InfoTrac Student Edition (Gale In Context: High School)
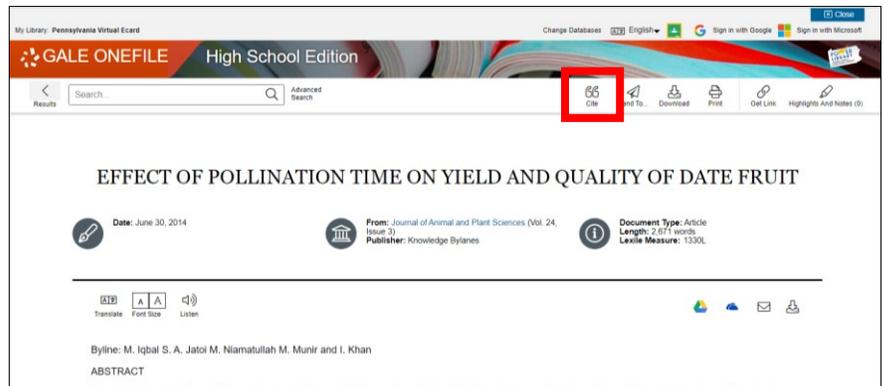# Using the Cite Tools

When writing a research paper, you must always cite any information or quotes that did not come from you. These citations direct the reader to the complete information. Even if you are not quoting an item exactly, it still must be cited.

InfoTrac Student Edition (Gale In Context: High School) contains tools that make citing information easier by providing formatted citations in MLA, APA and Chicago format.
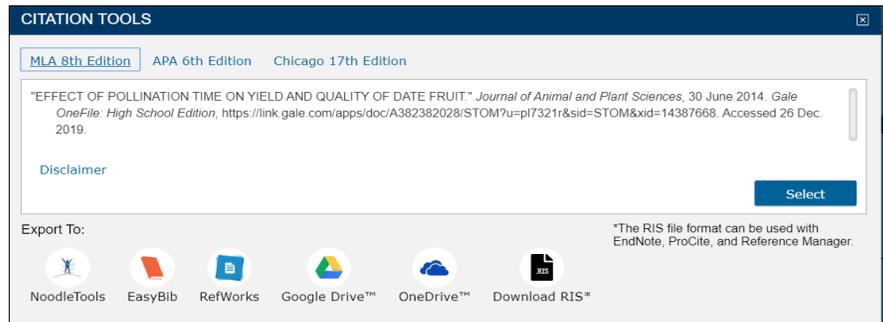
Before you can use the Cite tools, you need to run a search in InfoTrac Student Edition (Gale In Context: High School) and view a search result. The Cite tool is available on the Tools menu for articles, videos, audio, and images.
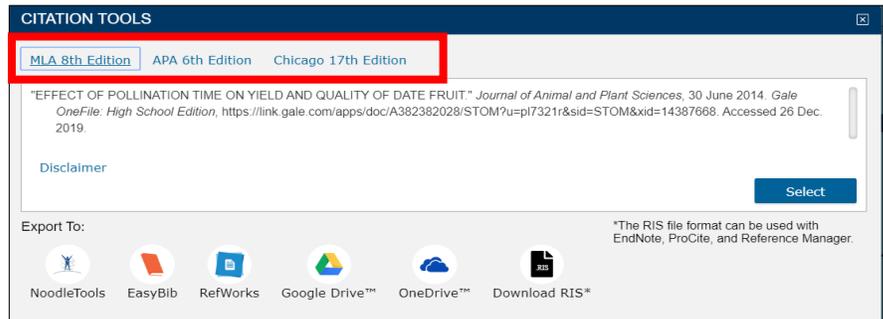
Using the Cite Tool

1. To begin, click the Cite link in the Tools menu

2. A Citation window appears displaying the MLA Edition of the Citation.

3. To View the APA or Chicago formats, click the appropriate link at the top of the window.
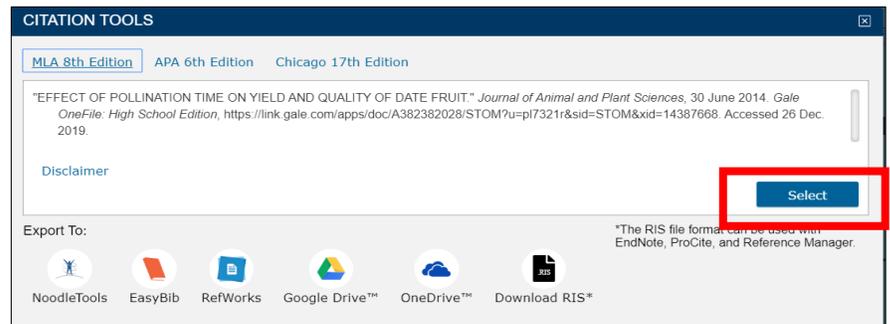

NOTE: Citation formats are frequently updated, always consult the appropriate website to verify the most up to date formatting and punctuation guidelines.
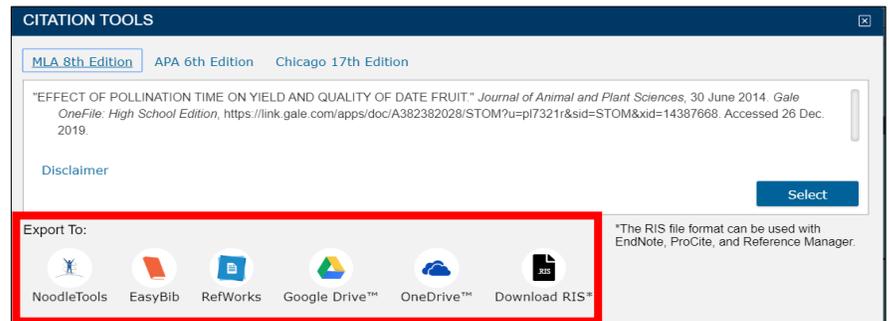
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4. Click the Select button to select the citation, you can then use your computer's copy and paste functions to add the citation into your document.

5. If you prefer to export a citation to a software program such as EasyBib or RefWorks, click on the appropriate link at the bottom of the citation window.

NOTE: Citation formats are frequently updated, always consult the appropriate website to verify the most up to date formatting and punctuation guidelines.