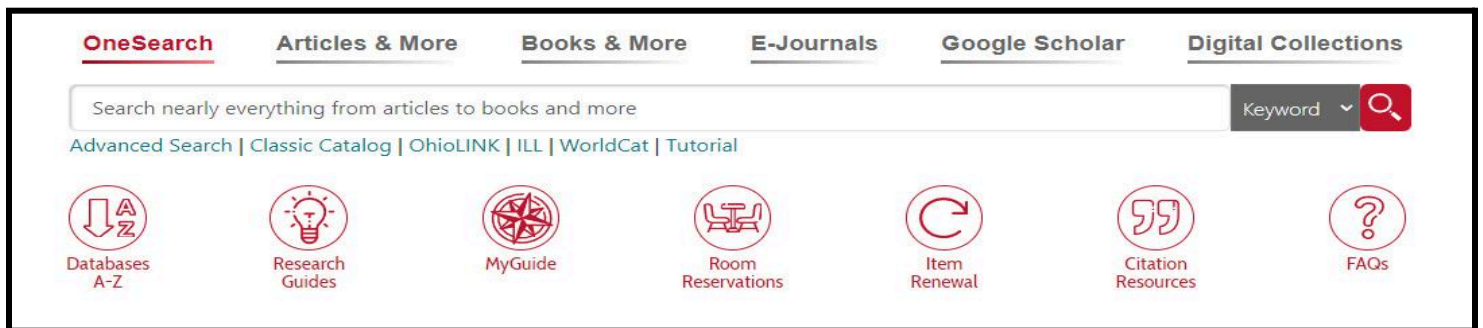


# How to Cite References Using the Miami Library

You can use the Miami Library Website to cite a source. Make sure you check the citation for any missing or misplaced information. Here's a step by step guide with screenshots for a little more guidance:

1. Log into your Miami account (Google munet, select the Miami link, enter your student ID and password)
2. Look for the Library icon in your menu or search for the library using the term "Find Books, Articles, and More."
3. Look for the search area and enter the article name you want to cite. You can also use the search to look up topics that you're researching.



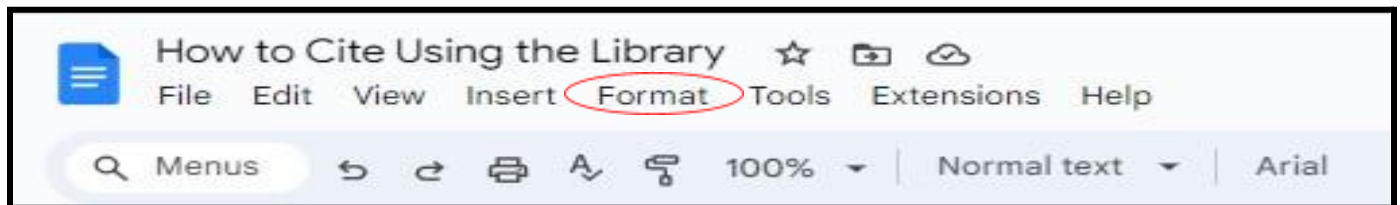
4. Select the source (article, book, film, etc.) you want to cite. You should be taken to a page with a few links to forms of the source and additional information, such as edition and volume numbers.
5. Look for the arrow on the right side of your page and click it. A side console that lists a few options will pop open.
6. Look for where it says "Cite." You will find several different citation styles labeled according to style format type. If you are using APA for your paper, you'll want to look for the option labeled "APA 7th Edition."
7. All you need to do is copy and paste the citation into your "References" page in your document. You'll need to reformat the citation to fit your guidelines for the assignment. You will also need to apply a "special" alignment to your citations. Look to the next page for the next step by step guide.



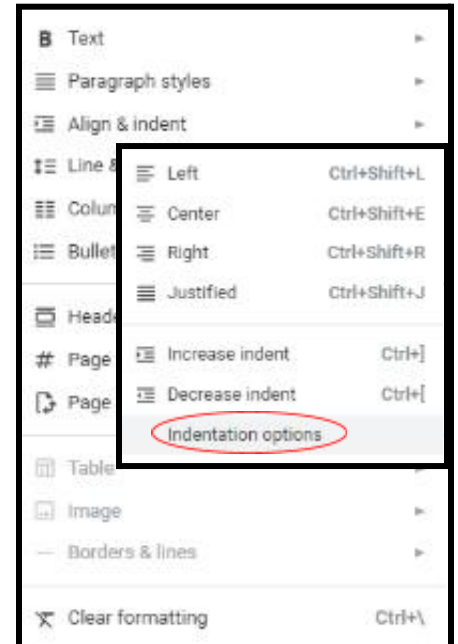
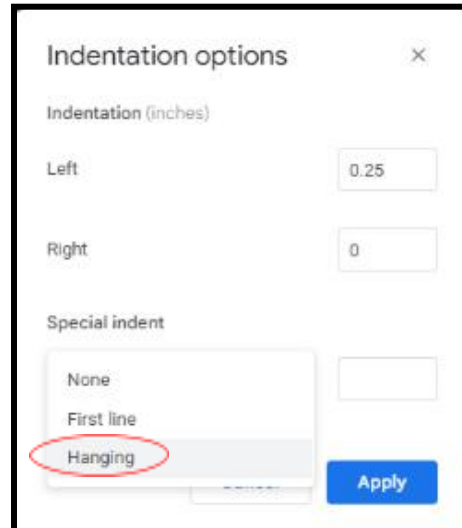
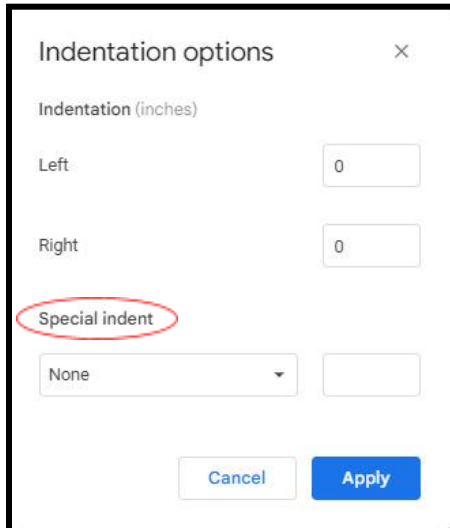
# How to Add Special Alignments

You can use Google Docs to add a special alignment to your citations. Here's a step by step guide to show you how:

1. Complete your reference/works cited page before adding any special alignment.
2. Select all of your citations using the select option on your mouse (drag and select every citation until all are highlighted in blue).
3. Look in the main console located under the title of your document; you will need to look for where it says "Format."



4. Select "Format" and look in the drop-down menu for where it says "Align & indent." You should see a little arrow pointing to the right. Slide your cursor over the option; you should see a new drop-down menu appear.
5. Look for where it says "Indentation options." Click the option—you should get a pop-up window.



6. Look for where it says "Special indent." Click on the button and select the "Hanging" option. Your citations should now look like this:

Wright, J. C. (2023). The Pilgrim's Carnavalesque: The Textual Chaucer and the Negation of Narration in The Canterbury Tales. *Neophilologus*, 107(2), 301–310.  
<https://doi.org/10.1007/s11061-022-09750-9>.