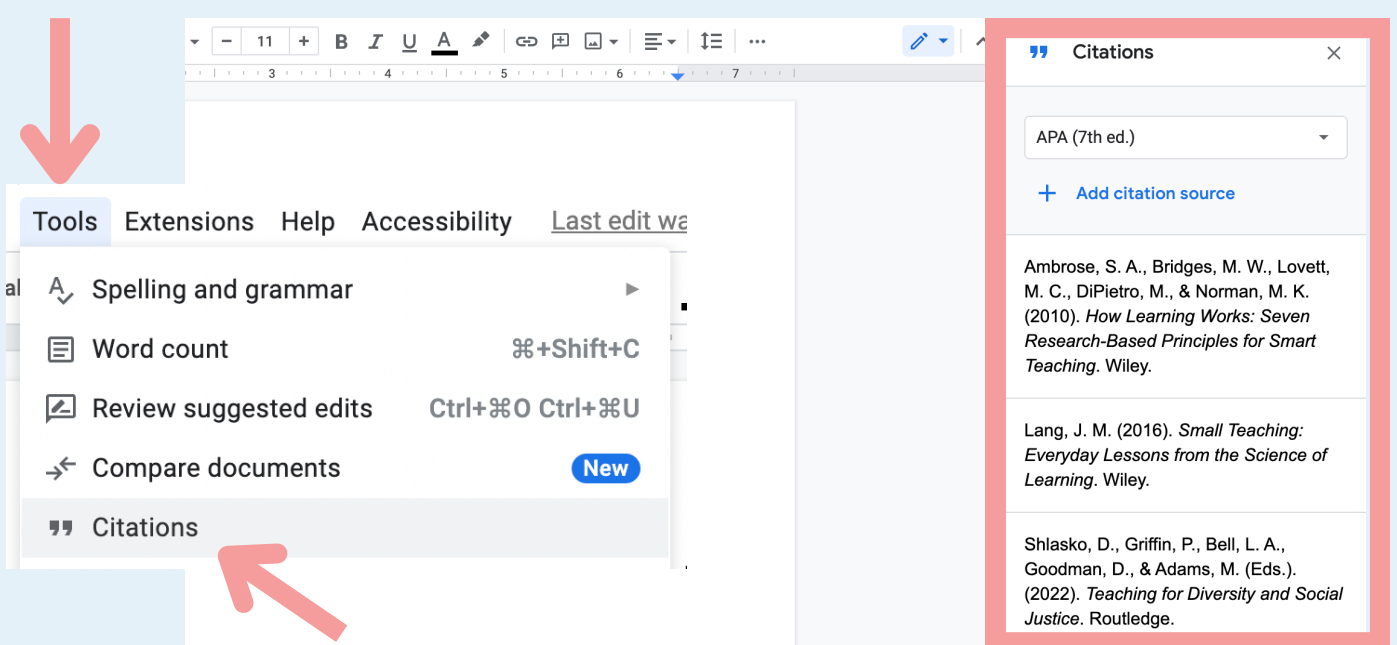# USING GOOGLE DOCS FOR RESEARCH PAPERS

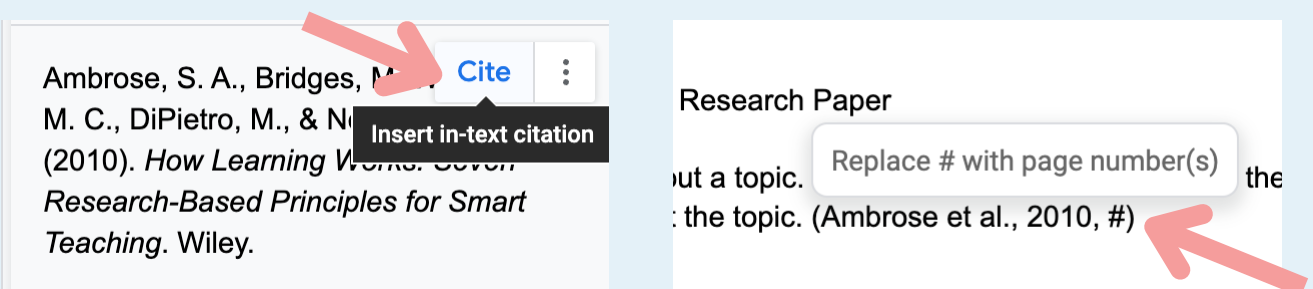*How to Cite Your Sources in 3 Easy Steps!*

1 COMPILE A LIST OF SOURCES

- Open a Google Doc, and go to the **Tools** menu > **Citations**.
- This will bring up a Citations sidebar. Choose the appropriate citation style from the dropdown menu (MLA, APA, or Chicago).
- Click on the "Add Citation Source" button to add a new source to the list.
- Choose the source type from the first dropdown menu (e.g., book, website, journal article, etc.).
- Choose the method used to access the source from the second dropdown menu (e.g., print, website, online database, etc.).
- You will see customized options based on the type of source and access method you selected. Search for the source to automatically pull relevant citation information, or enter the information manually.
- Once the required fields are complete, click on the "Add Citation Source" button to officially add the source to the Citations sidebar.

2 ADD IN-TEXT CITATIONS

- Once a source is added to the Citations sidebar, it is incredibly easy to add in-text citations to your paper. Simply click on the spot in your paper where you want to add an in-text citation, and then hover over the related source in the Citations sidebar.
- A "Cite" button will appear. Click on it to automatically add an in-text citation to your paper.
- If the in-text citation requires you to add a page number (e.g., for book sources), the citation will include a "#" symbol, and you will see a reminder to replace the symbol with the specific page number(s) being referenced.
- As you type your paper and use additional sources, repeat the process of adding each source to the Citations sidebar and including in-text citations.

3 CREATE A REFERENCES LIST

- Create a new page at the end of your paper for your references.
- Along the bottom of the Citations sidebar, you will see an "Insert References" or "Insert Works Cited" button (depending on the citation style being used).
- Click on this button to automatically add a References or Works Cited list to your paper.