Insert a Citation

- In this tutorial, you will learn how to insert a citation using the Bibliography features in Microsoft Word 2010.
- The Insert Citation feature allows you to quickly and correctly insert citations into your paper.

Example of a citation (in APA Style):

factor that affects the success of an online course (Kim & Bonk, 2006). An online instructor

Locating the Bibliography Features

To locate the Bibliography features, click on the REFERENCES tab of the ribbon.

Select your STYLE by clicking the drop-down menu. Learn more about Choosing a Style.
Inserting a Citation

Step 1: Place your cursor or I-Bar in the location you want to insert your citation.

classroom, including a high level of professionalism, the ability to socially facilitate, as well as an overall degree of technical competency.

Step 2: Click on the “Insert Citation” icon. This will create a drop down menu with the resources you have created.

*View the Managing Resources Tutorials on New Resources or Editing Resources.

Step 3: Select the resource to cite in your paper by hovering your mouse over and clicking on it.
Finish: By clicking the correct resource, the Bibliography Features in Microsoft Word 2010 will generate and insert a citation.

Once you click which citation you want to insert, the citation will appear.

An online instructor needs a range of competencies in order to be effective in the classroom, including a high level of professionalism, the ability to socially facilitate, as well as an overall degree of technical competency \cite{Bawane & Spector, 2009}.