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Word Citations and References Guide

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Word Citations and References Guide

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Citations in Practice

“This, however, is of but little importance to our tale; it will be enough not to stray a hair's breadth from the truth in the telling of it” (Cervantes, 1605, p. 46).

The text above contains a citation, the name of the author of the given quote and the date of publication of the work it was taken from. This same author's name and further details of their work are given in a reference list at the end of this document.

We use Citations and References:

- To distinguish someone else's ideas from our own.
- To avoid plagiarism, we must acknowledge the source of any other information.
- To offer evidence supporting our opinions or understanding on a topic.

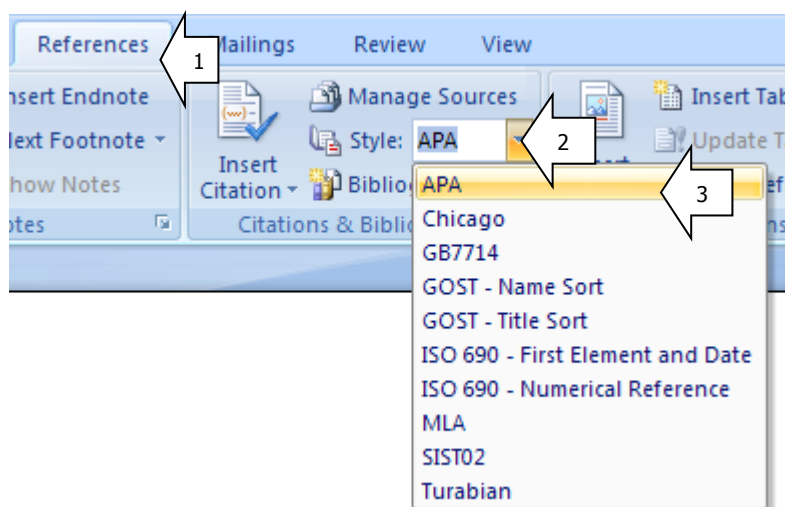
There are many formats or styles for correct citation and referencing in Academia with many professional bodies and journals requiring a different style for submission.

Word 2007 (and 2010) has a number of reference styles installed, with APA (American Psychological Association) being an equivalent Harvard (Author/date) style and often in use by default.

To apply the APA style to your document, simply left click the references tab (1) of the ribbon, then left click the down arrow on the style selector (2) and finally left click on APA in the drop down list (3).

APA style will now be applied to all citations and the automatic reference list (Word calls this a **bibliography**) inserted into the document.

INSTRUCTION 0



Creating Your Sources

Sources are the authors and their works that you are citing or referring to in the document.

You need to make sure that you enter the author with the family name first, then a comma and then the given name(s).

For example: Adams, Robert

If you do not know the authors' full given names, use their initial(s) including a full stop after each initial.

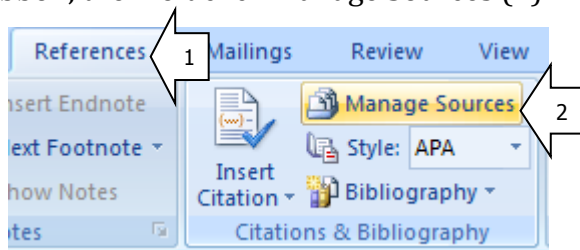
For examples: Thomas, V.

If there is more than one author, separate them using a semi-colon

For example: Thomas, Michael; Hildebrand, Alfred P.

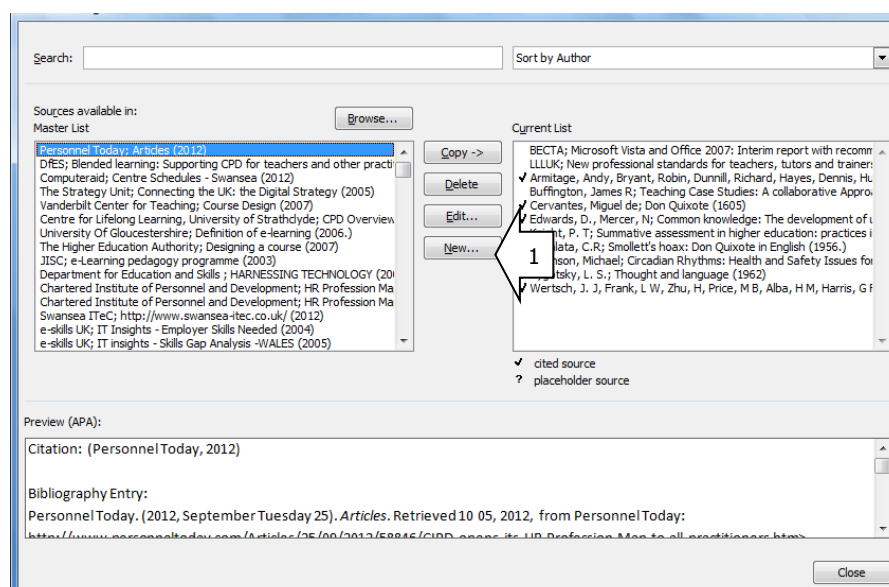
To help you to do this, click on the Edit button in the Manage Sources window. Word will prompt you to enter the appropriate author details and will put in the full stops, commas and semi-colons in the correct place for you.

To create a new source or edit existing sources: Left click the references tab (1) of the ribbon, then left click Manage Sources (2)



The source manager window opens: To create a New source left click New (1), continue with instructions on next page.

INSTRUCTION 1



New source continued: The Create Source window opens.

Left click the Type selector down arrow (1) and then scroll and click to choose your source type. (2)

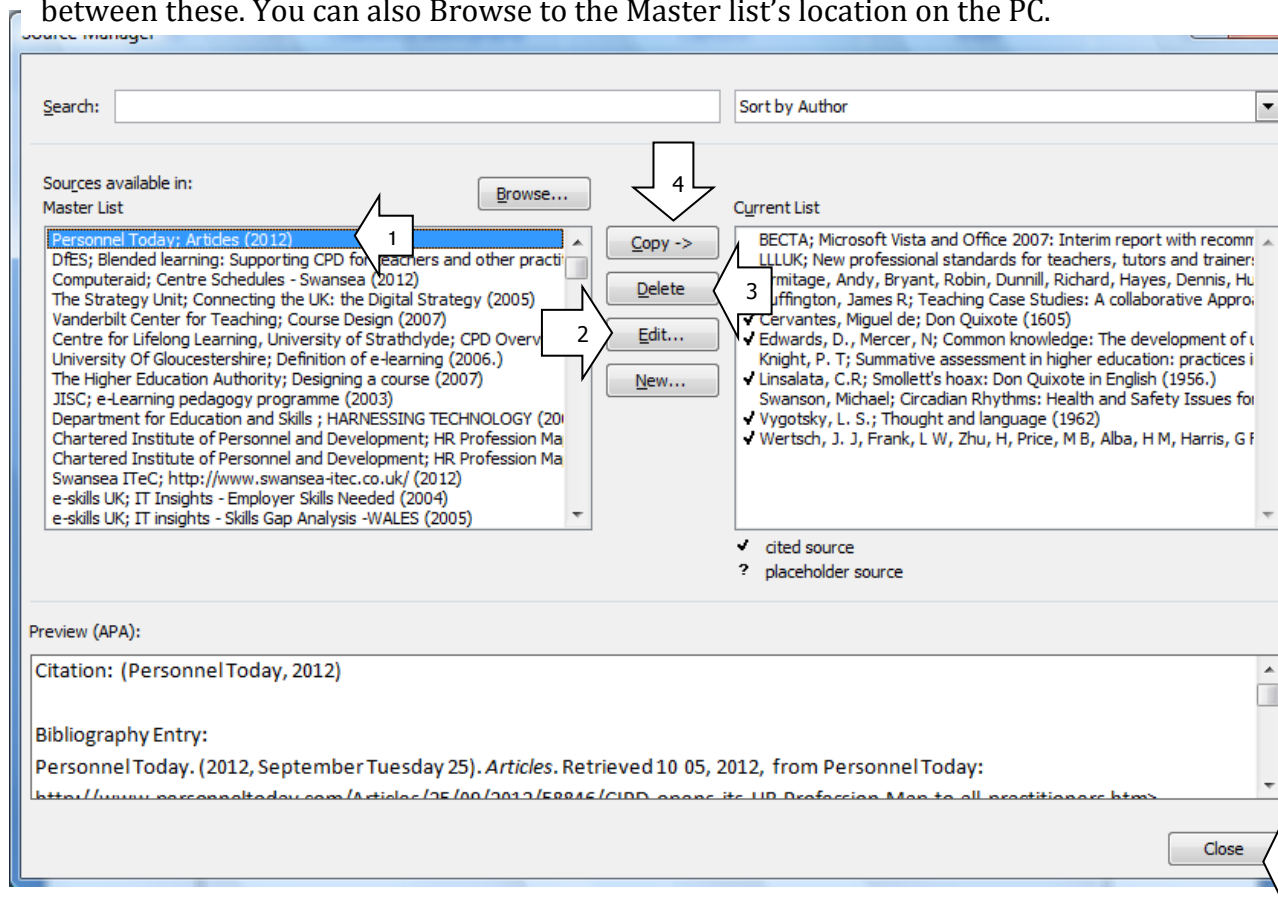
Word will show you what information is needed for the reference. Complete the boxes then click OK (3).

If you don't have all the information, you can come back later and Edit the source to add to it. (See instruction 1.0 page 6)

If you have extra information left click Show All Bibliography Fields (4)

And further record fields appear. Scroll through them and add the extra information, you can never have too much.

The Source Manager window shows you the Master list (sources saved to your profile on the computer) and the Current List (sources stored on the Document File). You can copy between these. You can also Browse to the Master list's location on the PC.



To **edit** an existing source left click it to highlight (1) and left click Edit (2), to **delete** an unused source left click it to highlight (1) and left click Delete (3) It will only be removed from the list you highlighted it in.

To **copy** a source from Master List to Current list left click it to highlight (1) and left click Copy (4)

Close (5) when finished

The Preview window shows how the reference will appear in the bibliography. Check marks indicate sources that have been cited but **all** will appear in the reference list. To prevent this follow the Delete instructions on the right.

How to Reference

It is absolutely essential that all students following the referencing guidelines. If you don't reference properly you may be accused of plagiarism.

Referencing (citation) within the text

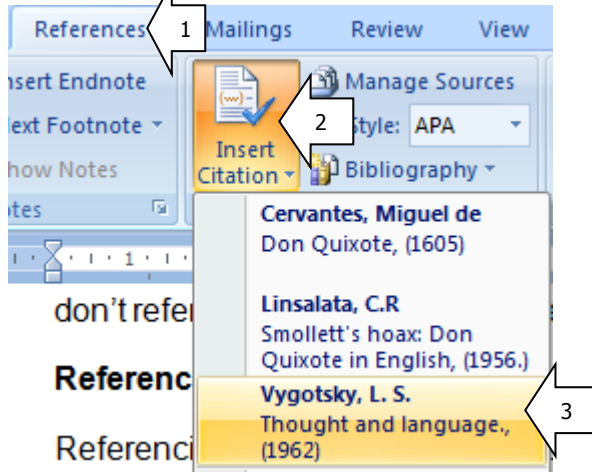
Referencing within the text employs a brief indication of the work, by author and date that will then have a full entry in your reference list.

Example:

"...a different approach to the consideration of language in learning is taken (Vygotsky, 1962)"

INSTRUCTION 2

To insert the citation as above place the cursor at the point you wish the citation to appear, then left click the references tab (1) and then left click the Insert Citation button (2), scroll through the list to locate the author and left click their name (3)



The screenshot shows the Microsoft Word interface with the 'References' tab selected. An arrow labeled '1' points to the 'References' tab. Another arrow labeled '2' points to the 'Insert Citation' button in the 'References' group. A third arrow labeled '3' points to the entry 'Vygotsky, L. S. Thought and language, (1962)' in the list of sources.

If the author's name is mentioned in the line then the date is added in brackets following the name.

Example:

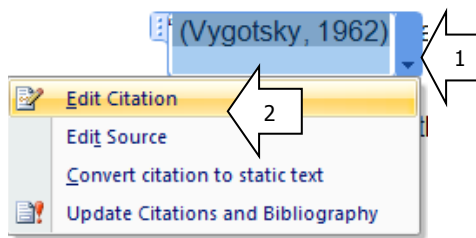
"Vygotsky's (1962) main text considering the role of language in thinking..."

INSTRUCTION 3

To insert the citation as above follow **Instruction 1** and then hover the cursor over the inserted citation until it highlights.

(Vygotsky, 1962)

then left click the citation, a box with an arrow appears, left click that arrow (1). This will drop down a menu on which you now left click the Edit Citation option (2).

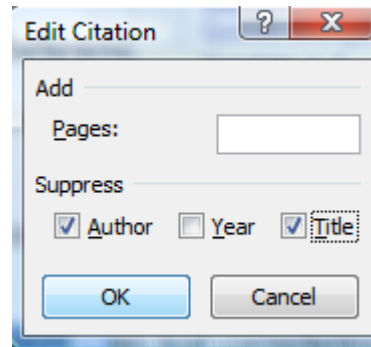


The screenshot shows a citation '(Vygotsky, 1962)' highlighted in the text. A context menu is open, and an arrow labeled '1' points to the citation. Another arrow labeled '2' points to the 'Edit Citation' option in the menu.

INSTRUCTION 3 CONTINUED

The Edit Citation menu appears.

Left Click in the Author and Title checkboxes to suppress the author's name and the source title from the in-text citation.



If you are referring to a work that has two authors indicate both names, but if there are three or more authors, use the expression *et al* (meaning “and others”).

Example of two authors

Edwards & Mercer's (1987) seminal account of classroom interaction...

Type the author's names then follow Instructions one and two for inserted citation.

Example of multiple authors

Wertsch et al.'s (1995) collection of socio-cultural studies ...

Type the primary author's name and *et al* then follow Instructions one and two for inserted citation. Word 2007's APA style does not automatically add *et al* and instead inserts all of the author's names unless there are more than six.

(Wertsch, Frank, Zhu, Price, Alba, & Harris, 1995)

(Armitage, et al., 2003)

Inserting page numbers.

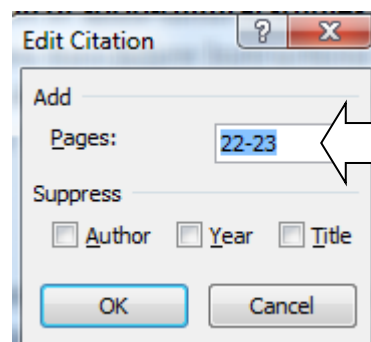
Page numbers should be given for the in-text citation when direct quotes are used or if you have referred to a range of pages, i.e. a chapter in a book, or an article in a journal e.g. (Linsalata, 1956., pp. 22-23).

INSTRUCTION 4

Follow Instruction 3 until the Edit Citation menu appears.

Left Click in the empty box next to Pages: and type your page numbers or range.

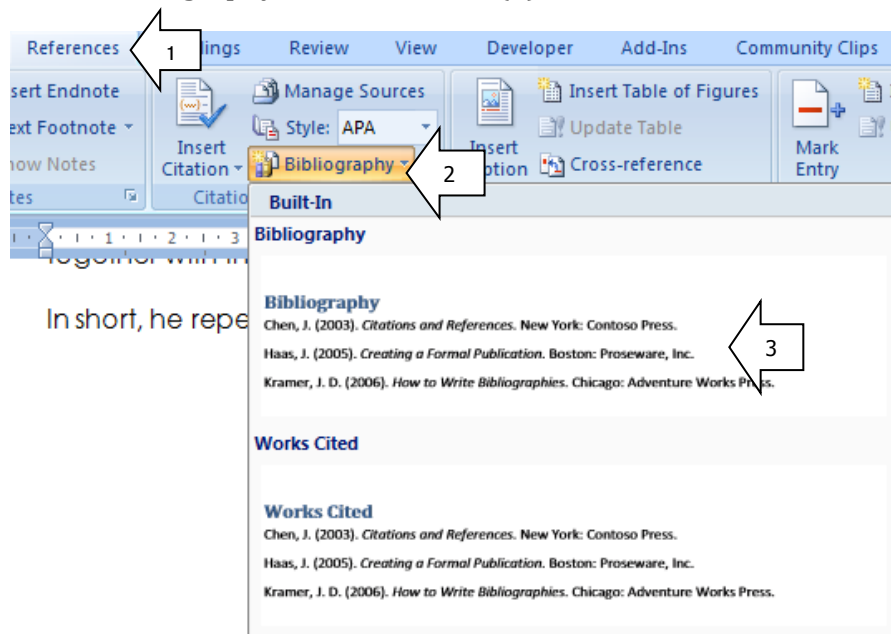
Press OK



NOTE: Page numbers to appear in the references are handled differently.

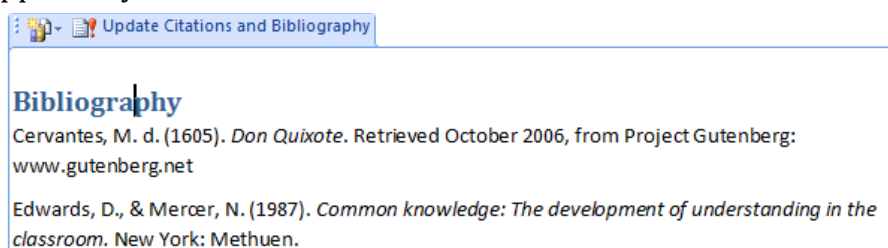
Building the Reference List

To insert the reference list place the cursor at the point you wish the list to appear, usually at the end of your document, then left click the references tab (1) and then left click the Bibliography button (2), left click either Bibliography or Works Cited (3)

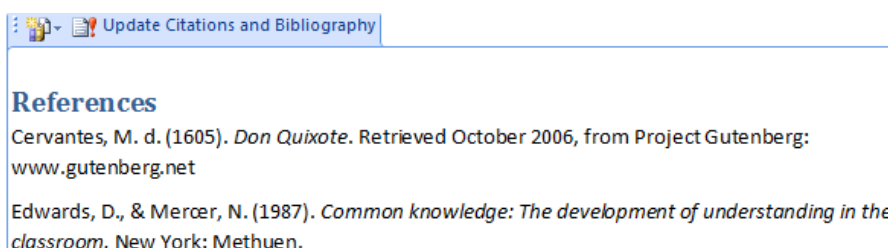


INSTRUCTION 5

They appear in your document like this:



Just Left Click on the words **Bibliography** or **Works Cited** to overtype them with **References**



NOTE: If you **update** your reference list any text edits you made may be replaced automatically by word.

To avoid this see instruction 9 on page 17.

Rules for students of the Faculty of Humanities:

Word's APA style will do most of this for you but please check before submission.

1. The author's name is given first, with the initial or initials leading the entry.
2. Date of publication. Where the author or authors have other works cited in the reference list published in the same year, insert an alphabetical letter with the date (1996a; 1996b).

To do this effectively: When you create your source (see instruction 1) add the letters a, b etc to the **year** date in the source record as below.

INSTRUCTION 6

The screenshot shows the 'Bibliography Fields for APA' dialog box. The 'Type of Source' is 'Book'. The 'Author' field is 'Linsalata, C.R.' with an 'Edit' button. The 'Corporate Author' checkbox is unchecked. The 'Title' field is 'A second book by Linsalata.'. The 'Year' field is '1956b', with a white arrow pointing to it from the left. The 'City' field is 'London' and the 'Publisher' field is 'Methuen'. At the bottom, there is a checkbox for 'Show All Bibliography Fields', a 'Tag name' field with 'Lin6b', and an 'Example: 2006' label. 'OK' and 'Cancel' buttons are at the bottom right.

3. The title of books, journals and theses is given in italics (not underlined; underlining was used by typewriters because they could not use italics).
4. Papers within journals or collected works within a book are not italicised the title of the journal is.
5. Place of publication. (City field in source record)
6. Name of publisher. (publisher field in source record)

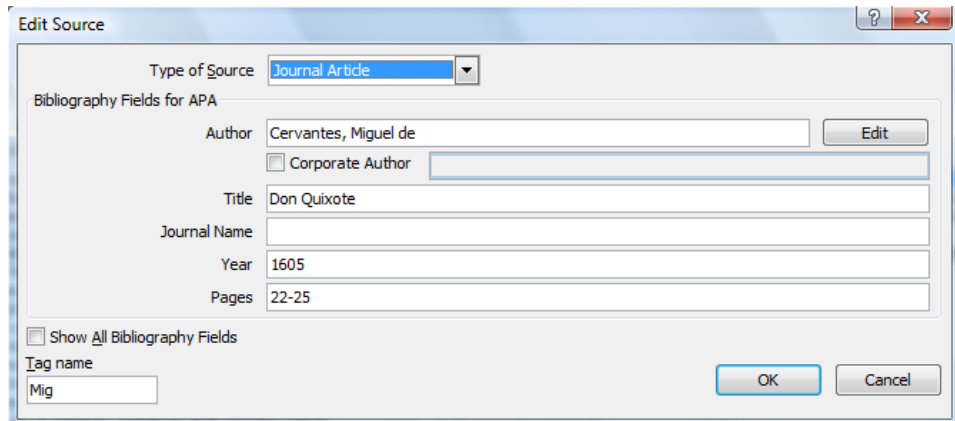
Continued on next page

7. Where relevant, page numbers. If you have referred to a range of pages, i.e. a chapter in a book, an article in a journal, employ the expression pp. (pp.360-82).

Word's APA allows you to include page numbers in the in-text citation (as instruction 4) but these do not appear in the automatic references.

They are only provided for journal articles, articles in a periodical, book sections and conference proceedings.

INSTRUCTION 7



NOTE Word APA only has page numbers in the reference list as described above. Single page is labelled p. more than that by pp.

8. Journal titles should be indicated after the title of the paper and you must add the Volume indicator and the issue number (Vol.8, No. 6) as well as the page numbers.

Examples

Word APA formats as:

Surname, Initial., & second author surname, Initial. (year of publication). *Title in Italics*. City: Publisher

Missing information is ignored, if no date or city is listed in source, none is shown (nor empty space) in reference.

A Book

Edwards, D., & Mercer, N. (1987). *Common knowledge: The development of understanding in the classroom*. New York: Methuen.

Vygotsky, L. S. (1962). *Thought and language*. Cambridge: MIT press.

A Section or contribution in a book

Knight, P. T. (2002). Summative assessment in higher education: practices in disarray, . In P. T. Knight, *Studies in Higher Education* (pp. 275-286.). Routledge.

A Journal Article

Wertsch, J. J., Frank, L. W., H, Z., Price, M. B., Alba, H. M., & Harris, G. F. (1995). Plantar pressures with total contact casting. *Journal of rehabilitation research and development* , 32 (8), pp. 205-205.

NOTE: Word APA shows (Vol.8, No. 6) as 8 (6)

A Thesis/Dissertation

Swanson, M. (1995). *Circadian Rhythms: Health and Safety Issues for Managers of 24 Hour Operations*. Thesis: University of Wales, Lampeter.

Note: Use the APA **Report** style and type the Institution for publisher, Ph.D/*Thesis* for city.

The screenshot shows a web form for generating APA citations. At the top, 'Type of Source' is set to 'Report'. Below this, the form is titled 'ds for APA'. The fields are as follows: 'Author' is 'Swanson, Michael'; there is an unchecked checkbox for 'Corporate Author'; 'Title' is 'Circadian Rhythms: Health and Safety Issues for Managers of 24 Hour Operations'; 'Year' is '1995'; 'Publisher' is 'University of Wales, Lampeter'; and 'City' is 'Thesis'.

Type of Source	Report
ds for APA	
Author	Swanson, Michael
☐ Corporate Author	
Title	Circadian Rhythms: Health and Safety Issues for Managers of 24 Hour Operations
Year	1995
Publisher	University of Wales, Lampeter
City	Thesis

A World Wide Web (WWW) document:

Author
Year
Document title (*italicised*)
Date accessed
Location of document

Example:

LLLUK. (2007). *New professional standards for teachers, tutors and trainers*. Retrieved 04 07, 2007, from Lifelong Learning UK:
http://www.lifelonglearninguk.org/documents/standards/professional_standards_for_itss_020107.pdf

NOTE: Word APA shows date accessed before location

Continued next page

Papers published as conference proceedings

Author
Date (of publication or Date of Conference)
Title of paper
Conference Title (*italicised*)
Page numbers
Place of conference / Place of publication
Publisher

Example:

Buffington, J. R. (2002). Teaching Case Studies: A collaborative Approach. *International Conference on Information Education Research* (pp. 208-219). Barcelona: U.S Department of Education.

The screenshot shows a web-based form for creating a bibliography entry in APA style. At the top, there is a dropdown menu labeled 'Type of Source' with 'Conference Proceedings' selected. Below this, the form is titled 'Bibliography Fields for APA'. The fields are as follows:

Field	Value
Author	Buffington, James R
☐ Corporate Author	
Title	Teaching Case Studies: A collaborative Approach
Pages	208-219
Year	2002
Conference Publication Name	International Conference on Information Education Research
City	Barcelona
Publisher	U.S Department of Education

NOTE: Word APA shows one date and one location (city) only

Essential Processes

1. Set APA as your Word references style.
 - a. *Use instruction 0 on page 5.*
2. Find and enter your sources. You can do this while you type or beforehand.
 - a. *Use instruction 1 on pages 6,7 and 8.*
3. Cite while you write, as you type your text add the citations.
 - a. *Use instruction 2 on page 9*
4. Suppress Author and Title if either is stated in the text
 - a. *Use instruction 3 on pages 9 and 10*
5. Include page numbers where required or appropriate **in books**
 - a. *Use instruction 4 on page 10*
6. Insert a Bibliography and change it's heading to References
 - a. *Use instruction 5 on page 11*
 - b. *For authors with multiple publications in a single year see instruction 6 page 10*
 - c. *For page numbers in **Journals, reports and conference proceedings etc** see instruction 7 page 13*
 - d. *If you add new citations and reference sources, click update on the reference list (see instruction 8 below)*

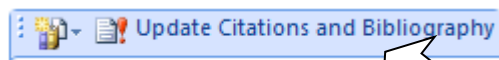
INSTRUCTION 8

After adding new sources, editing sources and citing them you will need to update the References (Bibliography).

Left Click on the References (Bibliography) and the Update option becomes visible, Left Click on that (1) to force an update.

Any edits you made to the References or citations, including fonts, embolden, italics etc are lost.

To avoid this see instruction 9 page 17



Continued on next page

7. **Before you print** and at other times if you wish to prevent Word from making automatic changes follow these steps.

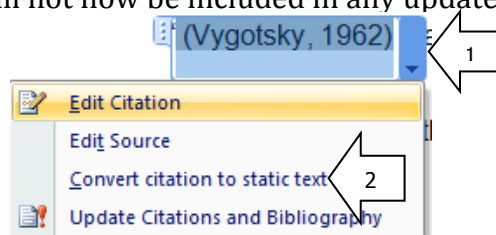
INSTRUCTION 9

PREVENTING CHANGES TO CITATIONS

"Vygotsky's (1962) main

The text above includes a citation which had been emboldened. When the contents or bibliography are updated automatically (which happens prior to printing or on request {see *see instruction 8 page 14*}) such formatting is lost.

To keep your formatting left click the citation, a box with an arrow appears, left click that arrow (1). This will drop down a menu on which you now left click the option "convert citation to static text" (2). This text will not now be included in any updates.

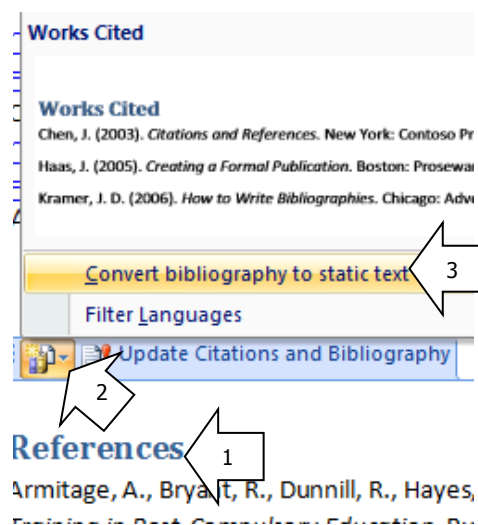


PREVENTING CHANGES TO THE REFERENCE LIST

If you have added any text, paragraph spacing or a different font to your references. When the contents or bibliography are updated automatically (which happens **prior to printing** or on request {see *see instruction 8 page 16*}) such formatting is lost.

To keep your formatting left click the references list to open the Blue options bar (1), left click the icon on the left side of the options bar (2). This will drop down (or pop up) a menu on which you now left click the option "convert bibliography to static text" (3). The Reference list will not now be included in any updates. (see page 20)

OR, Highlight the whole bibliography, press CTRL + F11 to lock the selection against field changes, to switch back ctrl+shift+F11



Further help

A practical guide to referencing. Dr. Mary Davies.



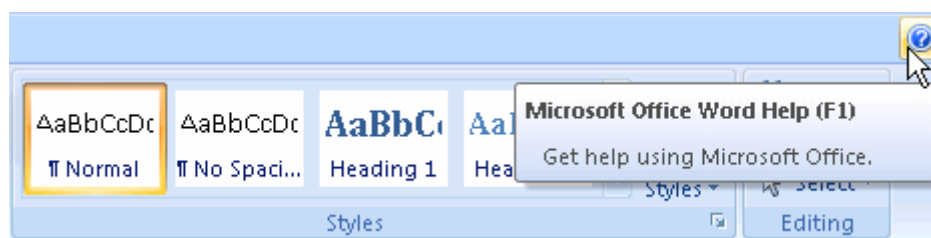
http://www.smu.ac.uk/academicskills/index.php?option=com_content&view=article&id=1:a-practical-guide&catid=2:study-guides&Itemid=3

and

http://www.smu.ac.uk/academicskills/index.php?option=com_content&view=article&id=26:referencing&catid=2:study-guides&Itemid=3

Opening Microsoft Help

To open Help, click the question mark in the top right hand corner of the Word screen or use the F1 key as a shortcut.



Using the Help Screen

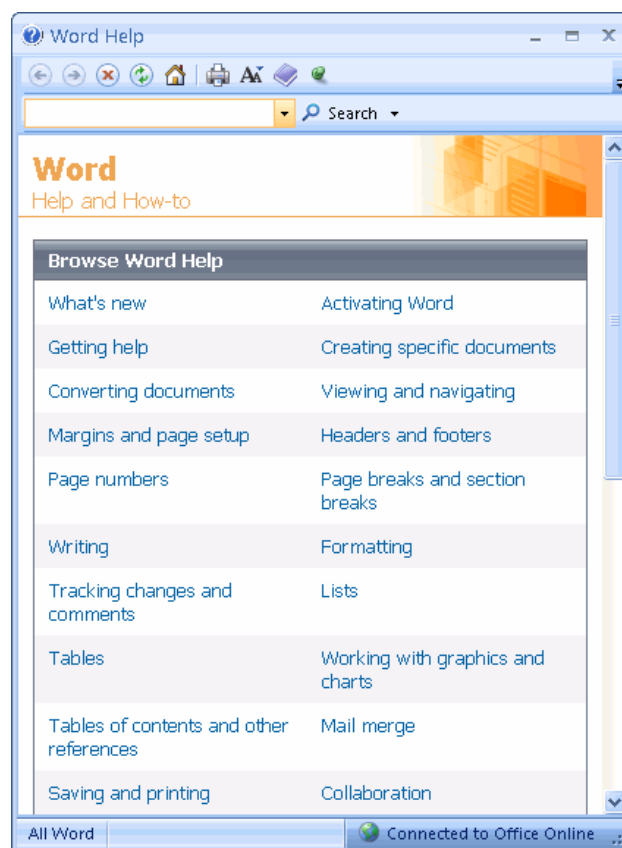
When you open Help, here is what you will see:

In the top right hand corner, you have minimize, maximize, and close buttons, just like you do in the main Word screen.



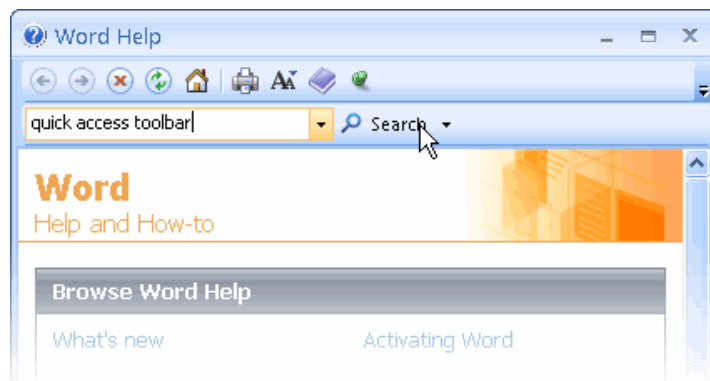
At the top of the window, you have a title bar, toolbar, and search box.

In the main part of the window, you have a list of help topics and a scroll bar. You can click on any of these topics to view that help information.

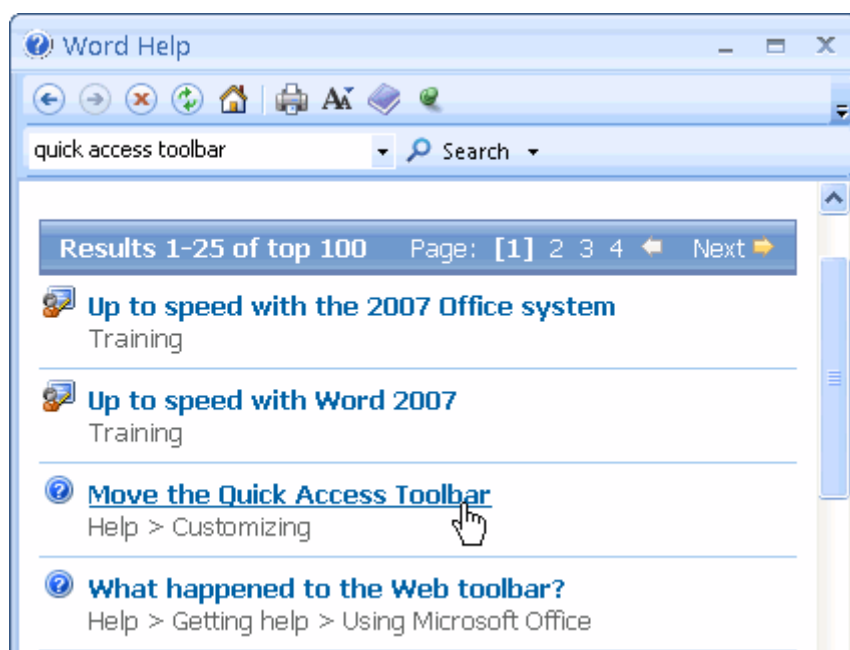


Searching for Help

To search for help, simply type what you're looking for into the search box and click Search.



You will then see a list of links. Find the link you're searching for and click it to display it.



The result will then appear for you to read. Remember, you can use the back, forward, and home buttons on the help toolbar to help you navigate.

Some of the help topics will be video presentations and some of them may not be from Microsoft.

If you cannot find what you wanted through Help, you could try searching the topic on the internet.

There are many forums available online where solutions are discussed to most problems encountered with Word.

INSERT BIBLIOGRAPHY HERE:

Examples of inserted Bibliography and Works Cited lists. The Bibliography has been relabelled References and the Works Cited has been converted to static text. Notice that automatic printing updates do not affect the Works Cited list (instruction 9 page 15).

References

- Armitage, A., Bryant, R., Dunnill, R., Hayes, D., Hudson, A., Kent, J., et al. (2003). *Teaching and Training in Post-Compulsory Education*. Buckingham: Open University Press.
- BECTA. (2007). *Microsoft Vista and Office 2007: Interim report with recommendations on adoption and deployment*. Coventry: BECTA.
- Buffington, J. R. (2002). Teaching Case Studies: A collaborative Approach. *International Conference on Information Education Research* (pp. 208-219). Barcelona: U.S Department of Education.
- Cervantes, M. d. (1605). *Don Quixote* (Project Gutenberg ebook ed.). The Project Gutenberg.
- Edwards, D., & Mercer, N. (1987). *Common knowledge: The development of understanding in the classroom*. New York: Methuen.
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- Linsalata, C. (1956.). *Smollett's hoax: Don Quixote in English*. Stanford University Press.
- LLLUK. (2007). *New professional standards for teachers, tutors and trainers*. Retrieved 04 07, 2007, from Lifelong Learning UK: http://www.lifelonglearninguk.org/documents/standards/professional_standards_for_itts_020107.pdf
- Swanson, M. (1995). *Circadian Rhythms: Health and Safety Issues for Managers of 24 Hour Operations*. Thesis: University of Wales, Lampeter.
- Vygotsky, L. S. (1962). *Thought and language*. Cambridge: MIT press.
- Wertsch, J. J., Frank, L. W., Zhu, H., Price, M. B., Alba, H. M., & Harris, G. F. (1995). Plantar pressures with total contact casting. *Journal of rehabilitation research and development* , 32 (8), pp. 205-205.

Works Cited

- Cervantes, M. d. (1605). *Don Quixote*. Retrieved October 2006, from Project Gutenberg: www.gutenberg.net
- Edwards, D., & Mercer, N. (1987). *Common knowledge: The development of understanding in the classroom*. New York: Methuen.
- Linsalata, C. (1956.). *Smollett's hoax: Don Quixote in English*. 22-23.
- Vygotsky, L. S. (1962). *Thought and language*. Cambridge: MIT press.
- Wertsch, J. J., Frank, L. W., H, Z., Price, M. B., Alba, H. M., & Harris, G. F. (1995). Plantar pressures with total contact casting. *Journal of rehabilitation research and development* , 32 (8), pp. 205-205.

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