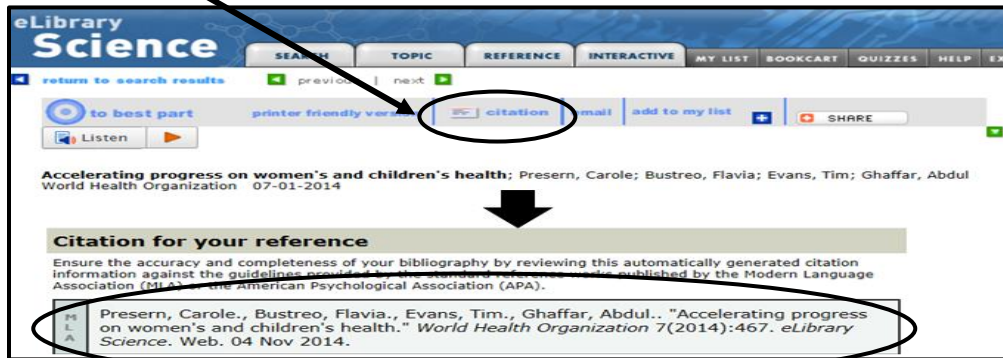


# Using Word 2016 to Build a Works Cited or References Page

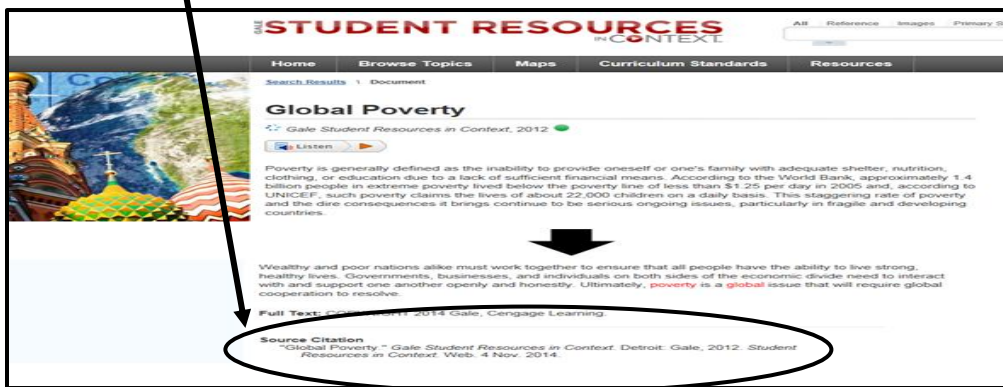
## COPYING AND PASTING CITATIONS INTO YOUR WORKS CITED DOCUMENT

One of the advantages of using the PXU online databases is getting your MLA formatted citations quickly and easily. Do one of the following to find your MLA formatted citations within the district's online resources:

- ✓ Click on the **CITATION** or **CITE** icon/link towards the top of the web page.



- ✓ Look for the **SOURCE CITATION** at the bottom of the information article.



- ✓ Once you have located your MLA formatted citation, **HIGHLIGHT**, **COPY**, and **PASTE** it into your Works Cited or References document.

## CREATING YOUR CITATIONS

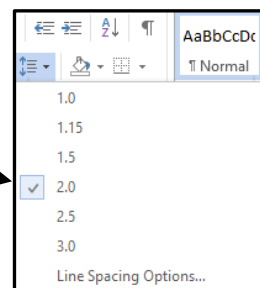
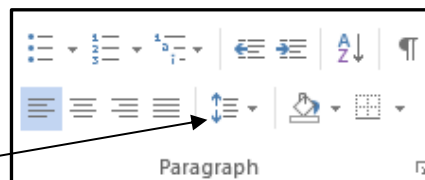
When using print resources, websites other than the PXU online resources, or media-related information like interviews, videos or class lectures, you will have to create your **MLA** formatted citation(s). Go to one of the following online citation generators and follow all the directions to create your **MLA** formatted citations:

- ✓ **Easybib** – <http://easybib.com/> - Your MLA formatted citation will appear after you click the **CREATE CITATION** icon.
- ✓ **Citation Machine** - <http://www.citationmachine.net/> - Your MLA formatted citation will appear after you click the **MAKE CITATION** icon.
- ✓ **NOTE:** These citations are properly punctuated, using MLA citation guidelines, but they may not be correctly double-spaced and indented. You may need to fix the formatting in MS Word.
- ✓ Once you have created your MLA formatted citation, **HIGHLIGHT**, **COPY** and **PASTE** it into your Works Cited or References document.

## FORMATTING YOUR WORKS CITED OR REFERENCES PAGE IN WORD 2016

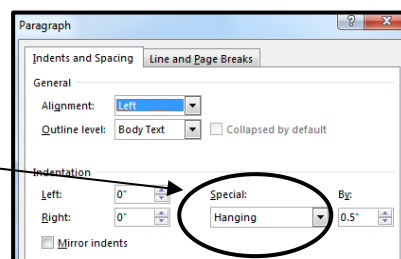
- ✓ **DOUBLE-SPACE** your citations by doing the following:

- In your Word document, first **SELECT** the citation and then,
- On the **Home** tab, in the **Paragraph** group, click **Line Spacing**.
- Select **2.0** under **Line Spacing** to double-space your citation.



- ✓ **SET UP YOUR HANGING INDENT** by following these steps:

- With the citation **SELECTED**, **RIGHT CLICK** on the selected text. From the pop-up menu that appears, click on **PARAGRAPH**.
- In the Paragraph menu, select **HANGING** in the Special Indentation box.

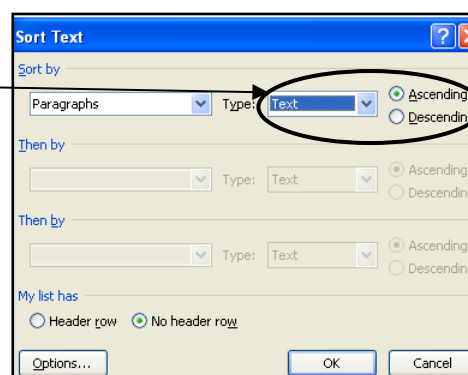
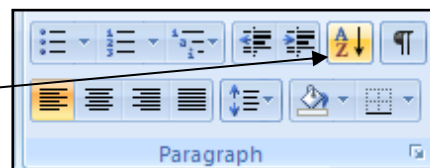


- ✓ **ADD ANOTHER CITATION WITH THE SAME FORMATTING** by doing the following:

- Place your cursor at the **END** of the first citation.
- Press **ENTER**
- Copy and paste your next citation at that location. **Word 2016 should pick up the double-spacing and hanging indent format automatically.**

- ✓ **ALPHABETIZE SEVERAL CITATIONS ALL AT ONE TIME** by following these steps:

- **SELECT** the citations.
- On the **Home** tab, in the **Paragraph** group, click **SORT**, which is the button with the A & Z on it.
- Select **TEXT** type under **SORT BY** to alphabetize your citations. Make sure **ASCENDING** order is selected.
- Click **OK**. Your citations should now be in alphabetical order.



## HELPFUL SHORTCUT KEYS IN MS WORD 2016

- **Copy = CTRL + C**
- **Paste = CTRL + V**
- **Cut = CTRL + X**
- **Highlight All Text = CTRL + A**