**How to Make a Bibliography/References/Works Cited Page**

**With Internal/In Text Citations** 4/18

You may not WANT this, but you definitely NEED this. Just follow each bulletpoint EXACTLY as listed. Enjoy!

**Example in MLA Style:**

# References

History. *Industrial Revolution*. 2015. 14 December 2015. <http://www.history.com/topics/industrial-revolution>.

The Editors of Encyclopaedia Britannica. *Industrial Revolution*. 2015. 14 December 2015. <http://www.britannica.com/event/Industrial-Revolution>.

The Independence Hall Association. *Social Change and National Development*. 2014. 14 December 2015. <http://www.ushistory.org/us/22a.asp>.

**To manage your sources for a Bibliography/References/Works Cited page…**

In your Word document…

* click “REFERENCES” at the top.
* under “Style” select “APA” or “MLA.”
* Click “Manage Sources” and choose “New…”
* Choose a “Type of Source” from the pulldown menu (check with me if you are unsure which to choose).
* click the box next to “Show All Bibliography Fields” and fill in **as many fields as needed**. If there is not information for a field, just leave it blank.
* click “OK” when done with each source (add all your sources, one by one, in this way).

When all sources are entered, add your internal/in text citations throughout your essay.

**Example in MLA Style:**

According to researchers, the Industrial Revolution was a hectic time in our country’s history when production of goods hit a highpoint (History).

**To insert an internal/in text citation (you MUST enter all your sources first)**

Move your cursor after the information you want to cite and…

* click “References” at the top.
* click “Insert Citation.”
* choose the source you want to use for your citation.
* make sure the punctuation comes **after** the parentheses.
* Giddy up!

**To make a** **Bibliography/References/Works Cited page…**

* go to the end of your document and insert a page break (Ctrl+Enter).
* click “Bibliography” and choose “Bibliography” or “References” or “Works Cited” from the pull down menu.
* Boom. Steak dinner.