

Working with Bibliographic References

Word allows you to create bibliographies and citations from lists of saved sources. Citations can be added either in-text, or as footnotes. Ten common citation styles are offered, allowing you to select the format in which your references should appear. While you can still type your references individually, using the Word's automatic references can save you time when you will be using the same sources repeatedly. However, before adding citations or bibliographies, you will need to add your sources.

Selecting a Reference Style

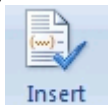
Word provides ten common reference styles that you can apply to your references. Once you have selected a reference style, all citations and bibliographies that you insert will be formatted to that style. However, changing the reference style for a finished document will not change the style of the citations that have already been added.

1. From the *References* tab, in the *Citations & Bibliography* group, from the *Style* pull-down list, select the desired style
NOTE: No other styles are available.

Inserting In-Text Citations

You can insert automatic in-text citations from the sources listed in your Current List. However, please be aware that you may need to edit the citation to add specific page numbers or change which information is displayed.

1. Place your insertion point where you would like the citation to appear
2. From the *References* tab, in the *Citations & Bibliography* section, click **INSERT**



CITATION **Citation** » select the desired source
the in-text citation is added.

Editing In-Text Citations

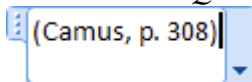
Once you have inserted an in-text citation, you can edit it to more closely fit your needs. These methods are only applicable if you are working with a DOCX document; DOC documents (such

as those imported from previous versions of Word) will immediately convert your citations to static text. Working with DOCX documents, you may edit an individual citation (e.g., to add a page number) or change the information about the source that is displayed in all citations within that document.

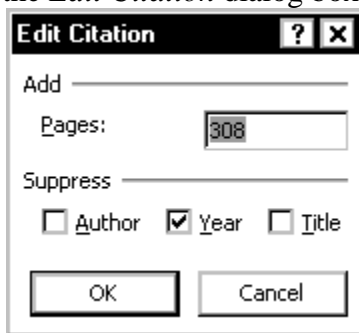
Editing the Citation

This method allows you to edit individual citations, by either adding page numbers or suppressing certain information (e.g., the year or author).

1. Insert the citation
2. Click within the citation
an arrow for a *Quick* menu appears, and the citation is highlighted.



3. From the highlighted citation, click **CITATION OPTIONS** ▾ » select *Edit Citation*
the *Edit Citation* dialog box appears.

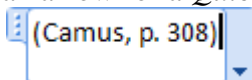


4. To add a page number to the citation, in the *Pages* text box, type the desired page number(s)
5. To omit part of the citation, in the *Suppress* section, select the desired options
6. Click **OK**
the citation is edited.

Editing the Source

This method allows you to change the information for a source throughout all citations in a particular document. If this source appears in both your Current List and your Master List, Word will give you the option of updating the information in both lists.

1. Click within the citation connected to the source you want to edit
an arrow for a *Quick* menu appears, and the citation is highlighted.

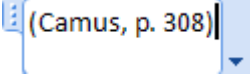


2. From the highlighted citation, click **CITATION OPTIONS** ▾ » select *Edit Source*
the *Edit Source* dialog box appears, containing the original source information.
3. In the *Edit Source* dialog box, make the appropriate changes

4. Click **OK**
if the source appears in both the *Master List* and the *Current List*, a dialog box appears asking if you would like to update the source information in both lists.
5. To update the information in both lists, click **OK**
To update only the selected list, click **NO**
To close the dialog box without making the changes to the reference, click **CANCEL**
6. Click **CLOSE**
you are returned to your document, and all citations within that document are updated with the new source information.


Converting the Source to Static Text

If you would prefer to work with your citations as plain text which will no longer be automatically managed by Word, this option allows you to convert citations to static text.

1. Click within the citation you want to change
an arrow for a *Quick* menu appears, and the citation is highlighted.

2. From the highlighted citation, click **CITATION OPTIONS** ▾ » select *Convert citation to static text*
the citation is changed to static text.

Creating a Bibliography


Word will automatically format a bibliography based on the references in your Current List.

1. Place your insertion point where you would like the bibliography to begin
2. From the *References* tab, in the *Citations & Bibliography* section, click **BIBLIOGRAPHY**  Bibliography ▾ » select *Insert Bibliography*
A list of your sources is added.

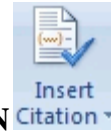
Adding Footnotes

If your reference style requires footnotes, you will need to create the footnotes before adding the bibliographic reference. If the citation does not appear exactly as you would like it to, you may need to edit it.

1. Place your insertion point where you would like the reference number to appear

2. From the *References* tab, in the *Footnotes* section, click **INSERT FOOTNOTE** 
A reference number is inserted and your cursor is placed within the footnote.





3. In the *Citations & Bibliography* section, click **INSERT CITATION** » select the desired source
the citation is added to the footnote.
4. OPTIONAL: Edit the citation

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