Directions for Using Knight Cite
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Registering
- Access the website www.knightcite.com
- Click “New User? Start here” at the top of the page
- Fill out the registration information
  - Leave “Institution” at “-Not Set-”
  - Be sure to select “MLA” as preferred citation style
  - Password must be between 6 and 8 characters and include one number
- Click “Sign Up”
- A verification will be sent to your email
  - Close the Knight Cite window and check the email that was given. In the email there will be a link to activate your Knight Cite account.
  - Click the activation link (this will reopen the Knight Cite webpage)

Creating a Works Cited
- Enter login information
- Click on “Manage Papers”
  - This link will let you create a new paper or access papers that have already been created
- Enter a title for your paper and click “Submit”
- This will bring you to a window that shows all of your papers
- Click on the paper you want to create a works cited for
- Click “Add New Citation”
- Enter citation information and click “Create Citation”
- If needed, click on “Add New Citation” to create additional citations for this paper

Exporting Works Cited to a Word Document
- Make sure you are in the Managing Citations section of the website
- Click “Alphabetize” to be sure your sources are alphabetized correctly
- Click “Word” to the left of “Export”
- A dialog box will open asking if you want to open in Word – click “OK”
  - You will now have a works cited page in a Word Document
- To use correct MLA formatting, you will need to insert a page number with your last name and the appropriate page number (if you have a 5 page essay, the works cited page will be page 6)
  - You will be printing the body of your essay and the works cited page separately

Note: Some assignments might require a citation source at the top of the assignment rather than on a works cited page. If this is the case, proceed with the following directions:
- In the word document that you created, highlight the citation source that was exported from Knight Cite that you wish to insert into your assignment
- Place pointer over highlighted text and right-click
- Select “Copy”
- Place the cursor in your assignment at the point in which you wish to insert the source and right-click
- Select the Paste icon on the left that has the picture of the paintbrush – this will keep source formatting