Where it says “Home, Layout, Document Elements", click on Document Elements and then click on the manage button under references. After that, click on the plus sign in the bottom left-hand corner of the citations window. [This link may help you](http://office.microsoft.com/en-001/mac-word-help/add-or-change-sources-citations-and-bibliographies-HA102929528.aspx).

Find the research article you posted in the prior assignment and fill in the 1) author, 2) title of the article, 3) the name of the journal, 4) year it was published and 5) what pages the article was on.

Now place your cursor at the end of this quotation:

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

And double click on the citation you entered. Make sure you have your cursor right before the period that ends the quotation.

The instructions for part 2 are, appropriately enough, on page 2.

# **Part 2**

If you’ve made it here, it means one of two things. Either a) I’m dead, or b) you entered the 1) author, 2) title of the article, 3) the name of the journal, 4) year it was published and 5) what pages the article was on into the dialog box. Now, place your cursor at the top of page 3 and choose “References”, “Bibliography”, and the first “Bibliography” style. Wham! Just like that, you’ve got a nice, cleanly formatted bibliography.

Isn’t that neat? *Don’t you dare* press Enter a bunch of times until you get to page 3.