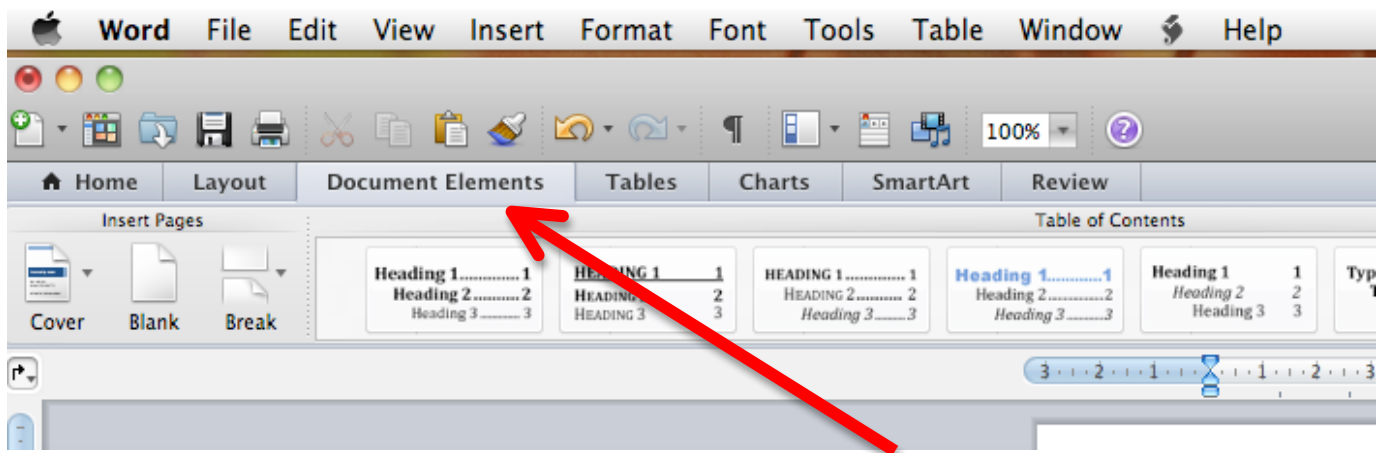


## Tracking Research and formatting Citations in Word 2011 for Mac

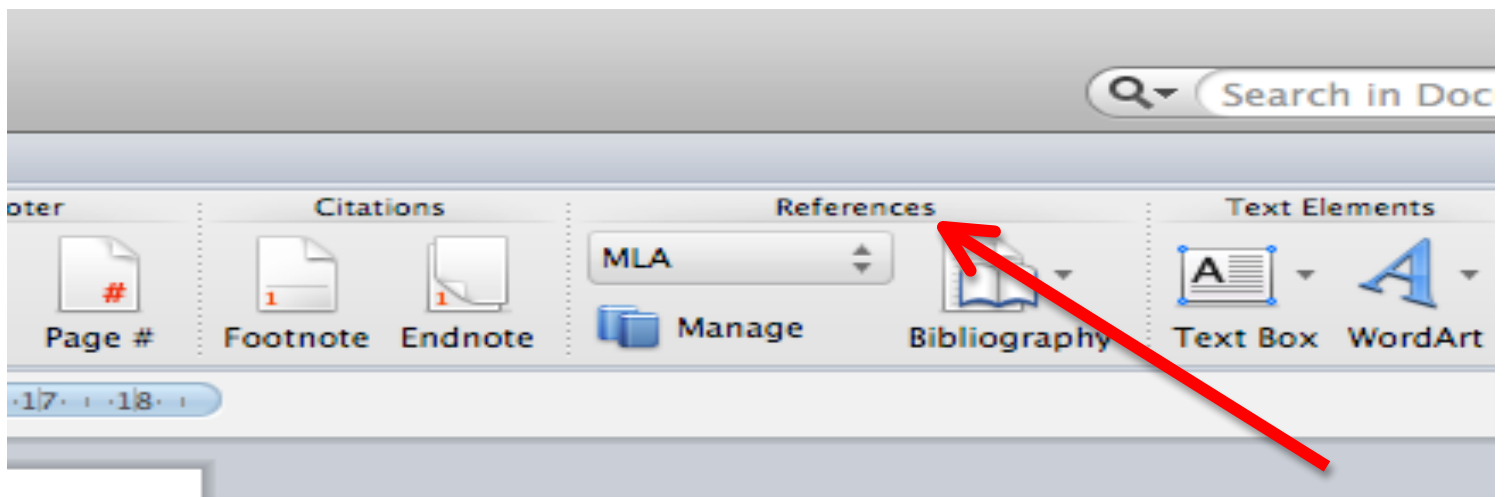
As you do your research, **Word** can help you to keep track of your source documents so that you don't lose information and so that you can be sure that your formatting meets the basic requirements of the most common citation format styles.

While you're surfing the net or reading, have Word open with a document open and ready to go.

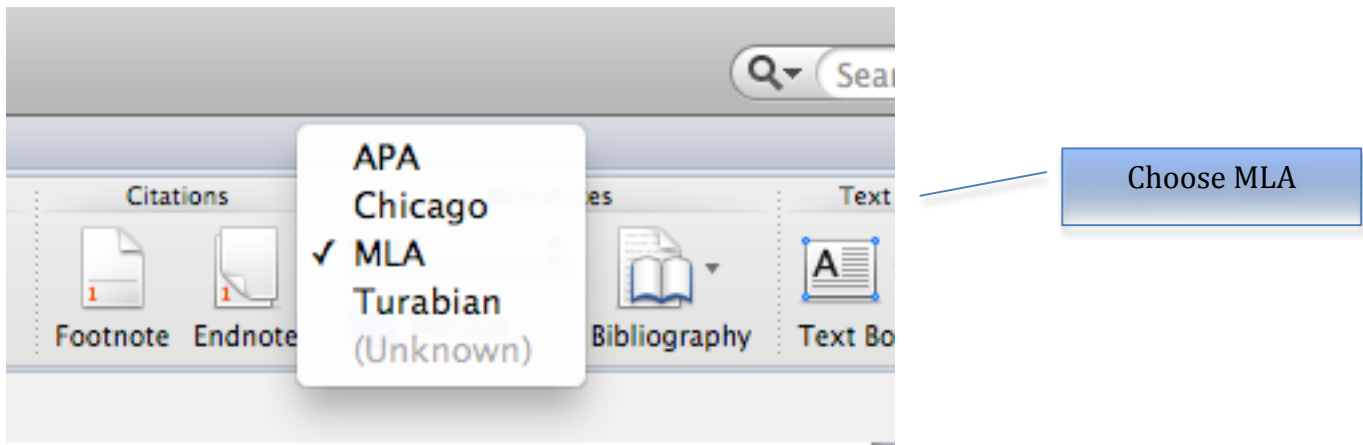
When you find a piece of information you will want to refer to in your paper, select the "Document Elements" tab from the top of your screen.



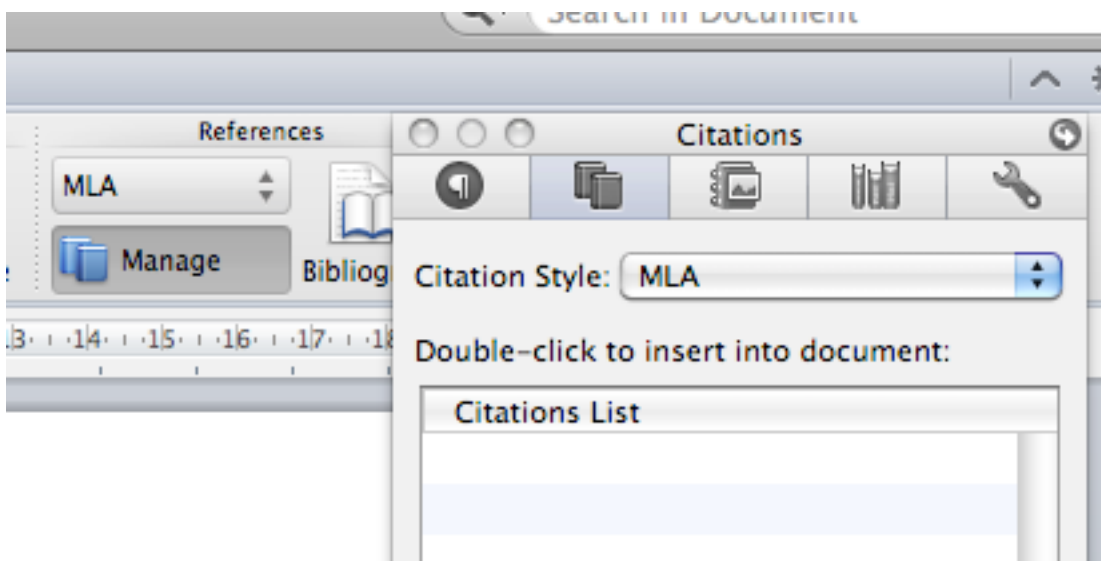
Over towards the right hand side of the "Document Elements" screen, you'll see a subsection called "References".



The pulldown menu directly under the “**References**” tab lets you select what formatting style you will use for your paper. For the example we’ll use **MLA** (Modern Languages Association).



You can also select the formatting style when you open up the floating popup menu under “**Manage**”



But where do you actually track your information?

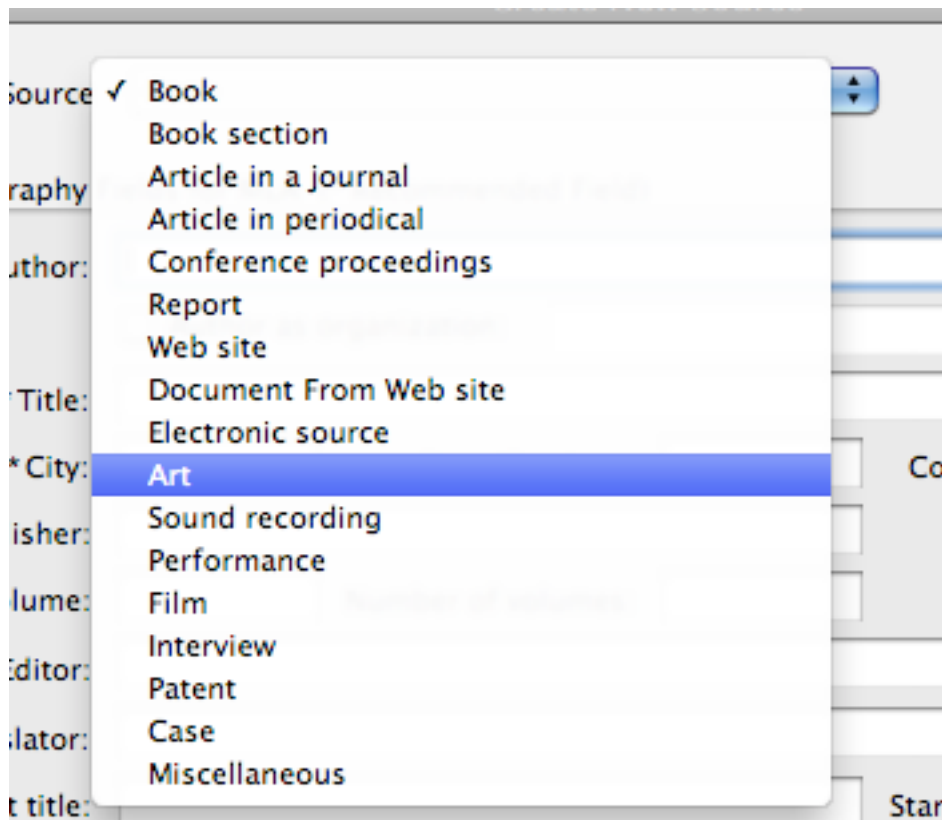
At the bottom left of the floating popup **“Manage”** menu, there is a **“+”** sign. Click on that!



This will bring up another popup window with the title **“Create New Source”**

A screenshot of a dialog box titled "Create New Source". At the top, there is a dropdown menu labeled "Type of Source" with "Book" selected. Below this is a section titled "Bibliography Fields for MLA (\* Recommended Field)". This section contains several input fields: "\* Author:" (with an "Edit..." button), a checkbox for "Author as organization:", "\* Title:", "\* City:", "State/Province:", "Country/Region:", "\* Publisher:", "\* Year:", "Volume:", "Number of volumes:", "Pages:", "Editor:" (with an "Edit..." button), "Translator:" (with an "Edit..." button), "Short title:", "Standard number:", "Edition:", and "Comments:". At the bottom of the dialog, there is a text box containing the example: "Example: Dickens, Charles; Hemingway, Ernest". At the very bottom right, there are "Cancel" and "OK" buttons.

The default on the pull-down menu at the top is **Book** but you have several options....



It's important to note that you **MUST** fill in any field with an asterisk. But if you have more information, note it in the appropriate fields. In this situation, more is better – it both shows the effort / attention to detail you've put into your work, and if someone needs or wants to find the original source, the more information they have, the easier it will be. In the Age of Information you may have found something that your instructor has seen before, and they may want to use what you've found in their own teaching.

**Remember** – sharing information is a wonderful thing but you **MUST** give accurate credit in the process.

Here's an example of a filled out **Source** window (the **Create New Source** and **Edit Source** windows look the same).

Example: A. Datum Corporation

AN ENCYCLOPEDIA  
BRITANNICA COMPANY



m-w.com



How did I get the “**Production Company**” information? The logo for the site tells me that Merriam-Webster is a ‘subsidiary’ of the Encyclopaedia Britannica Company. Information is found all over a website, so you need to look carefully!

Notice that there wasn't month or day information available for the publication information. When I went to the copyright information for the site, here's what I found....

## Copyright Notice

---

MERRIAM-WEBSTER ONLINE contains copyrighted material, trademarks, and other proprietary information.

MERRIAM-WEBSTER ONLINE ([www.Merriam-Webster.com](http://www.Merriam-Webster.com)) copyright © 2012 by Merriam-Webster, Incorporated. Included within Merriam-Webster Online are:

Merriam-Webster Online Dictionary copyright © 2012 by Merriam-Webster, Incorporated

Merriam-Webster Online Thesaurus copyright © 2012 by Merriam-Webster, Incorporated

Word of the Day copyright © 1995-2012 by Merriam-Webster, Incorporated

Merriam-Webster's Collegiate Dictionary, Eleventh Edition copyright © 2008 by Merriam-Webster, Incorporated

Merriam-Webster's Intermediate Thesaurus copyright © 2004 by Merriam-Webster, Incorporated

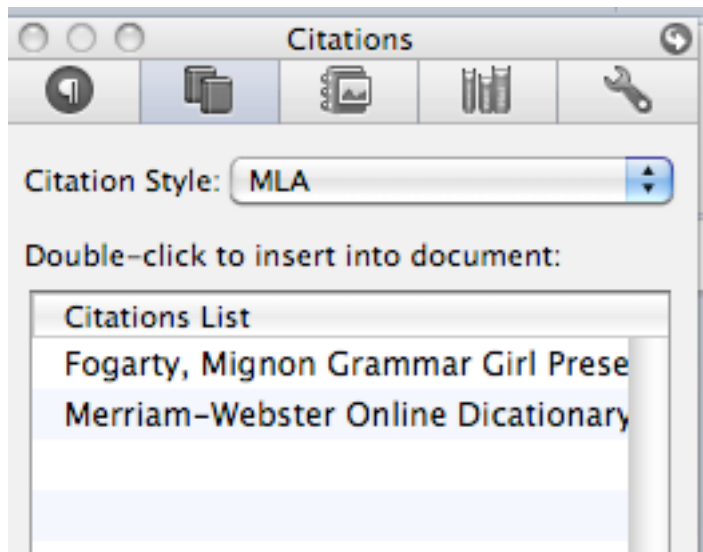
Merriam-Webster's Spanish-English Dictionary copyright © 1998 by Merriam-Webster, Incorporated

So, the most recent PRINT copy of the M-W Dictionary is from 2008 but their online dictionary is copyrighted as 2012. However, neither the pages nor the entire dictionary have a month or day, so even though those fields are mandatory, I have to leave them blank – **no information is better than false information**. Remember though – if your instructor can find the information relatively easily and you didn't include it, you could be guilty of plagiarism. It is always best to take the time to look a little deeper for information you don't find right away.

Now, I added another source into my source list. This time it was the book *Grammar Girl Presents The Ultimate Writing Guide for Students*. Grammar Girl is the copywrited nom-de-plume (name an author writes under) of Mignon Fogarty. There is a website (Great Website!) and she has podcasts.

Check out Grammar Girl at: <http://grammar.quickanddirtytips.com/>

But in the meantime – see that my Citations List in Word now shows two sources?



This floating popup window makes it easy-peasy to enter citations into my document. Watch, I'll do it right now!

Mignon Fogarty uses humour to talk about grammar; consider the opening lines of her student writer's guide: "Think a grammar book has to be annoying, boring and confusing? Think again. I'm Grammar Girl. I correct errors for a living." (Fogarty, p.1)

All I had to do to put the author's name in brackets after the quote was to double click on her name in the **Citations List** and then I typed a comma, a "p", a period and the number 1 after it, but still inside the brackets. Nifty, huh? Yes, ok, I'm an English Geek.

I could also have paraphrased the information rather than having quoted it directly:

Mignon Fogarty uses humour to convince students that grammar doesn't need to be boring or difficult. (Fogarty, p.1)

See how that worked? When I used the words that Mignon Fogarty actually wrote, I used quotation marks, but when I put it in my own words, I still cited where I got the info.

Here's another important piece of formatting information: if you are only quoting a small bit of your source text, you type it right into the main body of your paper.

*Remember to double space any typed essays, reports or other written work you need to hand in to instructors. We need the space to make comments and because otherwise, it can get hard to read (my eyes are getting old!).*

You can see that I typed in the quote right into my text in the first and second examples. Most of the time, that's all you'll need BUT if you have more than FOUR lines of quoted material, you need to really make it stand out.



## Let me show you:

Grammar Girl Mignon Fogarty makes a point of taking a practical approach to teaching students about grammar:

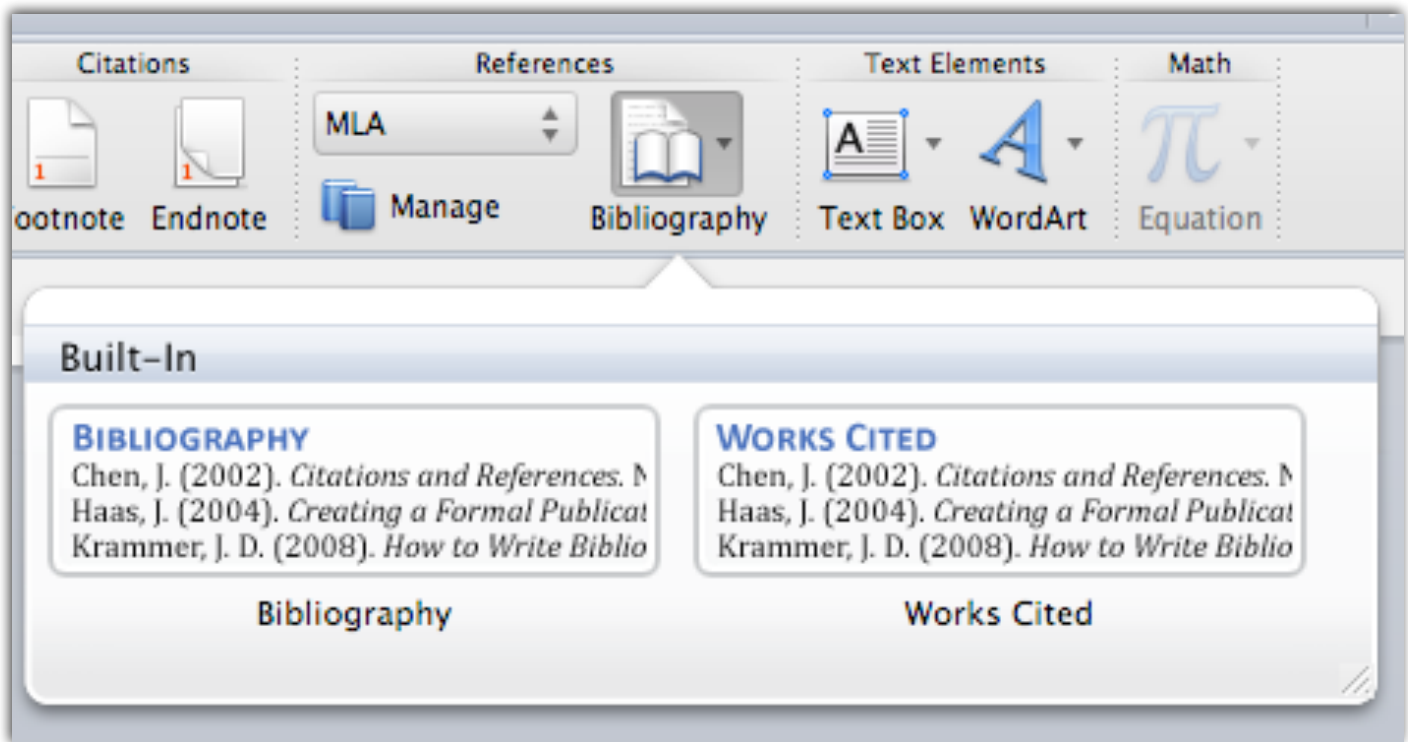
“In these next few chapters, think of me as your grammar guide, intent on demystifying grammar. I’m a practical person – I’ve given people batteries and socks as birthday presents. That is what I want to give you , the things everyone will use – the batteries and socks of writing.” (Fogarty, p.3)

This approach to grammar instruction helps students to understand that the Conventions Trait from the 6 + 1 Traits of Writing ® is really about the nuts and bolts of writing, and how you use those things to keep written work clear and concise.

See how it works? The text that you write leading up to the quote stay double spaced, and the so does the text after the quote but the quote itself is only single spaced and you have to indent it. The citation goes right next to the quotation marks.

Once you've finished writing your paper, you need to compile all of those sources into a Works Cited or a Bibliography.

How? Easily! Back under the “**Document Elements**” tab, and back over to the “References” section there's a button and icon that say “**Bibliography**”.



Click on whichever you are going to use. For this example, we'll use “**Works Cited**”.

### Works Cited

Culham, Ruth. 6 + 1 Traits of Writing - The Complete Guide Grades 3 and Up. New York: Scholastic Professional Books, 2003.

Fogarty, Mignon. Grammar Girl Presents The Ultimate Writing Guide for Students. First Edition. Vol. 1st Edition. New York: Henry Holt and Company, 2011. 1 vols.

Merriam-Webster Online Dicationary. Citation. 2012. Encyclopaedia Britannica Co. 2012 May 2012 <[www.merriam-webster.com/dicationary/citation](http://www.merriam-webster.com/dicationary/citation)>.

WOW! It just pops right into your document!

Unfortunately, for reasons I do not understand, Word always forgets to indent the second line for each entry. The way to correct this is to go the beginning of the line you need to indent, press <DEL>, <Enter> and the <Tab> buttons, in that order, so that it looks like this...

### **Works Cited**

Culham, Ruth. 6 + 1 Traits of Writing - The Complete Guide Grades 3 and Up. New York: Scholastic Professional Books, 2003.

Fogarty, Mignon. Grammar Girl Presents The Ultimate Writing Guide for Students. First Edition. Vol. 1<sup>st</sup> Edition. New York: Henry Holt and Company, 2011. 1 vols.

Merriam-Webster Online Dicationary. Citation. 2012. Encyclopaedia Britannica Co. 2012 May 2012 <[www.merriam-webster.com/dicationary/citation](http://www.merriam-webster.com/dicationary/citation)>.

**Always** make sure that your **Works Cited** or **Bibliography** starts on a fresh page. Use the <Enter> key to make sure that it starts at the top of the first page after the end of your paper (or appendices, glossary or other document elements).

***Woot! You've successfully used Word to format a properly put together Works Cited in MLA style! Nice.***