A note about the References tool in Word

On a PC/Windows system (based on Office 2010)

When you need to create a citation (giving credit for work that you are referencing), you click on References, then on Insert Citation. The next step is to add a new source. When you get to the "Create Source" window, it is suggested that you click on the "Show All Bibliography Fields." Here is a sample Source screen.

Once you have entered all the source information, click on Bibliography and then Insert Bibliography.

This is the citation:
(Joseph, 2000)
This is how the source is entered into the References list:

Joseph, J. (2000, October). *Ethics in the Workplace*. Retrieved August 3, 2015, from asae-The
Center for Association Leadership:
http://www.asaecenter.org/Resources/articledetail.cfm?ItemNumber=13073
Other fields on the source page would be used for a journal article or an article from a periodical.
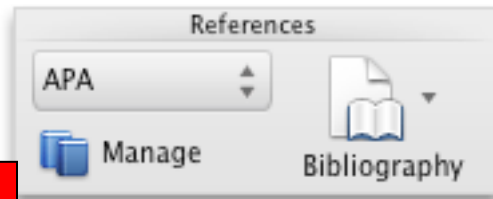
On a Mac/OS system (based on Office 2013)
From the MAC Help files:

To add a citation, a works cited list, or a bibliography to your document, you first add a list of the sources that you used.

Add a source by using the Source Manager

The Source Manager lists every source ever entered on your computer so that you can reuse them in any other document. This is useful, for example, if you write research papers that use many of the same sources. If you open a document that includes citations, the sources for those citations appear under **Current list**. All the sources that you have cited, either in previous documents or in the current document, appear under **Master list**.

1. Open up your Word document.
2. On the **Document Elements** tab [1] , under **References** [2] ,

click **Manage**. [3]

3. At the bottom of the Citations tool, click , and then click
Citation Source Manager [4] .

4. Click **New**.

5. On the **Type of Source** pop-up menu, select a source type.

6. Complete as many of the fields as you want. The required fields are marked with an asterisk (*). These fields provide the minimum information that you must have for a citation.
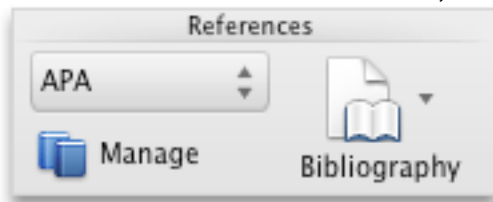
7. **Note** You can insert citations even when you do not have all the publishing details. If publishing details are omitted, citations are inserted as numbered placeholders. Then you can edit the sources later. You must enter all the required information for a source before you can create a bibliography.

8. When you are finished, click **OK**. The source information that you entered appears in the **Current list** and **Master list** of the Source Manager.

9. To add additional sources, repeat steps 3 through 6.

10. Click **Close**. The source information that you entered appears in the **Citations List** in the Citations tool.

Edit a source in the Citations tool

You can edit a source directly in the document or in the Citations tool. When you change the source, the changes apply to all instances of that citation throughout the document. However, if you make a manual change to a particular citation within the document, those changes apply only to that particular citation. Also, that particular citation is not updated or overridden when you update the citations and bibliography.

1. On the **Document Elements** tab, under **References**, click **Manage**.

2. In the **Citations List**, select the citation that you want to edit.

3. At the bottom of the Citations tool, click , and then click **Edit Source**.

4. Make the changes that you want, and then click **OK**. If you see a message that asks whether you want to save changes in both the Master list and the Current list, click **No** to change only the current document, or click **Yes** to apply changes to the source of the citation and use it in other documents.
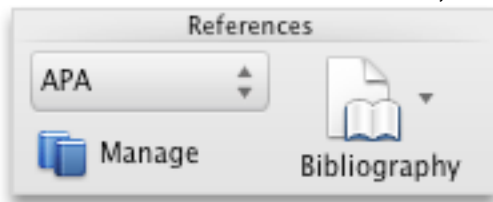
Remove a source from the Citations List

Before you can remove a source from the Citations List, you must delete all related citations.

1. In the document, delete all the citations associated with the source that you want to remove.

2. **Tip** You can use the search field to locate citations. In the search field

3. On the **Document Elements** tab, under **References**, click **Manage**.

4. At the bottom of the Citations tool, click ⚙▾ , and then click **Citation Source Manager**.

5.   In the **Current list**, select the source that you want to remove, and then click **Delete**.   The source now appears only in the Master list.
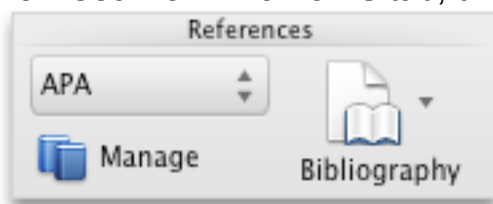
6. **Note** If the **Delete** button is unavailable, or if you see a check mark next to the source in the list, th the source again.

7. Click **Close**.   The source that you removed no longer appears in the **Citations List**.

▼ Step 2. Insert, edit, or delete a citation (optional)

Insert a citation

1. In your document, click where you want to insert the citation.

2. On the **Document Elements** tab, under **References**, click **Manage**.

3. In the **Citations List**, double-click the source that you want to cite.   The

for ever' (Keats & Cook, 2001)

citation appears in the document.

Add page numbers or suppress author, year, or title for a specific citation

Use this option to make custom changes to a citation and keep the ability to update the citation automatically.

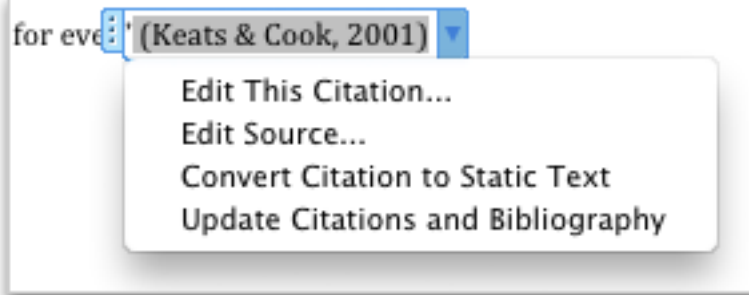**Note** The changes that you make by using this method apply only to this citation.

1. Click anywhere between the parentheses of the citation. A frame appears

for eve⋮ (Keats & Cook, 2001) ▾

around the citation.

2. Click the arrow on the frame, and then click **Edit this Citation**.

for eve⋮ (Keats & Cook, 2001) ▾

Edit This Citation...
Edit Source...
Convert Citation to Static Text
Update Citations and Bibliography

3. Add page numbers, or select the **Author**, **Year**, or **Title** check box to keep that information from showing in the citation.

Make manual changes to a specific citation

If you want to change a specific citation manually, you can make the citation text static and edit the citation in any way that you want. After you make the text static, the citation will no longer update automatically. If you want to make changes later, you must make the changes manually.
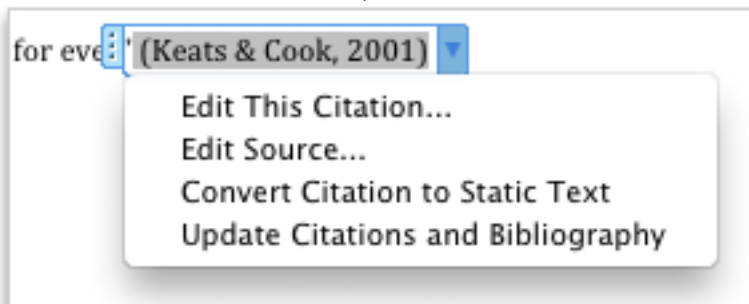
1. Click anywhere between the parentheses of the citation. A frame appears

for eve⋮ (Keats & Cook, 2001) ▾

around the citation.

2. Click the arrow on the frame, and then click **Convert Citation to Static Text**.

for eve⋮ (Keats & Cook, 2001) ▾

Edit This Citation...
Edit Source...
Convert Citation to Static Text
Update Citations and Bibliography

3. In the document, make the changes to the citation.

Delete a single citation from the document

1.   In the document, find the citation that you want to delete.

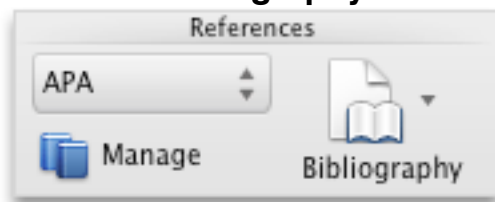2.   **Tip** You can use the search field to locate citations. In the search field , enter part of the citation.

3.Select the whole citation, including the parentheses, and then press DELETE.

▼ Step 3. Insert or edit a works cited list or a bibliography

A works cited list is a list of all works you referred to (or "cited") in your document, and is typically used when you cite sources using the MLA style. A works cited list differs from a bibliography, which is a list of all works that you consulted when your researched and wrote your document.
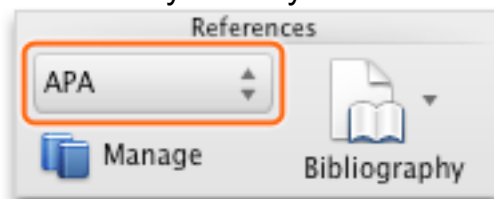
Insert a works cited list or a bibliography

1.In your document, click where you want the works cited list or bibliography to appear (usually at the very end of the document, following a page break).

2.On the **Document Elements** tab, under **References**, click **Bibliography**, and then click **Bibliography** or **Works Cited**.

Change a works cited list or a bibliography style

You can change the style of all the citations contained in a document's works cited list or bibliography without manually editing the style of the citations themselves. For example, you can change the citations from the APA style to the MLA style.

1.On the **View** menu, click **Draft** or **Print Layout**.

2.On the **Document Elements** tab, under **References**, click the **Bibliography Style** pop-up menu, and then click the style that you want to change the

bibliography's references to.   All references in your document's bibliography change to the new style.

Update a works cited list or a bibliography

If you add new sources to the document after you inserted the works cited list or bibliography, you can update the works cited list or bibliography to include the new sources.

1.Click the works cited list or bibliography. A frame appears around it.

2.Click the arrow on the frame, and then click **Update Citations and**

Bibliography
Update Citations and Bibliography
Convert Bibliography to Static Text

Bibliography.