

How to Create Citations in Word & Google Docs


Microsoft Word

1. Open your document.
2. Go to the **References** tab (top menu).
3. In the **Citations & Bibliography** group:
 - Choose your **style** (APA, MLA, Chicago, etc.).
 - Click **Insert Citation** → **Add New Source**.
4. Fill out the form with your source info (**Author, Title, Year**).
5. Word inserts the **in-text citation**.
6. When ready, click **Bibliography** → **Works Cited** to create your full list.

 **Tip:** Word saves your sources, so you can reuse them later.

Google Docs

1. Open your document.
2. Click **Tools** → **Citations**.
3. In the right sidebar:
 - Choose your **style** (APA, MLA, Chicago).
 - Click **+ Add citation source**.
4. Select the type (**Website, Book, Journal**, etc.).
5. Fill in the source details.
6. Click **Cite** to add an **in-text citation**.
7. At the end, click **Insert Bibliography** to create your Works Cited/References list.

 **Tip:** Google Docs does not save sources once you close the file — but they stay inside that document.

 Both are **completely free** — no paywalls like Chegg.

 Always check your teacher's required **citation style** (APA, MLA, or Chicago).