Word's Bibliographic Tools

Citations and bibliographies may be added using built-in tools found in Word 2010
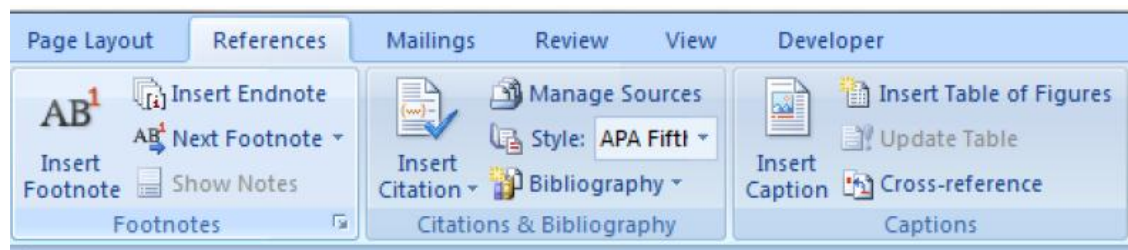
Please note that use of these tools may not be acceptable by your School for dissertation or thesis work. Another good option is **Endnote**. You should check check with the staff at your School to find out what options are acceptable.

Note it may also be used for other kinds of document which only require short bibliographies where the bibliographic citation style is not important. This document has been produced in case users coming across Word's built-in bibliographic tool wish to learn how to use it.

This guide begins on the following page: please scroll down

Citations & Bibliography

Word has a built in feature that will help you create a bibliography and insert citations from it at appropriate points in your text. This feature is found under the **References** tab in the **Citations & Bibliography** group.

You use this as follows: in your document, wherever you wish to add a reference you use **Insert Citation** – you can do this as you go along or wait until part or all of your dissertation is complete and go through it adding citations.
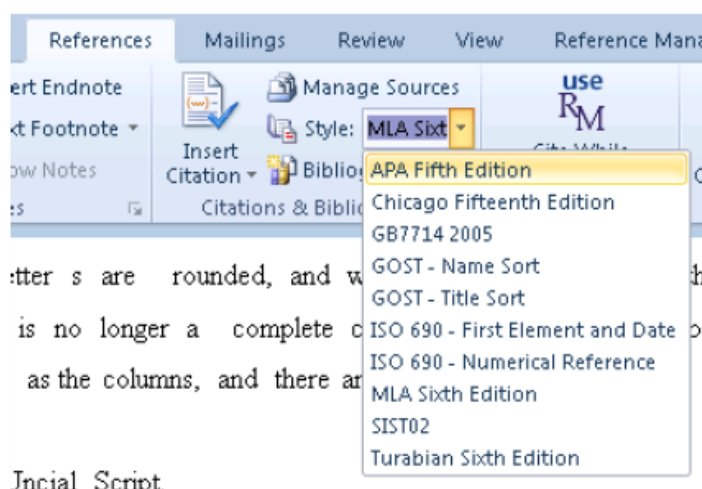
When you add information for a bibliographic source, *Word* saves the information in two places: the **Master List** or the **Current List**. The advantage of this is that you can import selected references from the **Master List** into a new document's **Current List** later on.

Selecting a Reference Style

Word provides several reference styles that you can apply to your citations.

Once you have selected a reference style, a*ll citations and bibliographies that you insert will be formatted to that style.*

Here we've selected *APA*: this is like *Harvard* style (but not exactly like) which is not available in *Word 2010.*

NOTE: changing the reference style for a finished document will not change the style of the citations that have already been added.

Inserting a Citation

First place the cursor where you want to enter a citation then choose **References** ➔ **Citations & Bibliography** ➔ **Insert Citation**. Next choose **Add New Source**. This opens the following window:

The fields immediately displayed allow you to add a basic citation but you will often want to enter more detail (for this may eventually be part of your dissertation bibliography).

The image below shows the window when **Show All Bibliography Fields** is ticked to show the full range of fields – and the **Edit** button for **Author** has been used to open **Edit Name**.
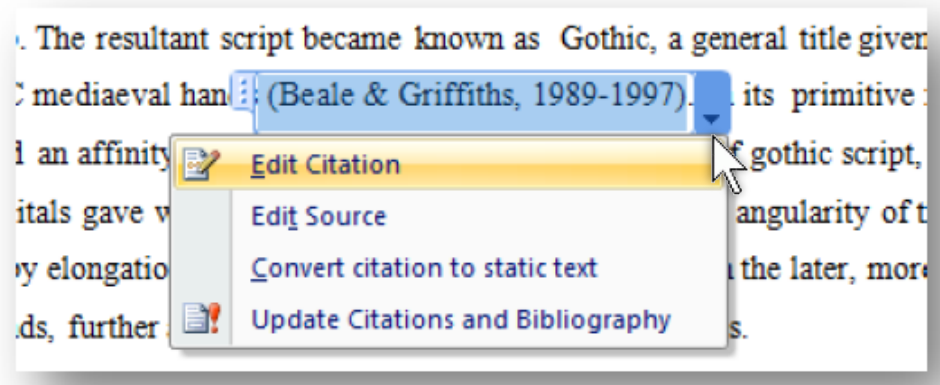

The **Edit Name** dialog window allows you to enter **First**, **Last** and **Middle** names for a citation. You must click the **Add** button add it to the citation: you can keep adding names until you click the **OK** button. This allows you to deal with works produced by more than one author. Similar **Edit** options are available for **Editor** and **Translator**.
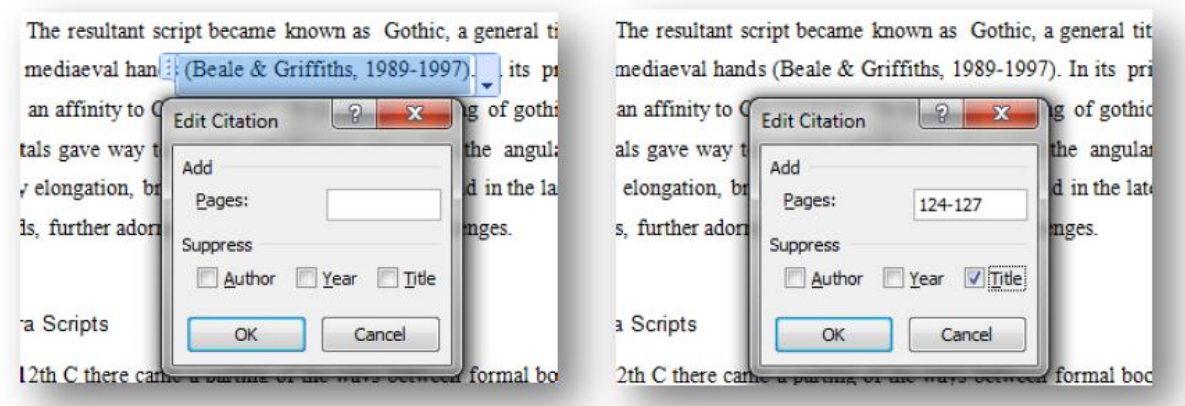
Once you have filled in all the **Bibliography Fields** and clicked **OK**, the citation appears in the text where you placed the cursor.

As you can see, when you place the cursor over the citation it is highlighted; when you click on the citation a menu arrow appears – click on the arrow to view the menu.
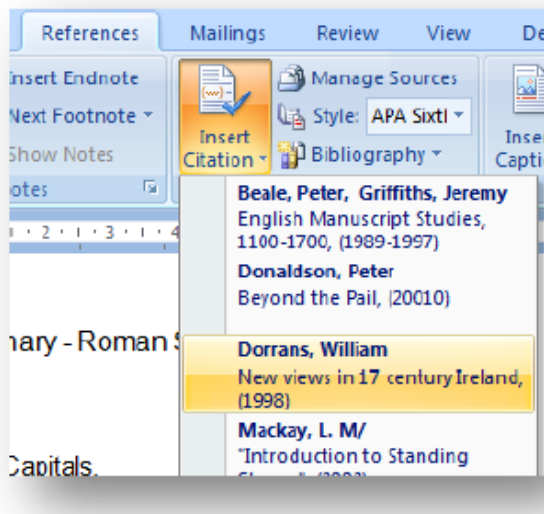

From here choose **Edit Citation**: this opens a dialog box:

In the **Edit Citation** dialog box you can add page reference and suppress parts of the citation. The example image shows title suppressed but since we're using APA Style that's not necessary as that would be the default. However we can add a page reference to the citation.

Note, if we want to refer to this book again we can just select it from the list that appears under **Insert Citation**. (This list appears only after you've added items).
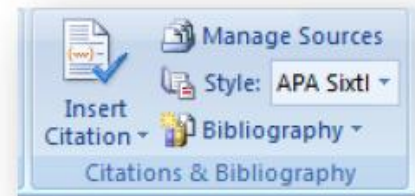

In the image here we see a few citations but any number can be added and will appear in this list.

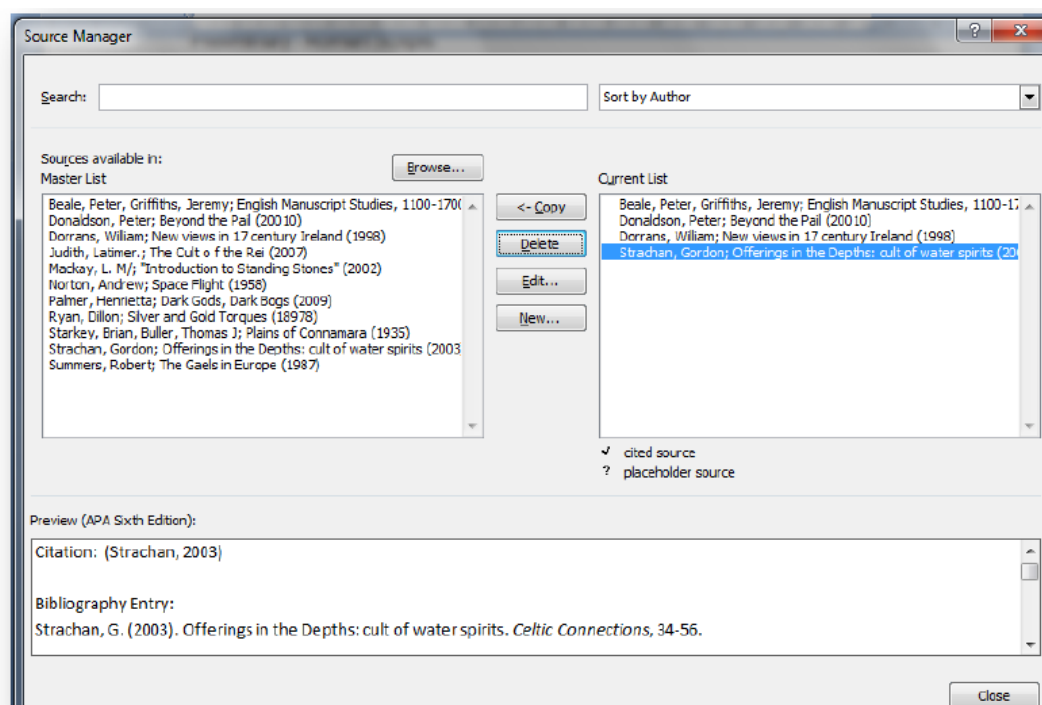Thus you can cite the same item any number of times in your document.

If need be you can use **Edit Citation** to change the page numbers referred to.

Source Manager

Select **Source Manager** by choosing **Manage Sources** from the **Citations & Bibliography** group. This opens the **Source Manager** window where you can view and search all the items in your citations **Master List**.

You can move items from your **Master List** to your **Current List** (or vice-versa), you can edit them or create new citations from here.

In the above image you can see how items have been copied to the **Current List** so they can be accessed (and cited) from the **Insert Citation** menu.

If you cite a reference source in a document it will be marked in this list (✔); similarly a placeholder will be marked also (?).

Finally we'd like to remind you that use of this tool is not a generally recommended for dissertation or thesis work in this university. Some Schools will allow it's use while others will insist on you using a dedicated program such as *Endnote*. You should check with your lecturer or supervisor to see if this is acceptable.

www.howtogeek.com/54891/using-microsoft-word-2010s-references-feature-for-students/
www.fgcu.edu/support/office2007/word/references.asp
www.youtube.com/watch?v=BCKF_BgH4Hg
office.microsoft.com/en-us/word-help/create-a-bibliography-HA010368774.aspx
office.microsoft.com/en-us/word-help/apa-mla-chicago-automatically-format-bibliographies-HA102435469.aspx