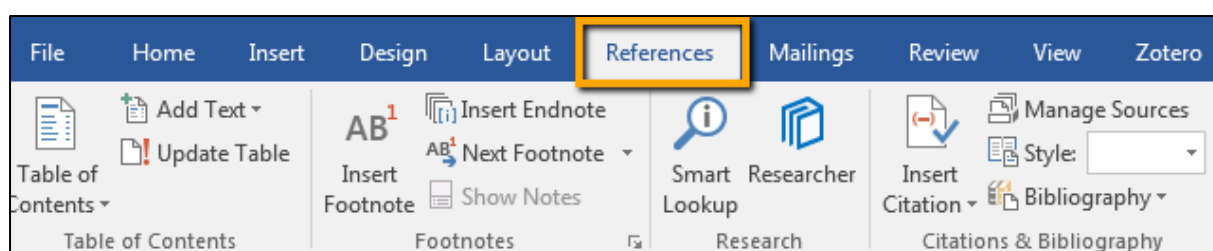


Using the referencing tools in Microsoft Word 2016

The referencing tools contained in Word 2016 can help you to put citations into your text and create a bibliography in a variety of referencing styles.

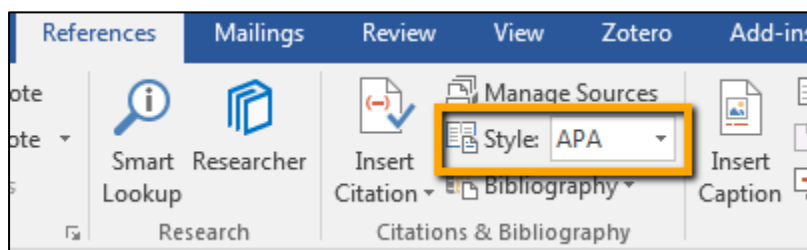
The tools can be found under the **References** tab in Microsoft Word.



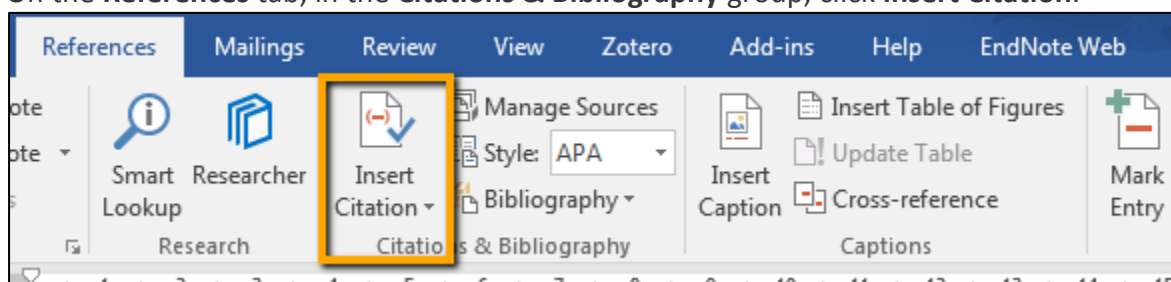
Add a new citation and source to a document

When you add a new citation to a document, you also create a new source that will appear in the bibliography.

1. On the **References** tab, in the **Citations & Bibliography** group, click the arrow to see the drop-down menu next to **Style**.



2. Click the style that you want to use for the citation and source e.g. Harvard, MLA, APA (check your course or module handbook if you are unsure which style to use).
3. Click in the document at the point where you want to place the citation.
4. On the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation**.



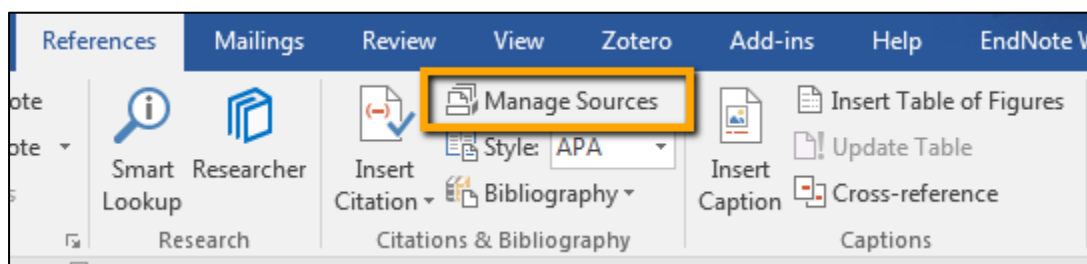
5. To add information about this source, click **Add New Source**. (If you don't have the information to hand, you can click **Add New Placeholder** and enter the information later)
6. Click the arrow to see the drop-down menu next to **Type of Source** and choose the type you want. For example, your source might be a book, a journal article or a web site.
7. Fill in the bibliographic information for the source, e.g. author, title, year of publication, etc. You can cut and paste the information from library catalogues, databases, etc.
8. Fill out at least the recommended fields, marked with *. To add more information about a source, click the **Show All Bibliography Fields** check box.

Find a source you've previously added

Whenever you add a new source, it becomes available for you to use again in future documents so, if you have previously entered the information, you can pick it from the list or search for it.

Search for a source that you cited in another document by using the **Manage Sources** command.

1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



If you open a new document that does not yet contain citations, all of the sources that you used in previous documents appear under **Master List** and you can add them to your list for this document.

If you open a document that includes citations, the sources for those citations appear under **Current List**. All the sources that you have cited, either in previous documents or in the current document, appear under **Master List**.

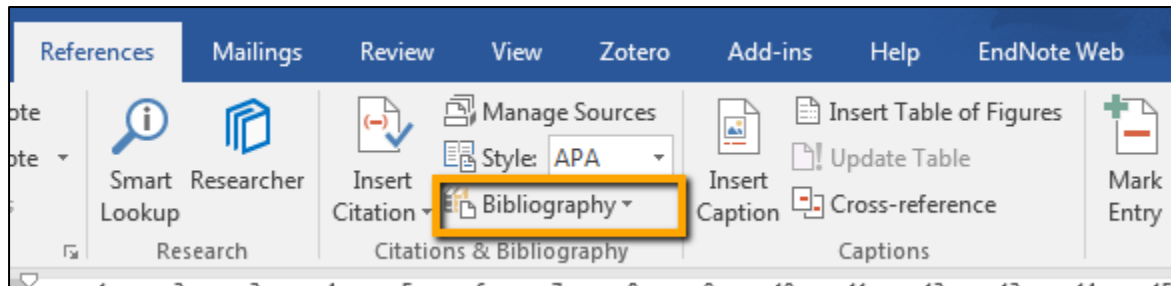
2. To find a source you've previously added, do one of the following:
 - **Sort** them by author, title, year, etc.
 - **Search** by typing words from the title or the author name into the search box.

Create a bibliography

You can create a bibliography at any point after you insert one or more sources in a document.

Note: if you have used **Add New Placeholder**, the citations will not appear in the bibliography until you add the details.

1. Click where you want to insert your bibliography, usually at the end of the document.
2. On the **References** tab, in the **Citations & Bibliography** group, click **Bibliography**.



3. Click one of the offered bibliography formats to insert the bibliography into the document.