Creating and Managing Citations and References

As you produce papers in your college career, you will find yourself needing to reference your sources in those papers to avoid plagerism and for reference for the readers. Microsoft Word has a built in tool that can assist you in the management of these sources and make it easy to put the citation within the body of your documents regardless of the style template.

This document will provide you with the steps necessary to:

1. Create a source entry
2. Enter your citation within the body of the document
3. Insert your completed bibliography references at the end of your document

It should be mentioned that this is in no way meant as a replacement for the knowledge necessary to create citations on your own. Your grade will be determined on the entry, not on your ability to create entries on MSWord. You should be familiar with your required style guide and the resources necessary to review your entries for accuracy. Instructors are rather particular at times.

Create a Source Entery

1. Press <alt>+S to bring up the references tab.
2. Tab over to the style group box or select L (from the document you can always press <ALT>+S L to get to the styles group box) and select the style that you are required to use (APA, Chicago, MLA, etc).
3. Select Manage Sources tab or press M.
4. Using your Tab key, tab over to the New tab or press <alt>+N.
5. In the list that opens, you will need to select the type of source that you are referencing (book, journal, film, etc.) You can use letter navigation in this list once you are familiar with the options.
6. Using your Tab key, navigate through the fields to enter the required information of your resource.
7. Once you have entered all the fields you require, tab over to the <OK> button and select it
8. You may repeat this process as many times as you wish to enter a resource or press<escape> to return to your document.

Once you have entered an entry, you will be able to utilize this resource in future writings without re-entering the information. To Add an Entry to a new document:

1. Press <alt>+S to bring up the references tab.
2. Select Manage Sources tab or press M.
3. Using your arrow keys, navigate to the source that you wish to include in your paper.
4. Using your Tab key, navigate to the Copy button and press <Enter> or press <Alt>+C.

Your selection is now a part of your document and can be utilized in citations and bibliographies.

Entering a Citation Entry in a Document

Once an entry is in your list for the document you are working on, you may easily insert it into your document. The entry will be placed in the location you request in the format style you have selected.

To enter a citation referenc:

Place your cursor where you wish to place your citation.

Press <ALT>S to bring up the reference tab.

Select the Citation or from within your document press <ALT>+S+C (Note: if you have not already entered a source for your citation, you will be directed to the add new source button where you will enter the information for your citation source.).

Select the source that you wish to cite in your document and press <ENTER>.

Your citation will now appeatr in your document where you have positioned it.

Inserting a Bibliography List

Once you have completed your paper, position your cursor under the heading for your reference page. Inserting the list is perhaps the easiest of all of the functions as you have been building this list every time that you have made the enteries into your mastwer list.

To insert the list:

1. Position your cursor where you wish to begin your list.
2. Press <ALT> S to bring up the Reference tab.
3. Select B to move to the Bibliography button and select the style of bibliography you desire.
4. Once you have selected the type of Bibliography you desire, the bibliography will appear In your document.

Or

Press <ALT> S+B+B and your bibliography will be inserted.

It may be good to note that if you wish to enter a new source during the editing of your work, you will need to erase the entire bibliography and insert a new one after editing. This is why it is best to wait until the work is complete to enter a bibliography.