

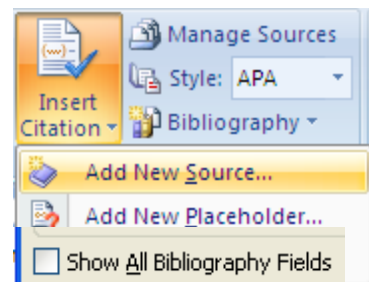
## How to use Word 2007's citation functions for Chemistry and lab reports and PDP 150

NOTE: If you begin working and you find you do not have the ACS styles (for Chem Students) installed, go to the Chem Tech web page and find the "ACS styles for Word" links.

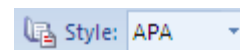
### Instructions (1)

- 1) begin typing your document and when you get to the point where you need to insert a citation, click on the "References" ribbon in the Word toolbar and then click on the Insert Citation button and choose Add New Source...

- a. change the Type of Source to the correct option
- b. click on the Show All Bibliography Fields option
- c. Make sure you fill in all of the appropriate fields for the source you are citing. You should examine the citation format for the style you are using
- d. once you have all of the source information entered, press the OK button



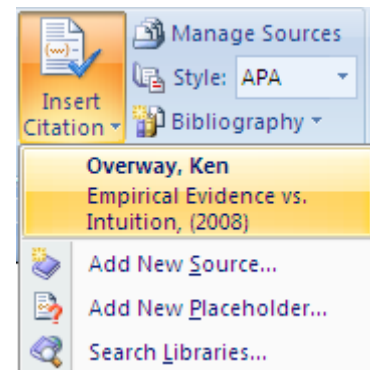
- 2) Look in the ribbon toolbar and make sure the Style: is set to the proper format. If not, change it.



- a. for Chemistry reports, you should use either of the following
  - i. ACS – Citation Sequence (Italic)
  - ii. ACS – Citation Sequence (Superscript)
- b. for PDP 150, you should be using either MLA or APA (ask your professor or consult your syllabus)

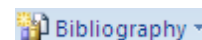
- 3) Continue on with your document. If you need to insert a citation for the same source, click on the Insert Citation button and you will see a reference to an already existing citation at the top of the popup list.

- a. if you need to cite a different source, click on the Insert Citation button and choose Add New Source... and enter the new source information.



- 4) When you complete your document, go to the very end of the document and insert the bibliography by doing the following

- a. press enter to start a new paragraph if you have not done so already
- b. for Chemistry reports
  - i. Type "References" or Literature Cited"
  - ii. click on the Bibliography button on the ribbon toolbar and choose "Insert Bibliography"
- c. for PDP essays
  - i. click on the Bibliography button on the ribbon toolbar and choose "Works Cited"
  - ii.



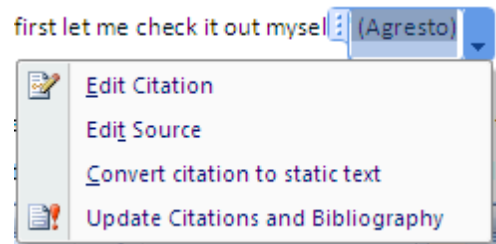
- 5) If, at any time, you want to change the citation style, just click on the Style option in the toolbar and change it. Word will automatically update the in-text citations as well as the format in the bibliography section!

## Other Hints and Tips

- modifying in-text citations
  - let's say that when you insert a citation in your document Word 2007 inserts only the author name (for MLA style), for example:

But the liberal arts, in so far as they seek to discover what is really true through reason and reflection, necessarily stand in tension with the public view. While needing to take seriously conventional or inherited wisdom, the liberal arts still say "Yes, you may be right; but first let me check it out myself."<sup>(2)</sup>

- If you need to include the page number as well as the author, you just need to click on the in-text reference then click on the dropdown arrow that appears to the right of the highlighted citation, then click on Edit Citation.
- In the Edit Citation box that pops up, enter the page number and click OK.



## References

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