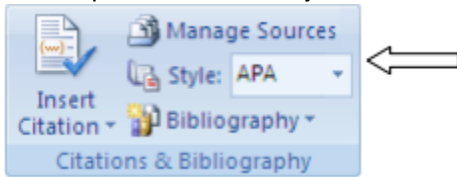**Works Cited: Using Microsoft Word to Cite your Paper**

1. On the **References** tab, in the **Citations & Bibliography** group, click the down facing arrow for the drop down next to **Style**.

2. Click the style that you want to use for the citation and source.
3. Click at the end of the sentence or phrase that you want to cite.
4. On the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation**.
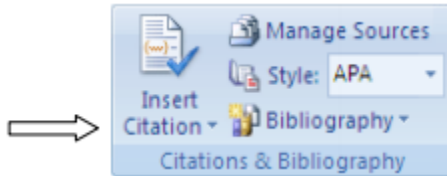
5. Do one of the following:
   a. To add the source information, click **Add New Source**.
   b. To add a placeholder, so that you can create a citation and fill in the source information later, click **Add New Placeholder**. A question mark appears next to placeholder sources in **Source Manager**.
6. Begin to fill in the source information by clicking the arrow next to **Type of Source**.
7. Fill in the bibliography information for the source
8. When you filled in the information for all of the sources, on the References tab, in the Citations & Bibliography group, click Bibliography.
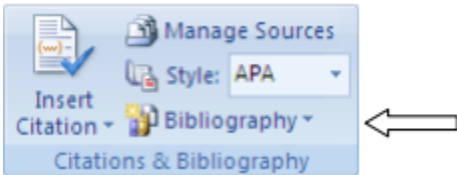
9. Click on Works Cited. The Works Cited page will appear at the end of your document.