

Referencing with Word

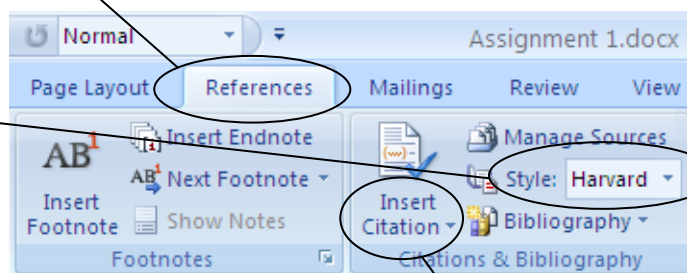
Creating citations and a bibliography

1. In your Word document, click on the **References** tab.

2. In the Citations & Bibliography group, choose the referencing **Style** you would like from the drop down list. This will usually be **Harvard-SHU 2013**

The Harvard-SHU2013 style is available on University PCs and can be downloaded for use on your own computer from the Help on referencing pages on the Library Gateway:

<http://libguides.shu.ac.uk/referencing>



3. Place the cursor in your text where you want a citation to appear. Click on **Insert Citation** and then from the menu choose **Add New Source**.

4. In the Create Source box, select which **Type of Source** your reference is: Book, Journal Article or Web Site, etc.

Complete the details of the source in the boxes provided. Follow the examples of how to enter the information.

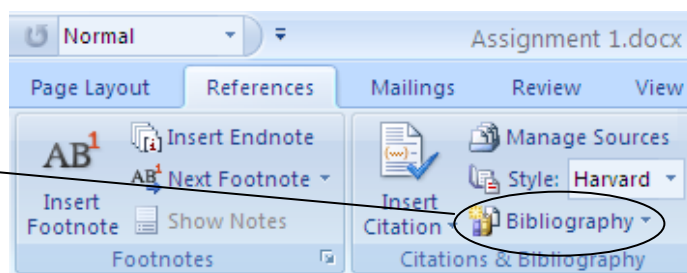
Click on the **OK** button. A citation will then appear in your work.

TIPS: Use the **Edit** button next to the author field to help you to enter authors in the correct format. Use the **Corporate author** field when a company or organisation is the author.

5. Repeat steps 3 and 4 for any other citations you would like to create.

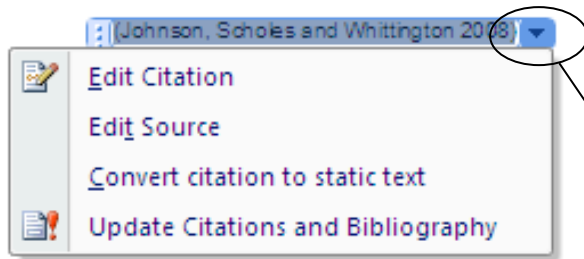
6. Place the cursor in your text where you want your bibliography to appear.

Click on **Bibliography** and then select the Bibliography or Works Cited option. A bibliography will then appear in your work.



Editing a citation

In Word, you can edit an in-text citation to include a page number. This is useful if you have quoted or used a diagram from a printed source in your work.

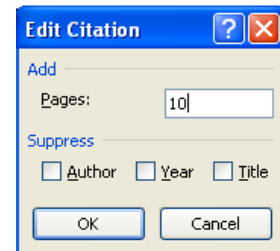


In your work, click on the citation you want to edit - a blue box will appear around it.

Click on the arrow to the right of the citation to display a menu.

In the Edit Citation window, type the page number on which the quote or diagram can be found in the original source into the **Pages** box. Then click **OK**.

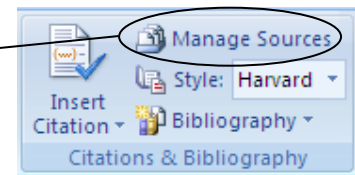
The citation in your work will then change to show the page number.



Editing a source

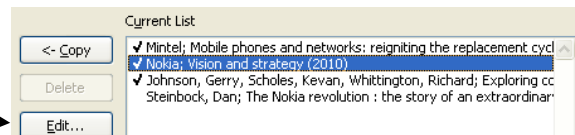
You may need to edit a source to change the details about a reference.

In the References tab, Citations & Bibliography group, click on **Manage Sources**.



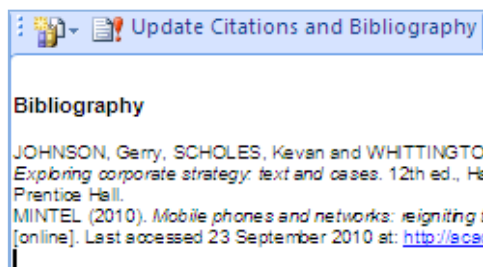
In the Source Manager window highlight the source you would like to edit in the Current List.

Click on the **Edit** button.



In the Edit Source window change the details as required and click on **OK**.

Updating your citations and bibliography



You will need to update your citations and bibliography if you have edited a source or if you have added additional citations to your work after creating the bibliography.

Click anywhere in your bibliography and then click on **Update Citations and Bibliography** in the blue box which appears above it.

Go to <http://libguides.shu.ac.uk/referencing> for more information

