Referencing in WORD

Create a bibliography

Before you can create a bibliography you need to have at least one citation and source for your document that will appear in your bibliography. If you don’t have all of the information that you need about a source to create a complete citation, you can use a placeholder citation, and then complete the source information later.

Note  Placeholder citations do not appear in the bibliography.

Add a new citation and source to a document

1. On the References tab, in the Citations & Bibliography group, click the arrow next to Style.

2. Click the style that you want to use for the citation and source. For example, APA or Harvard.

3. Click at the end of the sentence or phrase that you want to cite.

4. On the References tab, in the Citations & Bibliography group, click Insert Citation.
5. Do one of the following:

- To add the source information, click **Add New Source**, then begin to fill in the source information by choosing a **Type of source** e.g. book, journal website etc.
- Then tick the box next to “Show all fields” to get a full display of all mandatory fields that must be completed (indicated by * (a red asterisk)). As a minimum these fields must be completed to create a Bibliography.
- If you do not have all the citation information, add a placeholder, so that you can create a citation and fill in the source information later, click **Add New Placeholder**. To edit the Placeholder, highlight it and use the arrow to go to **Edit Source**.

**Create a bibliography**

Now that you’ve inserted one or more citations and sources in your document you can create your bibliography.

1. The Bibliography appears at the end of your document. Open a new page for the Bibliography.
2. On the **References** tab, in the **Citations & Bibliography** group, click **Bibliography**.
3. Click a predesigned bibliography format to insert the bibliography into the document.
Find a source

The list of sources that you have used can become quite long. To manage these click on the “Manage Sources”.

1. Go to the References tab, the Citations & Bibliography group and 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.

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 specific source, do one of the following:
   o In the sorting box, sort by author, title, citation tag name, or year, and then search the resulting list for the source that you want to find.
   o In the Search box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.

Note You can click the Browse button in Source Manager to select another master list from which you can import new sources into your document. For example, you might connect to a file on a shared server, on a research colleague’s computer or server, or on a Web site that is hosted by a university or research institution.
Edit a citation placeholder

Occasionally, you may want to create a placeholder citation, and then wait until later to fill in the complete bibliography source information. Any changes that you make to a source are automatically reflected in the bibliography, if you have already created one. A question mark appears next to placeholder sources in Source Manager.

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

2. Under **Current List**, click the placeholder that you want to edit.

   **Note**  
   Placeholder sources are alphabetized in Source Manager, along with all other sources, based on the placeholder tag name. By default, placeholder tag names contain the word **Placeholder** and a number.

3. Click **Edit**.

4. Begin to fill in the source information by clicking the arrow next to **Type of source**. For example, your source might be a book, a report, or a Web site.

5. Fill in the bibliography information for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.