

Referencing with Microsoft Word (2007 & 2010)

Microsoft Word contains a handy referencing function which can make adding citations and reference lists to your essays or reports much speedier. However, you should always make sure that your referencing meets your course or submission requirements (check your handbook).

Creating in-text citations

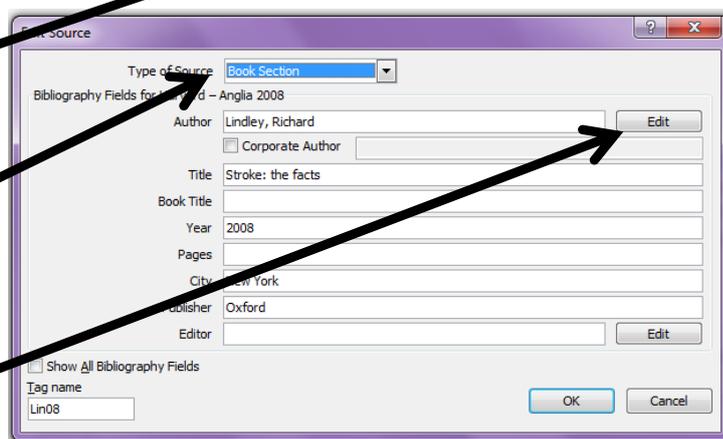
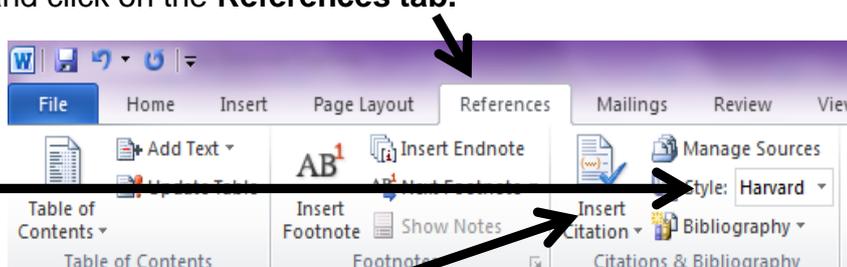
1. Open up your Word document and click on the **References** tab.

2. In the **Citations and Bibliography** section. Choose the appropriate referencing style from the drop-down list (Check your course handbook or submission guidelines).

3. Click where in the text you want a citation to appear.

4. From the menu click on **Insert Citation** and then **Add New Source**. A Create Source box will then appear. Select the relevant source type (e.g. book, journal article) from the drop-down list.

5. Fill in the required details and click ok. The citation will then be added to your text.



Tips: Use the **edit** button next to the author field. This will help you enter the author detail correctly. Use the **corporate author** field when the author is a company or organisation. If you need to **add an edition**, click on the show all bibliography fields. An edition option will then be visible.

6. Repeat steps 3-6 to add more new sources.

7. If you wish to use a source that you have already entered click on **Insert Citation** and choose from the listed sources.

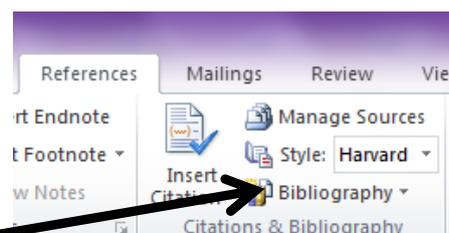
Creating a bibliography/reference list

1. Follow the instructions above to create in-text citations.

2. Click where in the document you would like your reference list/bibliography to appear.

3. Click on **Bibliography** in the menu.

4. Choose **Bibliography** for a list of all entered sources or choose **Works Cited** (reference list) for a list of only those sources which you have referred to in your text. If you are not sure which one to choose check your course/submission handbook.

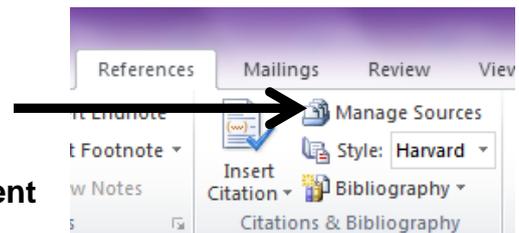


5. A list of sources will then be generated. Check the layout of the sources against your course/submission handbook's referencing guidelines and tweak the list as appropriate. E.g. you may need to call your list "Reference list" rather than "Works cited" or put brackets around the dates.

NB: only references in your "Current List" of sources will be included. To check your current list click on manage sources in the **Citations and Bibliography** menu. The box on the left contains all sources that you have entered and the box on the right contains the sources you are currently using. To move a reference from either box click on the reference and then click on the copy box.

Editing a source

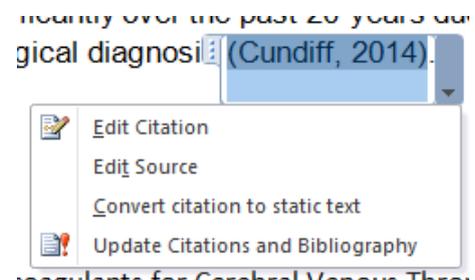
1. To edit an already entered source click on the **Manage Sources** link in the **Citations and Bibliography** section.
2. Click on the source you wish to edit in the **Current Source** box and then click on the edit button.
3. Make required changes and click ok. Your citation will then update.



Editing an in-text citation

It is possible to add page numbers to your in-text citations. This should be used if you have quoted or used a diagram from a source in your work.

1. Click on the in-text citation you wish to edit (it will then be highlighted in blue).
2. Click on the drop down arrow and select **Edit Citation**
3. Enter the required page number(s) and click ok. Your in-text citation will then update.



Don't forget.....keep your bibliography/reference list up-to-date

If you have added citations or modified your sources since creating your bibliography or reference list you will need to update it so that it reflects your final list of sources.

1. Click on the title of your reference list/bibliography. A box will appear around the list as well as an **Update Citations and Bibliography** button
2. Click on the update button. Your list should then refresh and will have updated to include all your changes.

