Referencing with MS 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.

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. This is particularly important with author's names.
   Click on the OK button. A citation will then appear in your work.

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 menu, click on **Edit Citation**.

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.