Tech Tip Tuesday 5/18/2021

Using the built in Google Docs Citation Tool

Adding citations and a bibliography to documents can be time-consuming. You can quickly add these right from Google Docs using your preferred citation format (MLA, APA, or Chicago).

Open the Citation tool

1. In Docs, open a document.

2. Click Tools >> Citations.

3. Select a formatting style.

Add a citation source

1. In the Citations sidebar, click + Add citation source.

2. Select the source type and how you accessed the source.

3. Enter the citation details. To add multiple contributors, click + Contributor.

4. If a contributor is an organization rather than an individual, click Corporation/organization.

5. Click Add citation source.

Add an in-text citation

1. In your document, place your cursor where you want the citation to appear.

2. In the Citations sidebar, point to the source and click Cite.

3. If # appears in your citation, replace it with the page number for your citation or delete it.

Edit a citation source

1. In the Citations sidebar, point to the source that you want to edit and click More > Edit.

2. Edit any details and click Save source.

Delete a citation source

In the Citations sidebar, point to the source that you want to delete and click More > Delete.

Add a bibliography

1. In your document, place your cursor where you want the bibliography to appear.

2. In the Citations sidebar, at the bottom, click Insert bibliography

Google, 2021. *Google Workspace Learning Center*, https://support.google.com/a/users/answer/9308832?hl=en. Accessed 18 5 2021.