

## Giving credit to sources EASY style

While typing a paper in Word, students have access to an easy references tool. All English teachers require students to use these tools. We would appreciate school-wide use of this technique so that students will be referencing sources the same way in ALL classrooms. Here are the steps to teach and to require of all students:

1. After the insertion of paraphrased or quoted information, sources **MUST** be documented. **Go to 'references'** in the tool bar.
2. Once the toolbar changes, notice the word **'style'** in the middle of the bar. Turn the style to **MLA seventh edition**.
3. Click **'insert citation'- 'add a new source'**
4. A new menu will appear. Use the dropdown menu to **select what type of source** you are using: book, periodical, etc. (electronic database sources can be entered as a periodical)
5. Once the type of source has been selected, **answer the questions** regarding the source. Pay attention to spelling, etc, as this information is building the works cited page.
6. **Hit enter** and the source is now **CORRECTLY** internally cited.

\*\*\*If these steps are followed properly, the works cited page is being created and will only require one click at the end of the paper. Follow the directions below to create the works cited page. **\*\*notice that with the MLA paper, the reference page is not called a bibliography page.**

1. When finished with your paper, go to the **top of a new page**. Click on that page.
2. Again, click on **references**
3. Beside the word **'bibliography'**, **there is a drop down arrow**.
4. **Click the arrow** and follow the highlighted box to the words **'works cited'**
5. Click on the **yellow box**
6. The works cited page has just been inserted into the paper and is formatted correctly.

It is that easy!! All 9<sup>th</sup>–12<sup>th</sup> grade students have used this system EVERY year in English. They know the drill, just make them follow it. Thank you!!