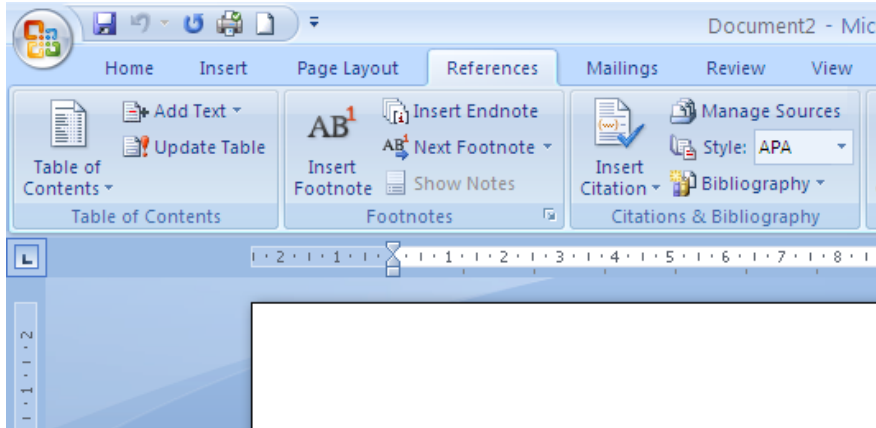


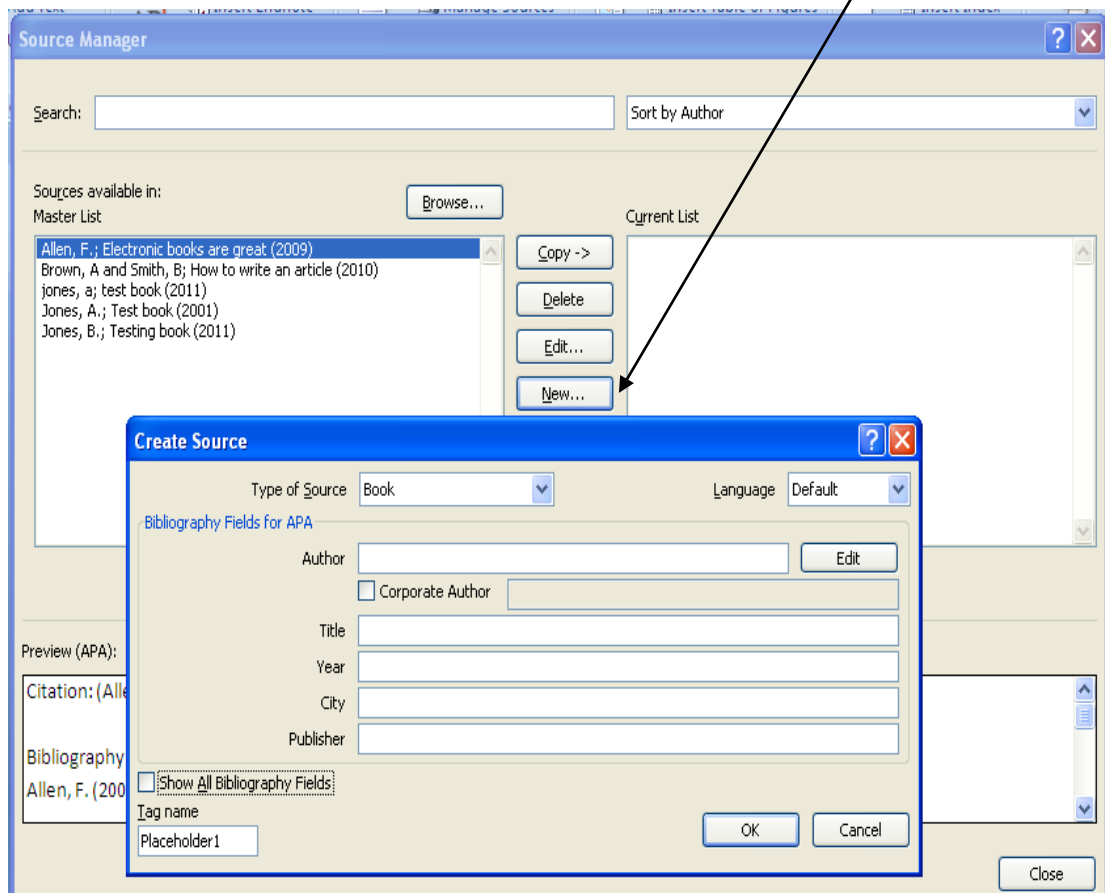
No. 15 HOW TO ... use MS WORD's Referencing feature

Students may be required to use Harvard Referencing for their in-text citations and bibliographies. Microsoft Word includes a Referencing tool which will assist with the creation of bibliographic data in a format similar to Harvard, you will still need to make minor adjustments.

1. Open WORD and select the *REFERENCES* tab at the top of the screen.



2. Ensure the *Style* is set to **APA**. This is the closest in format to Harvard.
3. To add a new text, select *Manage Sources*, then the *New* button.

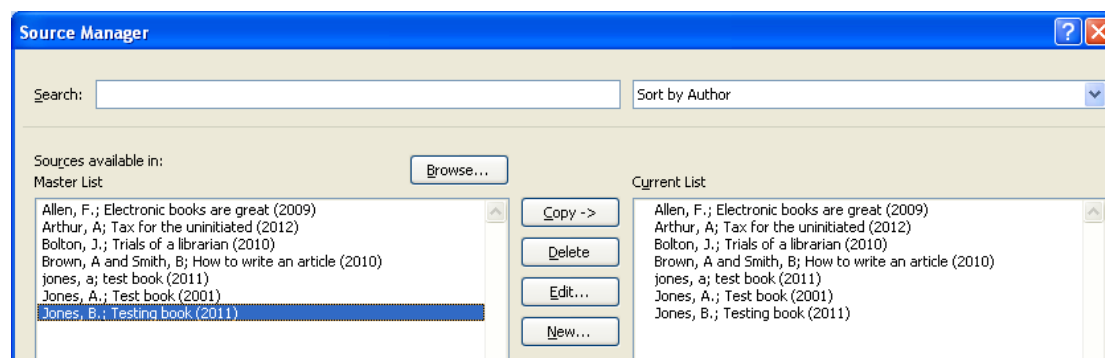


4. A *Create Source* dialogue box appears. Select **Book** in the *Type of source* and fill in the details – Author; Title; Year; City (of publication); Publisher. Click **OK**.

The title will be added to the Master List in *Source Manager*.

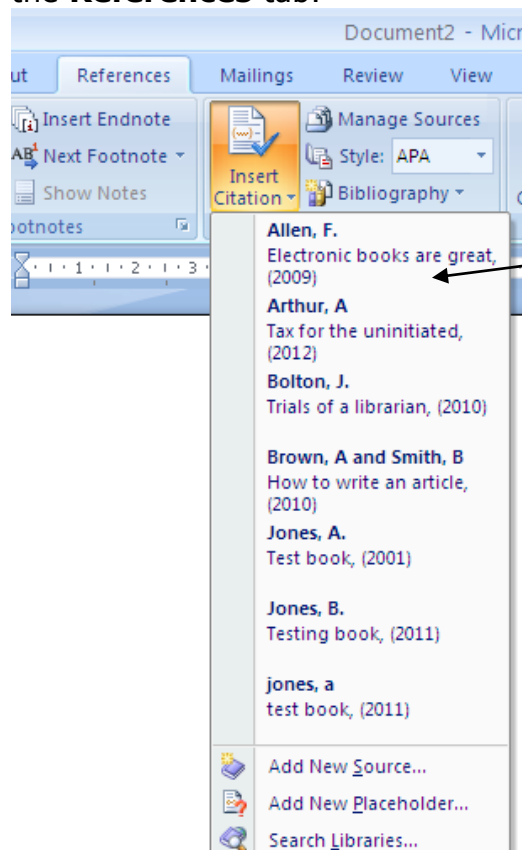
Repeat this for each book, article, DVD etc. that you reference.

5. Using in-text citations:



Copy items from the *Master List* (on the left) to the *Current List* (on the right) by highlighting the item and selecting the **Copy->** button. You can now use these items in your in-text citations.

6. When you wish to insert a citation, click the **Insert Citation** button on the **References** tab.



A drop down box will appear listing all the items that you have added to your **Sources** at that point. You could also *Add New Source* if required.

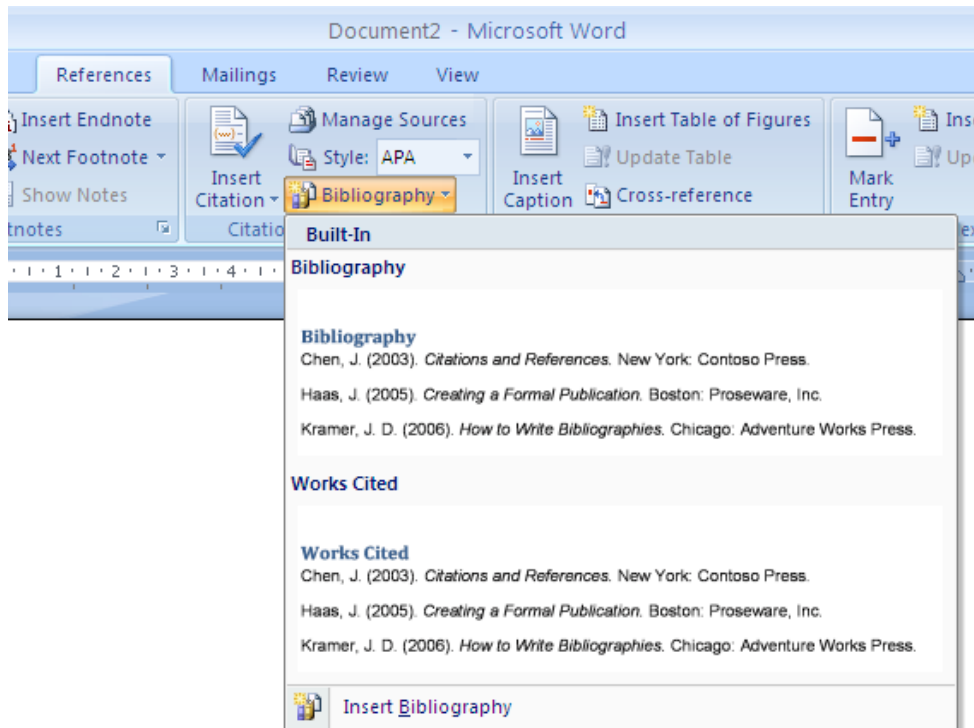
Click on the correct reference for your citation.

WORD will automatically enter the citation into your assignment at this point e.g. (Allen, 2009)

You may need to adjust this slightly – alter brackets, add page number etc.

7. Your bibliography

When you have completed your assignment WORD will create your bibliography for you.



On the **References** tab, select **Bibliography** and *Insert Bibliography* from the drop down menu.

WORD will insert all your texts in alphabetical order by author.

Double check to ensure no corrections are required.

Example:

Bolton, J. (2010). *Trials of a librarian*. Huddersfield: Anderson.
Brown, A. (2010). How to write an article. *Journal of long words* , 27 (3), 23-25.
Jones, A. (2001). *Test book*.
Jones, A. (2011). *test book*. London: Palgrave.
Jones, B. (2011). *Testing book*. London: MacMillan.