On the “References” tab, select the reference “Style”.
Select “Add New Source” under “Insert Citation” to enter citation information.
Select “Type of Source” and enter source information, e.g., Author, Title, Journal Name, etc.
Check “Show All Bibliography Fields” to expand information fields.
When finished, click “OK”.
(Rubin, 1996)

An in-text citation will appear in the document.
Citations can be edited or converted to static text for manual manipulation by first clicking on drop-down arrow.
Click on “Manage Sources” to view all citation entries.
Copy citations from “Master List” to “Current List” and preview citations.
Click on “Insert Bibliography” to build final list of references.
(Rubin, 1996)


References will appear in a list in the specific “Style” specified earlier.