Citations 101

**How to use in-text citations:**

According to Academy of Achievement, “ Kaylan Triplett is an amazing teacher who loves her students.”

Or,

Kaylan Triplett has a great pride and love for her students and teaching, according to Academy of Achievement.

*You may also use For example, For instance*

**How to use parenthetical citations:**

“Kaylan Triplett is an amazing teacher who loves her students” (“Kaylan Triplett”).

**How to use footnotes (you need to have at least one of these in your narrative):**

Kaylan Triplett has a strong love for her students and teaching.[[1]](#footnote-1)

**To insert a footnote:**

1. Insert tab
2. Go to “Footnote” (Cntrl + Alt + F)
   1. This will automatically number your footnote.
3. If you need to change the number of the footnote, go to Format
4. Chick Superscript (be sure this is after the punctuation of the sentence)

**You will also need to create a Works Cited Page. Do not forget!**

1. "Kaylan Triplett." *Academy of Achievement*. American Academy of Achievement, 17 Aug. 2013. Web. 10 Dec 2013. <www.achievement.org>. [↑](#footnote-ref-1)