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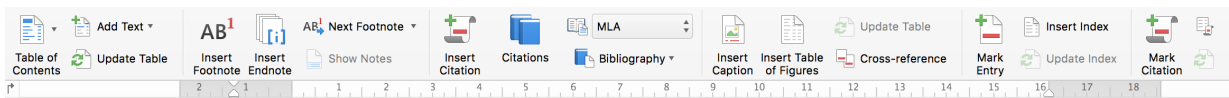
Introduction

A facility introduced in Word 2007 lets you add references to a document and then create a Bibliography at the end of your text. References are stored in a master template list, which you can use for other documents. There are other tools that can be used, and in some ways, these are more powerful. Such as EndNote, which can be included as an add-in to Microsoft Word.

Inserting a Reference

To insert a reference (a citation) in your text:

- 1. Start by typing some text (anything will do)
- 2. Move to the **REFERENCES** tab on the Ribbon and note the Citations and Bibliography group:



- 3. Click on [Insert Citation] and choose Add New Source... - the Create Source dialog box appears:

Create New Source

Type of Source: **Book**

Bibliography Fields for MLA (* Recommended Field)

* Author: [Text Box] Edit...

☐ Author as organization: [Text Box]

* Title: [Text Box]

* City: [Text Box] State/Province: [Text Box] Country/Region: [Text Box]

* Publisher: [Text Box] * Year: [Text Box]

Volume: [Text Box] Number of volumes: [Text Box] Pages: [Text Box]

Editor: [Text Box] Edit...

Translator: [Text Box] Edit...

Short title: [Text Box] Standard number: [Text Box]

Edition: [Text Box]

Comments: [Text Box]

Cancel OK

- 4. Using the list arrow provided, set the **Type of Source** to whatever is required – here keep it as **Book**
- 5. Fill in the *Bibliography Field for APA* (use the example provided here or add your own reference)

Author: Mickey Mouse

Title: A History of Cartoons

Year: 2010

City: Hollywood

Publisher: Disney Press

6. Press <Enter> for [OK] when you have completed the entry – your reference appears in the text as

(Mouse, 2010)

7. Repeat steps 1 to 4 again, as above

8. Now turn on Show All Bibliography Fields - note what's available

9. Fill in the Bibliography Fields as below (or use one of your own references):

Author: Click on Corporate Author and type **British Broadcasting Corporation**

Title: **Cartoon Classics**

Year: **2000**

City: **London**

Publisher: **BBC Publications**

Pages: **1-34**

Edition: **2nd Edition**

10. Press <Enter> for [OK] – your reference appears in the text as *(British Broadcasting Corporation, 2000)*

By using a *Corporate Author*, spaces in the author's name are ignored and the author appears in full. If you have a real author with a space in their surname (eg *Paul St John*), you must use a *non-breaking space* for the space. This special character can be typed using <Ctrl Shift spacebar>.

11. Repeat steps 1 to 4 again but change the *Type of Source* to a **Journal Article**

12. Fill in the following *Bibliography Fields* as below (or use one of your own references):

Author: **Mouse, Mickey; Duck, Donald** (use a semi-colon to separate more than one author and note that you should enter names in the format *surname, first_name*)

Title: **Drawing Cartoon Characters**

Journal Name: **Cartoon Journal**

Year: **1996**

Pages: **132-147**

13. Turn on **Show All Bibliography Fields** and add

Volume: **23**

14. Press <Enter> for [OK] – your reference appears as *(Mouse & Duck, Drawing Cartoon Characters, 1996)*

Normally, you wouldn't include the Title but this particular referencing style does. You'll see how to change this later. Try adding one further reference:

15. Repeat steps 1 to 4 again but change the *Type of Source* to a **Web site**

16. Fill in the following *Bibliography Fields* as below (or use one of your own references):

Name of Web Site: Mickey Mouse – The Official Site

URL: <http://disney.go.com/mickey>

Using a Placeholder

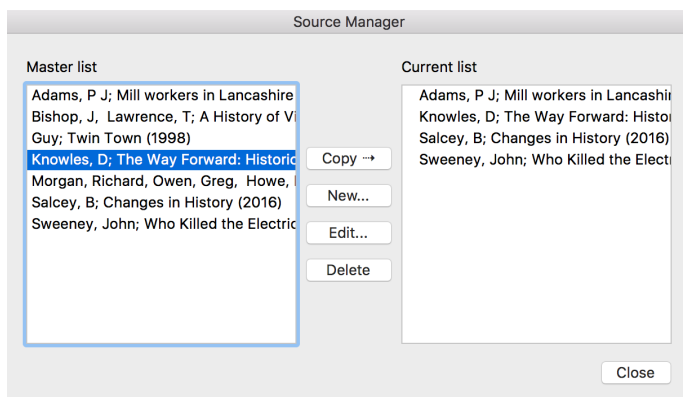
If you want to add a reference but do not have the full details with you, you can add it as a placeholder. You can then subsequently edit this with the details (you'll be doing this later). To create a placeholder:

1. First, type in some more text
2. Click on **[Insert Citation]** and choose **Add New Placeholder...** - a Placeholder Name dialog box appears
3. Type in a meaningful name (spaces and periods are not allowed) – eg **DDuck**
4. Press <Enter> for [OK] to close *Placeholder Name* – your reference appears as (DDuck)

Manage Sources

The **[Manage Sources]** button in the *Citations & Bibliography* group allows you to edit and delete references from your master list. Another facility lets you add a new reference without including it as a citation. You can also copy references into a document from another master list:

1. On the **REFERENCES** tab, click on **[Manage Sources]** – the *Manage Sources* dialog box appears:



Note that you have a Current List of the references in the document you are working on and a Master List of all your references. References which have already been cited in the text have a tick against them; the placeholder is shown with a question mark against it. It's now time to turn the placeholder into a reference:

2. Select the placeholder reference (DDuck) and **[Edit...]** it
3. If necessary, change *Type of Source* to Web site
4. Type in the following Fields:

Name of Web Page: Donald Duck

Name of Web Site: Wikipedia

URL: http://en.wikipedia.org/wiki/Donald_Duck

5. Press <Enter> for [OK]

Currently, your new reference is only held in this document. To store it in your master list:

6. With the reference still highlighted, click on [← Copy] to move it into the Master List

You can also add new references here:

7. Click on the [New...] button - the Create Source dialog box appears, as before

8. Change Type of Source to Conference Proceedings

9. Add the following Fields:

Author: Walt Disney

Title: The Early Days

Pages: 2-19

Year: 1970

Conference Publication Name: Third Disney World Conference

Publisher: Disney Press

10. Press <Enter> for [OK] to add the reference to your current and master list

To remove a reference from the current document:

11. Select the new reference and [Delete] it from the *Current* List – don't worry, it's still in your *Master List*

12. Reinstate it by selecting it in the *Master List* and [Copy ->] it back

13. Finally, [Close] the *Source Manager* – you could also press <Esc>

Inserting a Bibliography

1. Next, type in your own heading: List of References and press <Enter>

2. Click on the [**Bibliography**] button and choose Insert Bibliography

A bibliography created this way doesn't have a blue box and buttons. To update it, simply *right click* on the list and choose **Update Field**.