Adding sources and in-text referencing

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

2. In the Citations & Bibliography group, click on the arrow next to Style. Choose APA Sixth Edition.

3. Click at the end of the sentence or phrase where you want to add your in-text reference.

4. Click Insert citation and then select Add New Source. Choose the Type of Source eg Book. Enter the details of your source. You can show additional fields by clicking “Show All Bibliography Fields”. Click OK.
When you have completed these steps the citation is added to the Insert Citation button, so the next time you quote this source you don’t have to type it all out again; all you need to do is click Insert Citation, and you will see all your sources there.

Adding a page number to the in-text reference
1. In the word document, click the in-text reference so a down arrow appears.
2. Click the down arrow and then click Edit Citation.
3. Enter the page numbers and click OK.

Create a Reference List from your sources
1. Click where you want to insert a Reference List, usually at the end of your document on a new page.
2. On the Reference tab, in the Citation & bibliography group, click Bibliography.
3. Click Insert Bibliography at the bottom of the list.
4. In your word document highlight the list and at the Home tab in the Paragraph group choose double spacing.