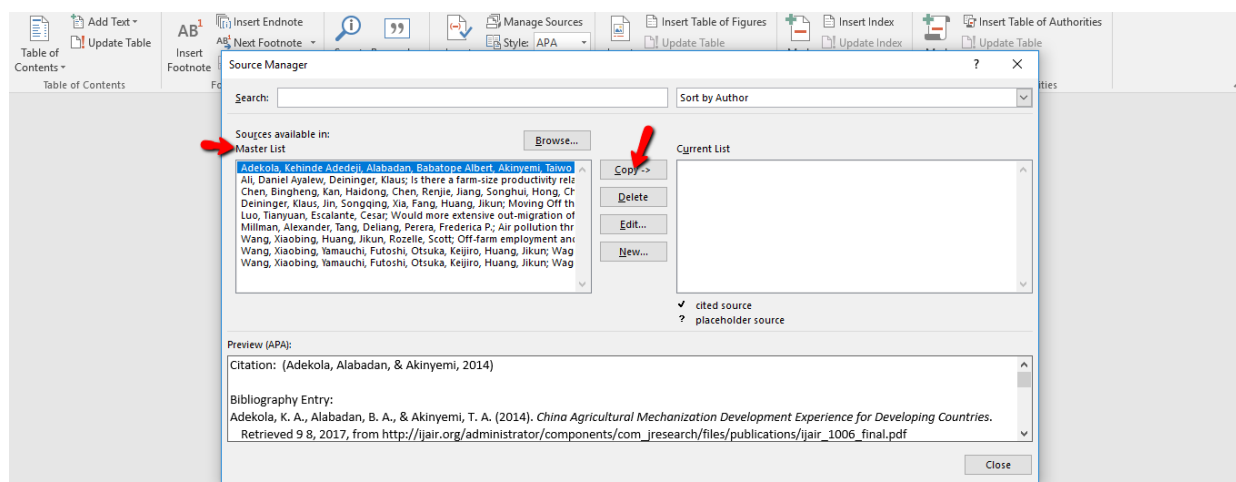
- 3- Select **Style** on the **Citations & Bibliography** menu and choose **APA** from the drop-down list.



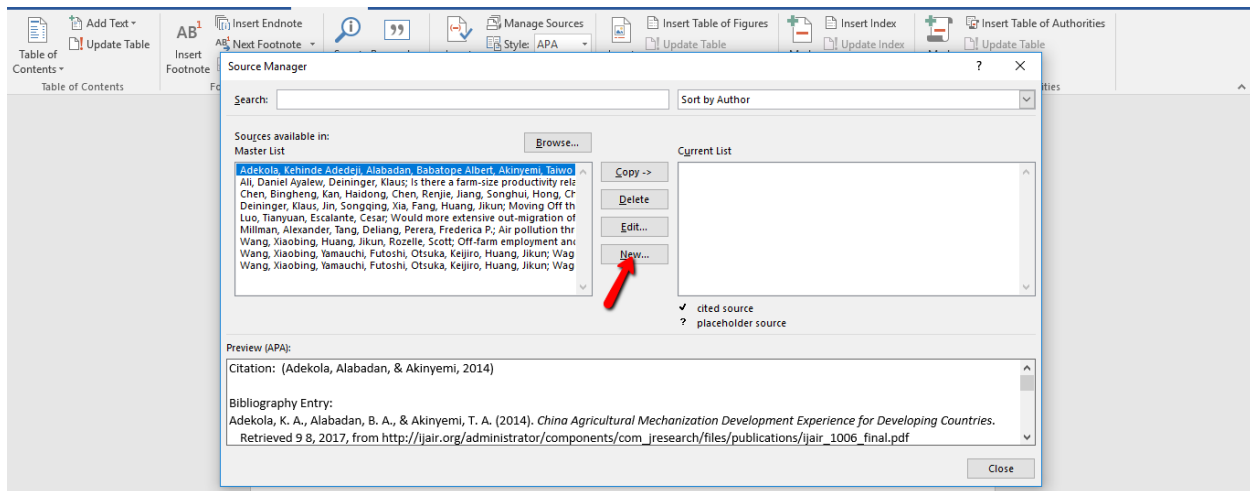
- 4- On the **Citations & Bibliography** menu, click **Manage Sources**



- 5- The Source Manager window opens; if you had entered sources in your previous papers, you have a list of authors on your **Master List**. You can select authors from the master list and **copy** them to the **Current List** box if some of them are relevant for your paper.

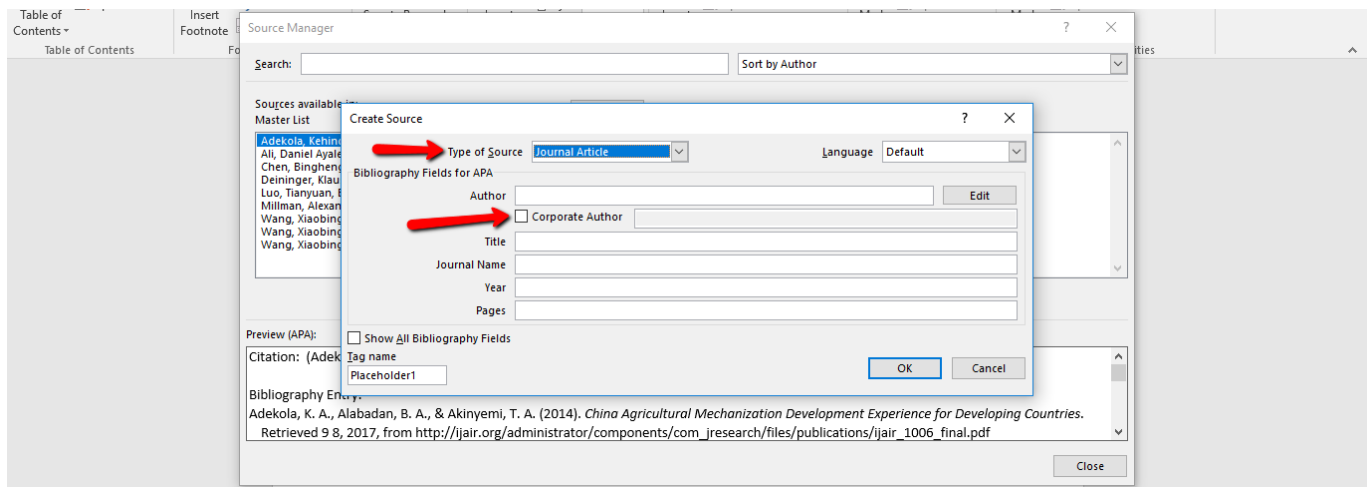


6- If it is the first time you enter sources or you would like to enter new sources, click **New**.



7- By clicking **New**, a new window opens. Enter information for each source. On the **Type of Source**, click the drop-down menu and select the type of your source (book, journal articles, etc.).

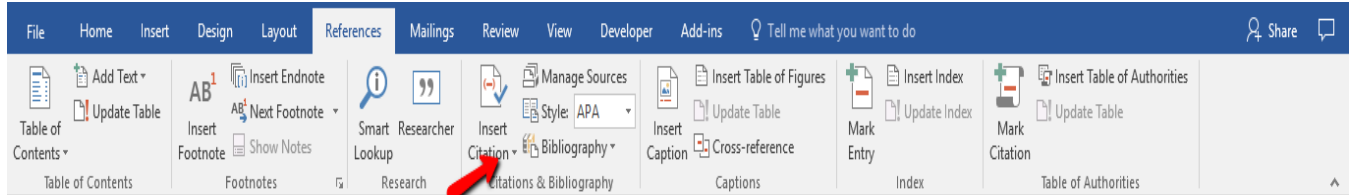
If the document doesn't have author's name but it is written by an organization or corporation, for example United Nations, World Bank or a government agency, click the **Corporate Author** and type the name of the organization. For each source, the type of information required depends on the type of source you have selected.



8- Once all sources are entered, close the Source Manager window. You have just created a source list that you will use to create your Bibliography or Works Cited and citations.

Step 2. Create In-Text Citations

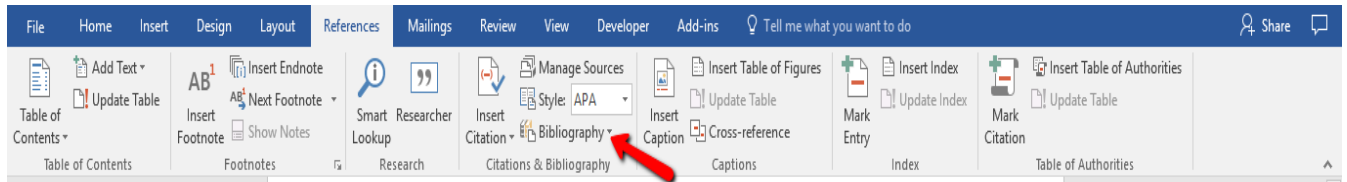
- 9- During the writing process, when you cite your source, click the **References** tab. At the end of the sentence, click **Insert Citation** from the **Citations & Bibliography** menu. If you include the authors' names in the narrative, just type the date of publication in parenthesis instead of the complete (authors, date of publication) format.
- 10- From the drop-down list, select the appropriate source. Word inserts automatically the in-text citation with the appropriate selected style.



- 11- Make sure you have selected **APA** from the Style section of the **Citations & Bibliography** menu.

Step 3. Create Bibliography or Works Cited

- 12- Create a reference list at the end of your paper.
- 13- Click the **References** tab
- 14- From the **Citations & Bibliography** menu, click the **Bibliography** drop-down list
- 15- Click **Insert Bibliography** or select the predesigned bibliography (select **References**)



- 16- Word inserts the References or Bibliography from the created source list and in the selected style, APA.

Read the following sources to learn more about APA style

- <http://libguides.nvcc.edu/APACitationStyle>
- <https://owl.english.purdue.edu/owl/resource/560/01/>