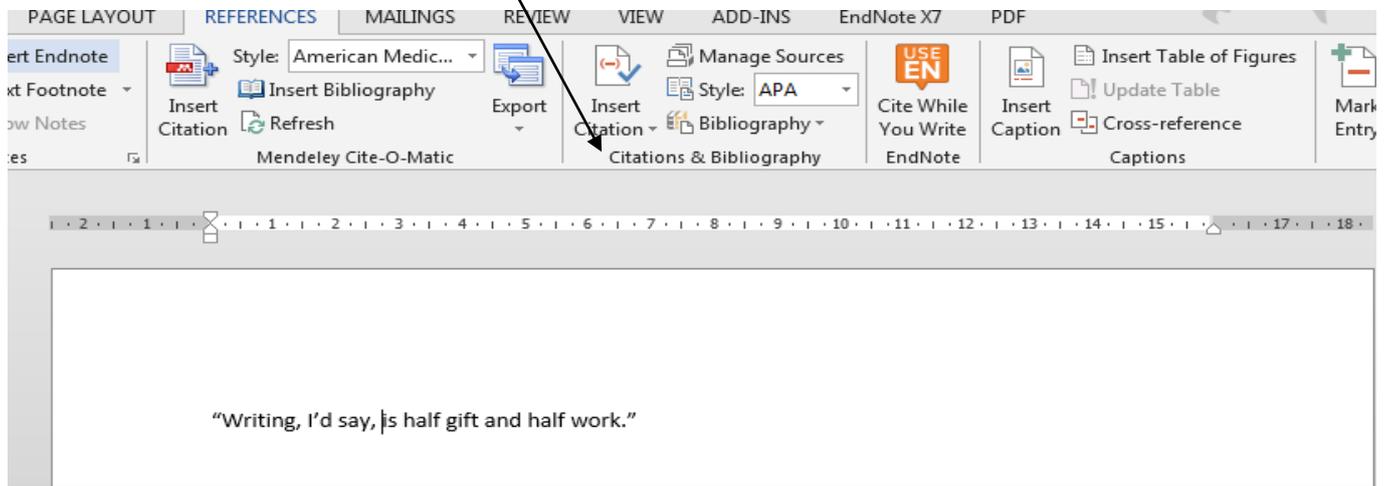


REFERENCING AND CREATING A BIBLIOGRAPHY IN MICROSOFT WORD 2013 (manual process)

FIRST: open a new document in Word 2013; click on 'File' and then at the Info page click 'Convert' (top box), or else all the functions may not work.

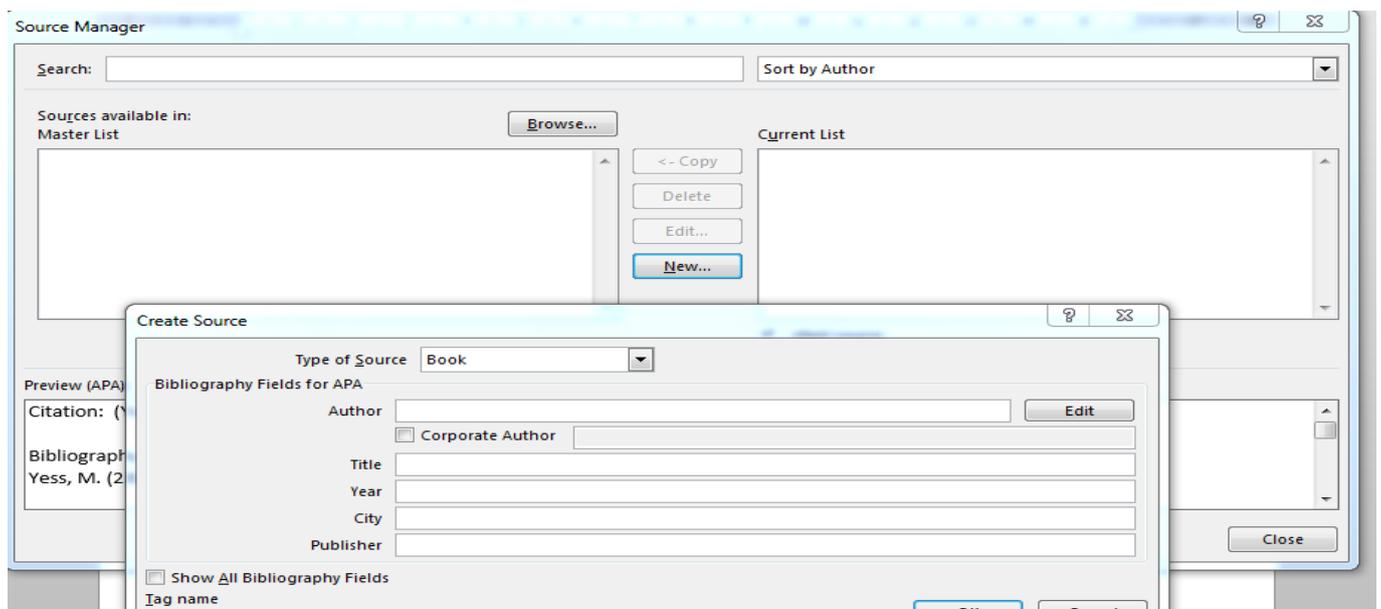
SECOND: Open your document in Microsoft Word and click on the References tab. You will be working with the box called Citations and Bibliography. Choose the style you want to work with.



You can create a bibliography of references first, or, you can create it as you go along typing a document, or, you can add a 'placeholder' where you want a reference to be and fill in the reference details later on.

A Creating a bibliography first

Click on 'Manage sources'. In the column between the two list boxes, click on 'New'. Choose the 'Type of source' from the drop down menu and fill in details. Click 'OK' to add to the master list. Repeat the procedure for additional references. The references will appear in the Master list and Current list. You can remove from either (Delete) or move between lists (Copy) and Edit details.



B Creating a bibliography while typing a document and inserting references

- Type some text. Place your cursor in the text where you would like the citation inserted.
- Choose the referencing style from the drop down menu

- Click on **Insert citation** and then click on the option **Add new source**
- In the form that opens up, first click on the drop down menu next to **Type of source** to select the relevant reference source. Then fill in the details. (*see the end of this guide for entering multiple authors/editors of a source*). You can copy and paste
- Click in the box next to **Show all bibliography fields** to see all options (bottom left of the form)

To fill in multiple authors or editors, put in the first author's details and then click on 'edit' to the right of the author box. Fill in the details of the next author in the next box as per picture below and then click on ADD and then OK.

Your reference will appear in your document and the bibliography is now being created as well in the background.

"Writing, I'd say, is half gift and half work." (Tredinnick, 2008)

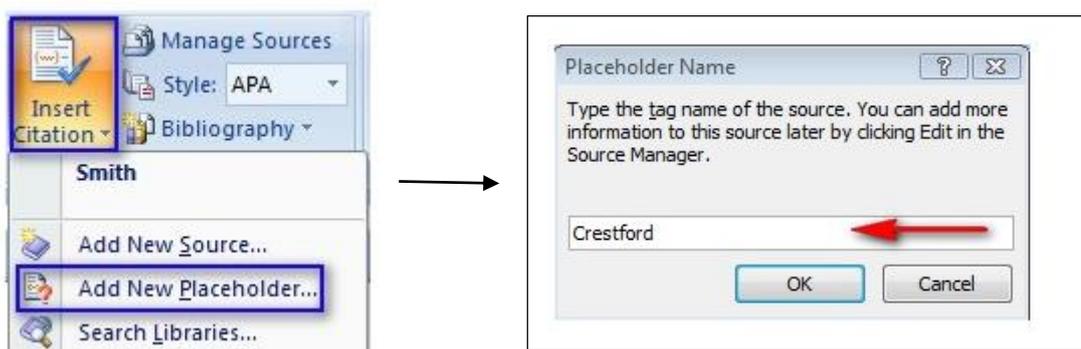
Continue this process. If at any stage you need to correct details in a reference, go to the **Manage sources** and then click on the reference you wish to edit, click the **Edit** button and make changes

As you enter a reference into your document, the reference will not only be added to the 'master list' but also to the 'current list' which is only those references you are using in the current document. It is the current list references that will form your bibliography

As you add references, every time you click on 'insert citation', all authors already referenced will appear in the drop down menu to make it easier to re-use an existing option – simply click on it

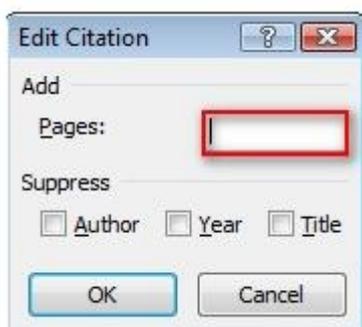
C Using a placeholder to indicate where a reference should go and complete details later

When you are typing a document you may not want to complete all the reference details immediately for the bibliography, but add them later, but in the text you need to indicate which reference needs to appear. Place the cursor where the reference must appear and click on 'Insert citation' and choose the 'Add a placeholder' option. Give the placeholder the author's name.



D EDITING A CITATION – eg ADDING PAGE NUMBERS

Hold your mouse over the in text reference and it should be shaded a pale blue. A screen will open up giving you options. Choose Edit citation. In the next box add in the page numbers and click OK. Your page numbers will now be added to the citation, formatted according to the style.



Writing is an art (Crestford, 2005, pp. 24-5)

E CREATING A BIBLIOGRAPHY AT THE END OF YOUR ASSIGNMENT

Place the cursor where you want your bibliography to appear. On the Word ribbon Citations and Bibliography box click Bibliography. Options appear depending on whether you want to call your reference list a bibliography, references or works cited. (The references under each option are just examples). Once you click on the desired option your own bibliography will appear.