Citing Your Sources Used

In Text: Hemingway wrote, “You do not have to stay if it bothers you.”

Or

“You do not have to stay if it bothers you” (Hemingway).

\*Do step 4C First! To insert the citation, you do not have to type it. After your end quotation mark, leave a space, click on References, click on insert citation, choose the source. The citation will look like: (Paulsen) YOU need to put the period after the end parenthesis. Like this (Paulsen).

Works Cited (at end of writing):

1. Open your “References” tab (top middle of page)
2. Make sure the Style says “MLA”
3. Click on “Manage Sources”
4. Click on New (or look to see if your source is already listed)
5. If your source is already listed on the Master List: highlight and hit copy so that it moves to the Current List
6. If your source is already listed on the Current List – do nothing
7. If your source is not listed, click on “New”

* Next scroll through the source and choose what type of source you are using: book, web site, document from a web site, film, etc.
* Fill in as many of the blanks as you can. Be sure to put authors last name, first name (don’t forget the comma)
* Sometimes you cannot find author’s or dates … just do the best you can
* Close References when done

1. After all sources are in the References, and your paper is complete, move your curser to the very end of your text (In high school and college, you will move your curser to the next page because normally the Works Cited section is a page of its own; this is because usually you use a lot of sources! For us, we will save paper and just put the Works Cited at the end of our writing.)
2. Click on the References Tab
3. Click on Bibliography
4. Click on Works Cited
5. Sometimes it looks like nothing happened, but scroll up … You should see something like this:

# Works Cited

Paulsen, Gary. *Hatchet*. New York: Scholastic, Inc., 1987.