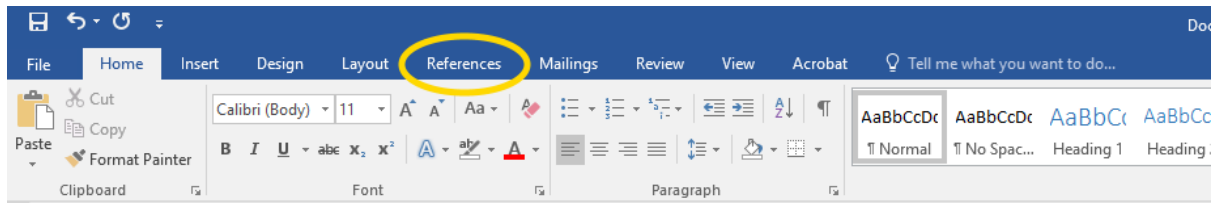


Referencing Guide: Using the inbuilt functionality of MS Word

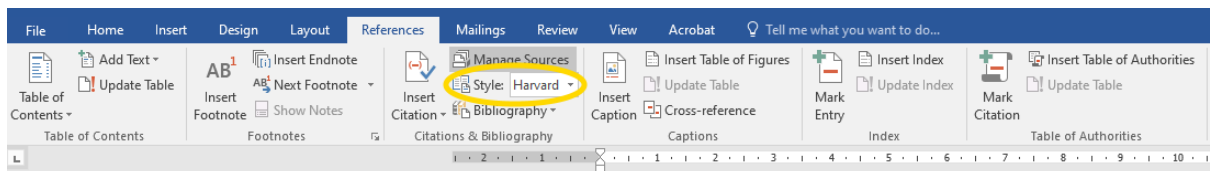
Microsoft Word contains functionality to make referencing of sources much simpler than doing this by hand. The exact functions may vary slightly between versions of Word but the process is broadly similar.

First you should locate the References Menu at the top of the screen.

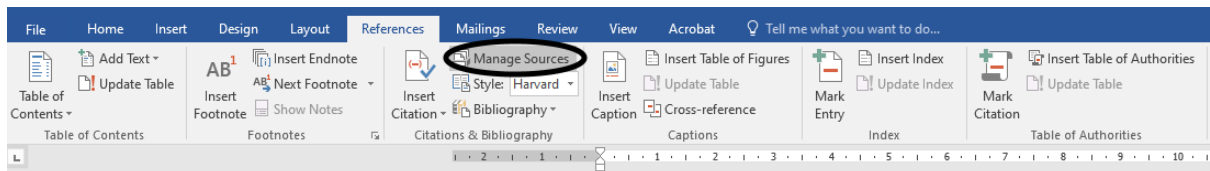


Click on the menu to reveal the references ribbon, containing all the tools you will need for referencing.

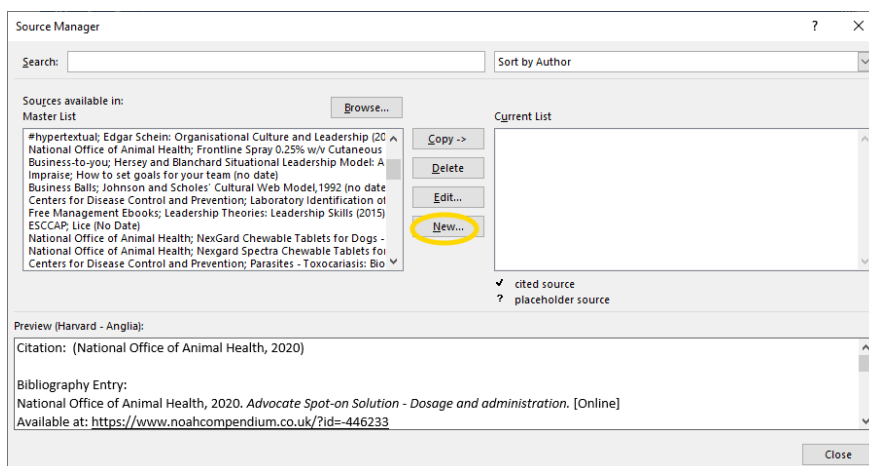
From the “Style” drop-down, choose the referencing style you wish to use. For this exercise, we will use “Harvard – Anglia”



To add a new source, e.g for your quotation, first choose “Manage Sources”



The Source Manager window will appear. We are going to add a new source, so click the “New” button on Source Manager.



A further window will appear called “Create Source”

You can choose the Type of Source from the first drop-down menu. In this example, I have chosen book.

We now need to provide the author name(s). I would strongly recommend that you click the “Edit” button at the end of the author input field – this will ask for each part of the author name(s) individually and ensure that formatting remains correct for multiple authors.

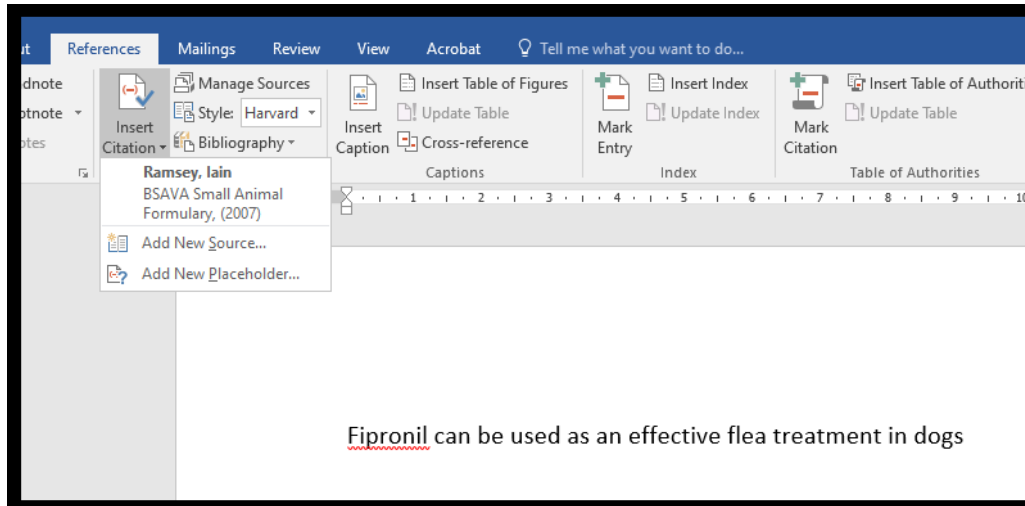
Once you have filled in all the information, click OK and you will be returned to the Manage Sources window.

Word will store previously cited sources in the Master List on the left side of the Source Manager window. Sources cited in the current document are in the “Current List” on the right side of the window. (You can move works from Master to Current by clicking the Copy button between the two lists).

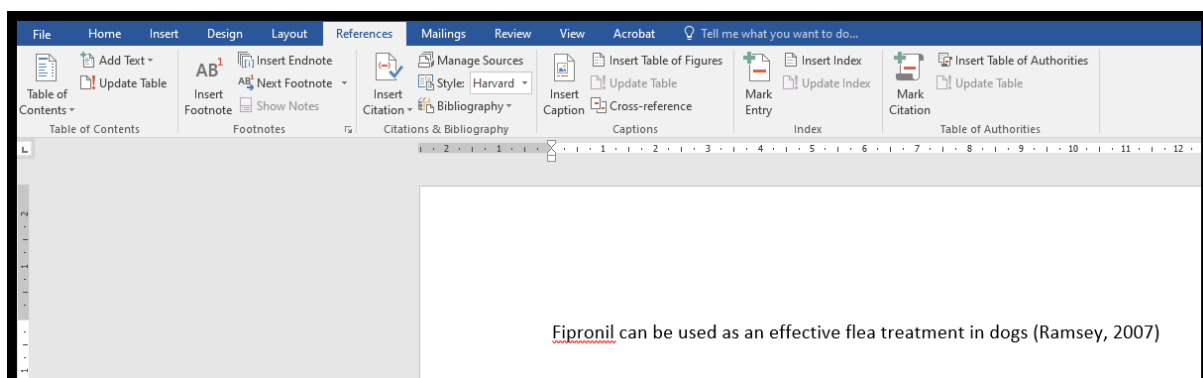
With your sources now created, you can begin referencing.

When you have identified something which you wish to cite in your text, simply click on “Insert Citation” from the References ribbon.

Choose the appropriate source from the list



This will add an in-line citation to your text

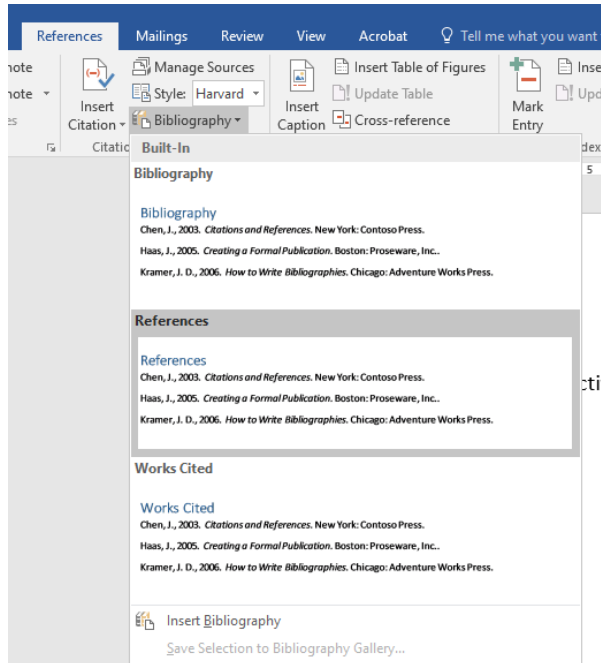


You would proceed in this manner adding your sources to your work (once you have added a source it becomes available for repeated use in the drop-down “Insert Citation” list. Remember if you have used a source in a previous document, you can copy it to your current document list in Source Manager – see above).

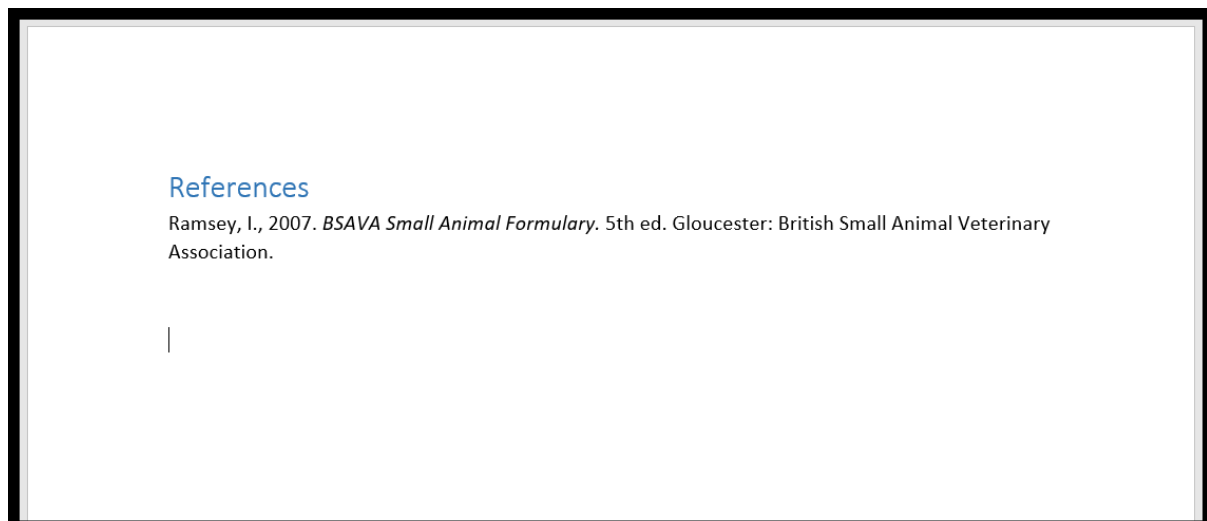
At the end of your document, you will wish to add your reference pages.

I would recommend adding a Page Break at the end of your work to start a new page.

On the new page, go to the References menu and select “Bibliography”, you can choose the style – in this case I will choose “References”



This will add a list of all the references used from the “Current List” to your document. If you add further references and then need to update the reference list, simply right-click on it and choose “Update Field”



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