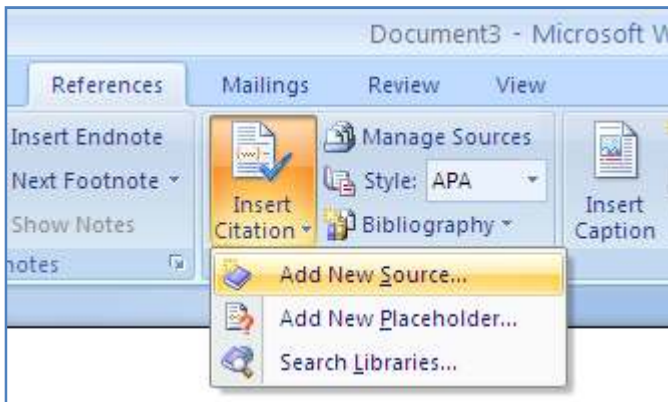


# Guide to Citing Sources in Word 2007

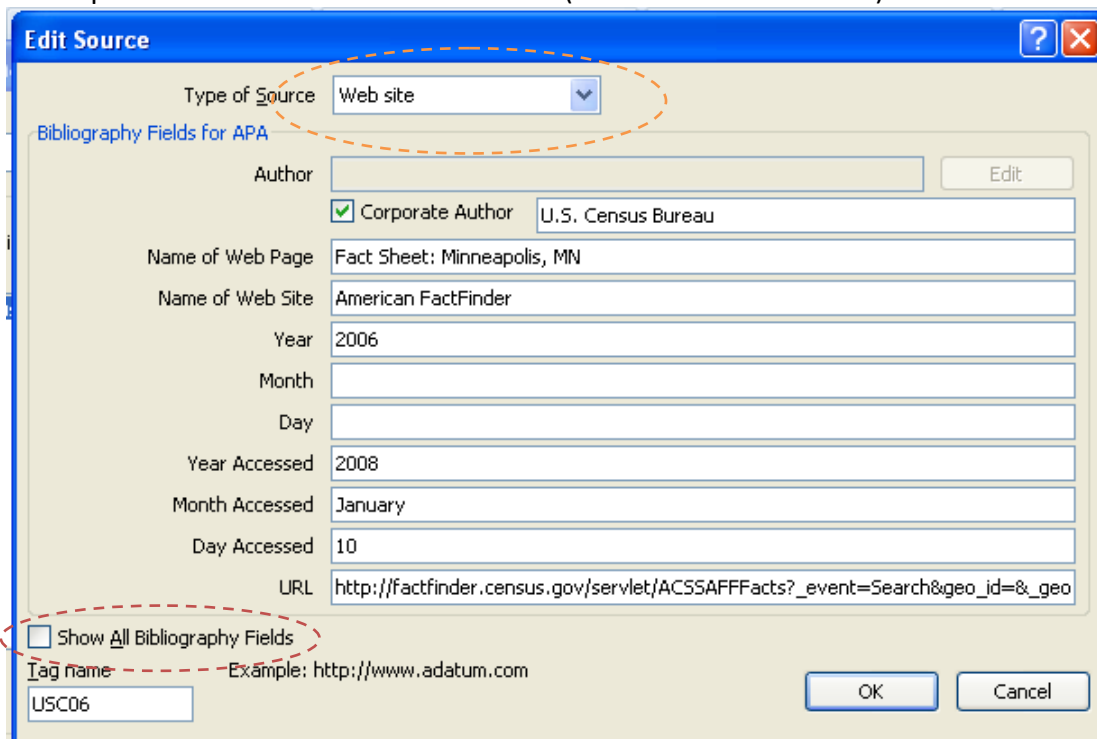
Your Guide to Great Sources: The Library: <http://library.msbcollge.edu>

Once you find a source you'd like to cite, Microsoft Word 2007 can help you with the process. Here are the basics and three examples.

1. Move your cursor to the place in the document where you'd like to make an in-text citation.
2. Open up the "References" tab. There's a section called: "Citations & Bibliography." You can select APA or MLA style. Those are the two styles used at GU/MSB. If you're unsure, ask your instructor.
3. Click on "Insert Citation."
4. Click on "Add New Source"



5. Select your type of source at the top. Fill in as much of the form as you can. If the form doesn't have enough/the right info, you can click the "Show All Bibliography Fields" button or fill in the rest by hand later (see step 11).
  - a. Note: If your source is an article from a library database, many databases have a citation helper tool. Look for the "cite" buttons (or "save" in EBSCOhost).

A screenshot of the 'Edit Source' dialog box in Microsoft Word 2007. The dialog box has a blue title bar and a light beige background. At the top, there is a 'Type of Source' dropdown menu set to 'Web site'. Below this is the 'Bibliography Fields for APA' section, which contains several text input fields: 'Author' (with an 'Edit' button), 'Corporate Author' (checked, with 'U.S. Census Bureau' entered), 'Name of Web Page' (with 'Fact Sheet: Minneapolis, MN' entered), 'Name of Web Site' (with 'American FactFinder' entered), 'Year' (with '2006' entered), 'Month', 'Day', 'Year Accessed' (with '2008' entered), 'Month Accessed' (with 'January' entered), 'Day Accessed' (with '10' entered), and 'URL' (with 'http://factfinder.census.gov/servlet/ACSSAFFacts?\_event=Search&geo\_id=&geo' entered). At the bottom left, there is a checkbox labeled 'Show All Bibliography Fields' which is checked. Below the checkbox is a 'Tag name' field with 'USC06' entered. At the bottom right, there are 'OK' and 'Cancel' buttons. A red dashed circle highlights the 'Show All Bibliography Fields' checkbox and the 'URL' field.

6. After you click “ok” the in-text citation will be entered into the body of your paper. Here’s an example (U.S. Census Bureau, 2006).
7. Repeat this as necessary for all your sources. To change the information in any of these sources:
  - a. Click “manage sources.”
  - b. Click “edit” in the middle of the screen.
8. Now you’re ready to insert a bibliography into your paper(called *References* in APA style and *Works Cited* in MLA style).
9. Click on the “References” tab.
10. Click on “Bibliography” and insert the bibliography. If you’re using APA style, you’ll need to change the word “bibliography” to “references” at the end of your paper. I’ve included a sample bibliography at the end of this guide.
- 11. Now you need to double check and edit your bibliography/references/works cited.**
  - a. Create hanging indents – the first line should be one tab (or 5 spaces) to the left of all subsequent lines. See the U.S. Census Bureau example.
  - b. Double space between entries in your bibliography.
  - c. Double check the information against a citation style guide:
    - i. Brief Handbook
    - ii. <http://students.msbcollge.edu/library/guides/apa.html>
    - iii. Or other citation style guide.
  - d. **Important:** Your information will probably not be complete. If your information is not complete, you’ll need to fill in the rest. For example, there is no option in Word 2007 for e-book, so for the McKeever example I used “book.” Now I need to use a citation style guide (see above) to finish my McKeever entry.
    - i. I looked in <http://dianahacker.com/resdoc/>
    - ii. Since there’s no entry for e-book, I combined the info from “book” and “electronic source.”
      1. **Book:** McKeever, M. P. (2005). *How to Write a Business Plan*. Berkely: Nolo.
      2. **Electronic Source:** Retrieved January 10, 2008, from NetLibrary.
  - e. **Important:** If you have questions about any of this information, please contact me or your instructor for assistance. Improper citation can lead to failure because improper citation is a form of plagiarism.

## References

Alas, R. (2007). Organizational Change from learning perspective. *Problems and Perspectives in Management* , 5 (2), 43-50. Retrived January 10, 2008, from ProQuest database (document ID: 1278309851).

McKeever, M. P. (2005). *How to Write a Business Plan*. Berkely: Nolo.

U.S. Census Bureau. (2006). *Fact Sheet: Minneapolis, MN*. Retrieved January 10, 2008, from American FactFinder: [http://factfinder.census.gov/servlet/ACSSAFFacts?\\_event=Search&geo\\_id=&\\_geoContext=&\\_street=&\\_county=minneapolis&\\_cityTown=minneapolis&\\_state=04000US27&\\_zip=&\\_lang=en&\\_sse=on&pctxt=fph&pgsl=010](http://factfinder.census.gov/servlet/ACSSAFFacts?_event=Search&geo_id=&_geoContext=&_street=&_county=minneapolis&_cityTown=minneapolis&_state=04000US27&_zip=&_lang=en&_sse=on&pctxt=fph&pgsl=010)