

Generating Citations Using Google Docs

1. Click on “Tools” and then click on “Citations”.
2. Ensure that APA (7th ed.) is selected from the drop-down menu. **OR MLA**
3. Click “Add citation source”.
4. Under “Source type” select the type of resource you used.
5. Under “Accessed by” select the way in which you read/viewed the source.
6. Enter the information you are asked to provide.
 - a. If you are citing a print copy of a book, you need to type in the ISBN (the barcode number on the back of the book - do not include spaces).
 - b. If you are citing a website, you need the URL.
 - c. Certain sources will require you to manually type in the information.
7. Click “Add citation source”.
8. Continue building your citation list until you are done.
9. At the end of your document, click the document to get the flashing cursor. From the citations menu bar, click “Insert Works Cited” to insert your reference list.
10. **You must cite your images!** Create a separate list for image references.
11. You do NOT need to cite images that are your own (if you drew it, created a graph, took a photo, etc) unless they are an adaptation of someone else’s work.
12. Whether the image is your own or from another source, it should include a caption.
13. You MUST cite the actual website where the image is found - if the word “Google” is part of the URL, you do not have the correct source.