I added a reference by placing my cursor here (Thoreau & Shanley, 1971) and selecting “References”, “Insert Citation”, “Add New Source”. Find the research article you posted earlier (***again*** I know) because the first part of the assignment is to 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.

See what I typed by clicking on  
Thoreau & Shanley (dropdown)  
and choosing “Edit Source”

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.

Choose “References”, “Insert Citation”, “Add New Source” and change “Type of Source” to Journal Article. 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.