Adding Citations and Bibliographies/Works Cited In Word (for Mac)

1. Choose Document Elements
2. Under “References” (on right side)
   1. Choose which style you wish to use. The drop down menu defaults to MLA for me.
   2. Choose “Manage.” This will open up the citations box.
3. Citations
   1. Click on the plus sign at the bottom to add a citation.
      1. The first drop down box allows you to choose what kind of source you are using. Choose the appropriate type.
      2. The box will change according to the information gathered for each type of source. REQUIRED information is marked by an asterisk. Simply fill in the required information and click “OK.”
      3. If you need need to edit a source – do not double-click on the name. Click ONCE, and then open the settings button on the bottom right side. Choose “Edit Source.”
      4. Double-clicking on the name will insert a citation wherever your cursor is in the document.
         1. Once you have inserted it in the document, you can edit the citation by clicking on it. A drop down menu will open. If you choose “edit,” you can add a page number.
4. Bibliography/Works Cited
   1. Once you are ready to add your Bibliography or Works Cited, simply choose “Bibliography” from the References box (see #2). The drop down menu will allow you to choose one of the two.
   2. If you add additional sources, you need to update your bibliography. There is a drop down button next to the title in your paper.