**MLA formatting (Modern Language ) for In-text and Works Cited**

* To avoid plagiarism, an author must use a **Bibliography** or a **Works Cited** at the end of a research paper to show the sources you used in forming your opinion.
* When using statistics or quotes, the author should use **in-text citations** to show the source in which it came. Be sure that this source is in the Works Cited.

**Here are the steps for creating In-text citations:**

1. Put the curser at the end of your quote- outside the quotation marks
2. Click on the **References** tab at the top of the page
3. Choose **style- MLA**
4. **Insert citation**
5. **Add new source**
6. Click **Show All Bibliography Fields** in the bottom left hand corner
7. Choose which **Type** of citation you are creating-*website, book, magazine*, etc and **fill in the form** with as much info as you can. You will have to look for some of this info. [hint- you can use citation machine to help get information]
8. Click **OK**-the author’s name will appear in brackets beside what you’ve created
9. If you are citing a poem or a piece of literature, you will need page numbers or line numbers. Click on the author’s name and hit the arrow- **edit citation**. Fill in the line or page numbers and hit **ok**
10. Create your Works Cited page at the bottom of the page (or a new page)
    1. Go to **Insert-Page Break**
    2. Back to **References -Bibliography**
    3. Choose **Works Cited**
    4. Click on the box and **Update Citations**
11. When you add new citations go back and **Update Citations**.

[If you don’t like using the MS office references, then use citation machine, EZBib, or RefWorks]