

1. To manually insert new records or citations, click on the **References** drop-down menu and select **New**.
2. The New Reference window will open. Click on the **Reference Type** drop box to select the type of reference you are entering. The default reference type is Journal Article.
3. The areas where you type in your information such as Author, Title, etc. are called fields. You can move from field to field by clicking once in the field or by hitting your tab key on your keyboard to move down the fields. To move up the fields using your keyboard, press and hold the shift key down then hit the Tab key.
4. Things to remember regarding author entries:
 - You must hit **Enter after entering each author**. Each author must have his/her name on its own line in the author field.
 - Use **first name and last name or last name [comma] first name** and be sure to put periods in between the first and middle initials as the examples below:
Michael Lyle Smith or M.L. Smith
Smith, Michael Lyle or Smith, M.L.
Smith, Michael Lyle, Jr.
 - Please refer to the user's manual for additional information regarding author entries.
 - You must **place a comma after the last part of a corporate name in the correct sequence** for the name to appear correctly in your bibliography:
American Cancer Society,
American Heart Association,

