



GOOGLE CITE

How to create citations (parenthetical and works cited page) as you write research papers.

1. In Google Docs, click on **Tools > Citations**. Notice the Citations bar that just appeared on the right hand side of your screen. Make sure you are on **MLA** (if not, use the drop-down arrow and select MLA).
2. Click on the **+ Add Citation source** and complete the requested information.
3. Use the citation provided by the database to complete the requested information. For this example, I used two different sources, a scholarly article and an eBook ProQuest and Gale already create MLA citations for you, so you can easily transcribe the information into the correct fields.

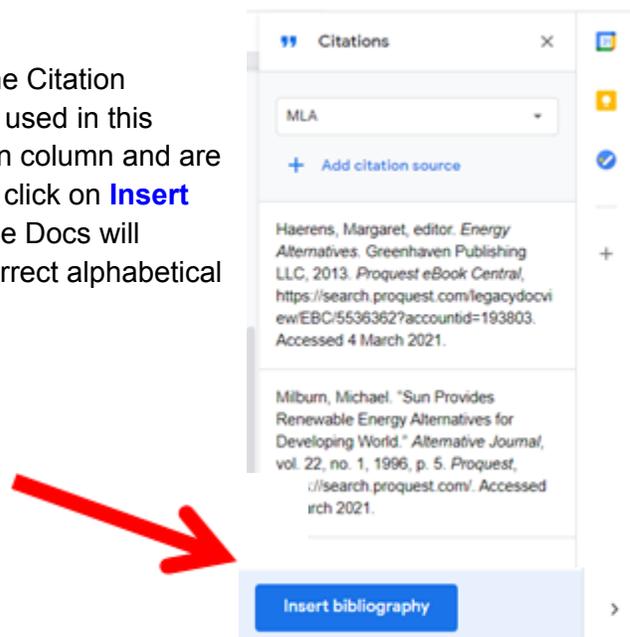
Milburn, Michael P. "Sun Provides Renewable Energy Alternatives for Developing World." *Alternatives Journal*, vol. 22, no. 1, 1996, pp. 4-5. *ProQuest*, <https://search.proquest.com/scholarly-journals/sun-provides-renewable-energy-alternatives/docview/218772089/se-2?accountid=193803>.

4. Click on **Add citation source**. Notice that a citation has been created in the sidebar. Repeat this process for any sources you may want to reference in your paper.
5. As you write your paper and use data/themes/ideas from a source, click on the Cite button *which appears when the mouse hovers over the left hand corner of that citation* (Milburn #). A parenthetical citation appears at the end of your sentence. You will need to change the # symbol with the actual page number/range used in your citation.

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When you are finished writing the paper, review the Citation column and DELETE any citations that were NOT used in this paper. If you indeed used all sources in the citation column and are ready to create your References Cited page, then click on **Insert bibliography** (bottom of Citations sidebar). Google Docs will create your Works Cited page (Bibliography) in correct alphabetical order and format.



Works Cited

Haerens, Margaret, editor. *Energy Alternatives*. Greenhaven Publishing LLC, 2013. *Proquest eBook Central*,
<https://search.proquest.com/legacydocview/EBC/5536362?accountid=193803>. Accessed
4 March 2021.

Milburn, Michael. "Sun Provides Renewable Energy Alternatives for Developing World."
Alternative Journal, vol. 22, no. 1, 1996, p. 5. *Proquest*, <https://search.proquest.com/>.
Accessed 4 March 2021.