## **Use Citations**

**Citations** let you cite the source for a KMap's metadata. For example, you could add a source to support an alternate name. To make connecting a citation to a Knowledge Map easy, first create your citation in Mandala Sources.

- 1. Edit a KMap
- 2. Click on the category of information for which you want to add a citation
  - For example, Names
  - The information will unfold
- 3. Click the Manage icon next to the information for which you want to add a citation
  - This icon looks like a folder
  - The KMap manager page will open
- 4. Open the Citations section
- 5. Click New Citation
- 6. Select the type of source you want to add
  - If you've added your citation in Sources, you can leave this field alone
- 7. Enter your source id
  - This assumes you've created your citation in Mandala Sources
- 8. Enter any notes you want to add
- 9. Click Create
  - A message will appear confirming your new citation