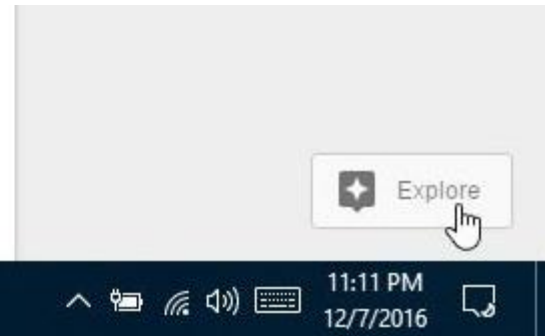


How to Use The Citation Feature In Google Docs, Sheets, And Slides

There is a new citation feature in Google Docs, Sheets, and Slide that lets you insert a citation in MLA, APA, and Chicago format for articles and links you find in Google Explore. It works inside the document, spreadsheet, or presentation you have open and lets you insert a reference (in the form of a footnote) to a source you are citing. The footnote appears at the bottom of the page you cited it on. Here's how it works.

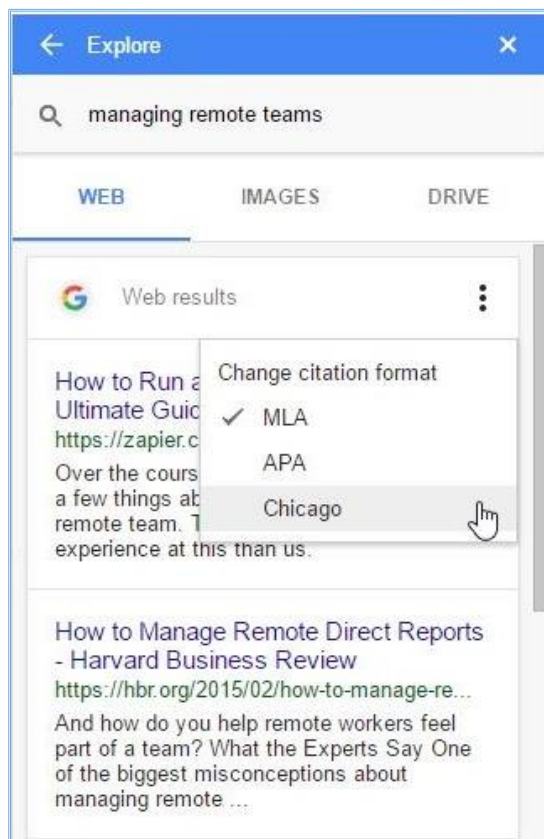
Google Explore

Google Explore is search tool built into Google Docs, Sheets, and Slides. To access it click the little star button at the **bottom right** of your file. This will open the Google Explore panel.



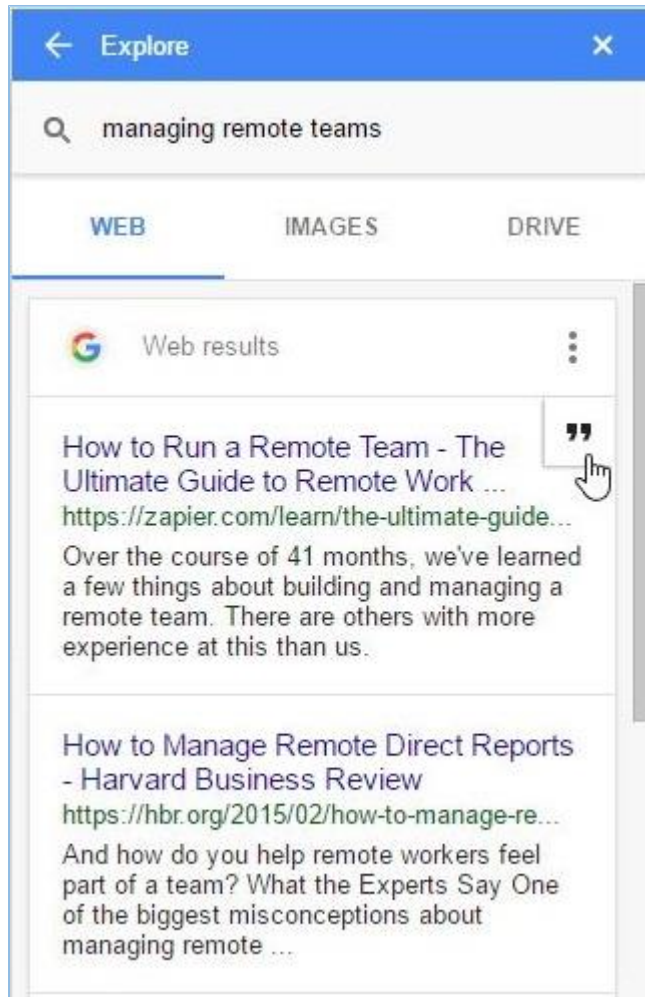
Selecting Citation Style

There are three popular citation styles used in academia; MLA, APA, and Chicago. Search for something in the Explore tab and at the top of the results, you will see a three-dot button. Click it and a menu will appear with all available citation formats that you can use. **In the Edmonds School District we are using MLA format.**

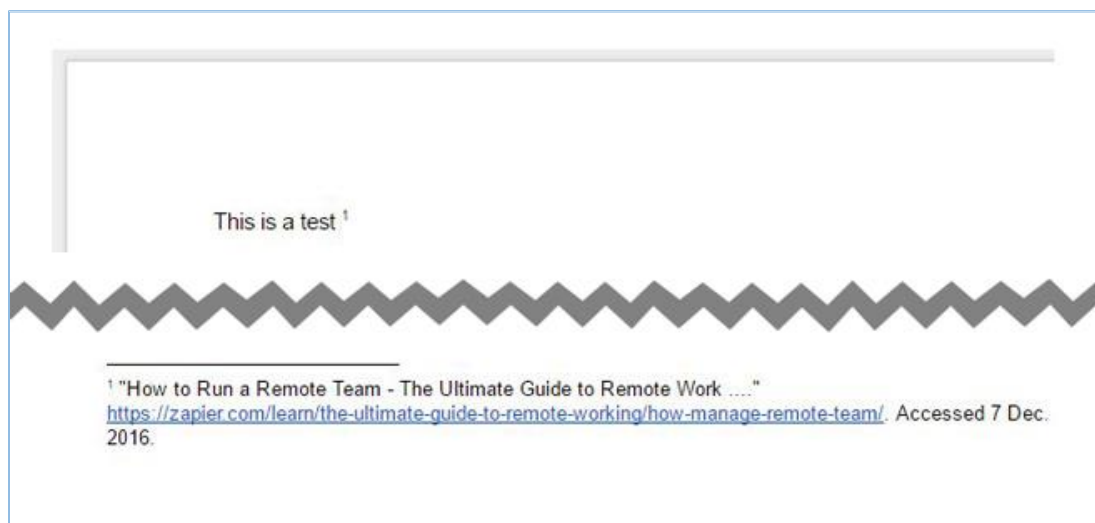


Inserting a Citation

To insert a citation, move your cursor next to the item you want to cite. A quote marks button appears next to it. Click it to insert the citation.



This is what it looks like in the document; a reference number for the citation is added within the document and the reference is added as a footnote.



Copy and paste this footnote into your Works Cited or Bibliography.

<http://www.addictivetips.com/web/how-to-use-the-citation-feature-in-google-docs-sheets-and-slides/>

by Fatima Wahab on December 07, 2016, Accessed 3/3/2017