**Creating In-text Citations and a Works Cited List Using MS Word**

Click on **References**.

Click on the **Style** you need, **MLA** (Seventh Edition) or **APA** (Sixth Edition).

Then, choose one of the following:

To insert a **citation** acknowledging a source you’ve used, click on Insert Citation, Add New Source, scroll down the Type of Source menu to select the source you’re using, fill out the Bibliography Fields for your source. If you have more information than fits, select Show all Bibliography Fields. Click OK;

Or,

To create a **Works Cited** page, click on Bibliography, then on Works Cited. Automatically, MS Word collects all of the data used to create your in-text citations and formats your Works Cited page.