



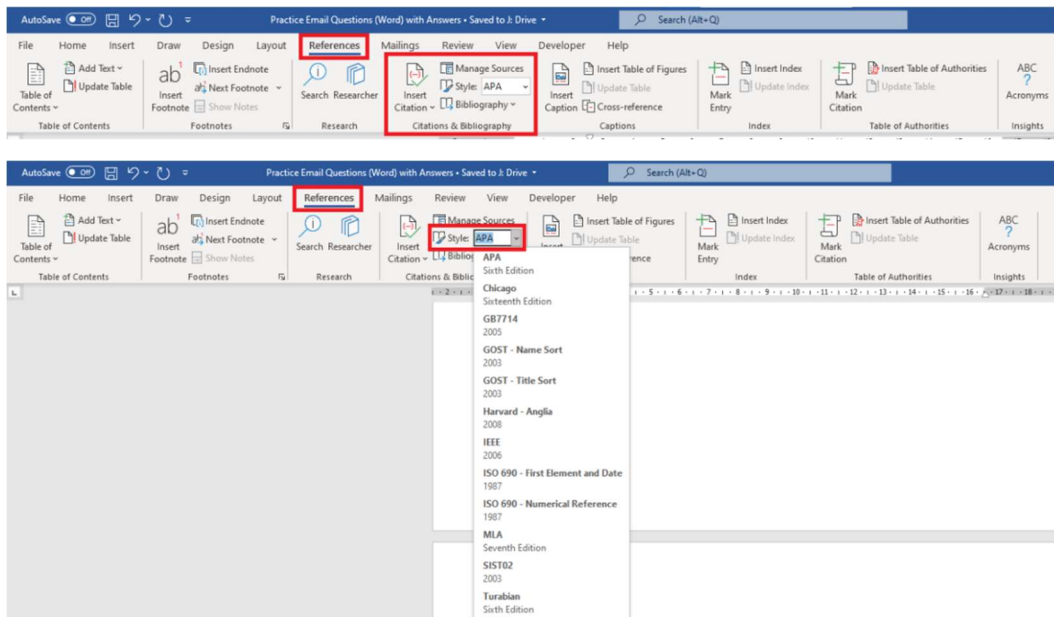
**Saint Mary's
University**

Word Reference Guide

Adding New References

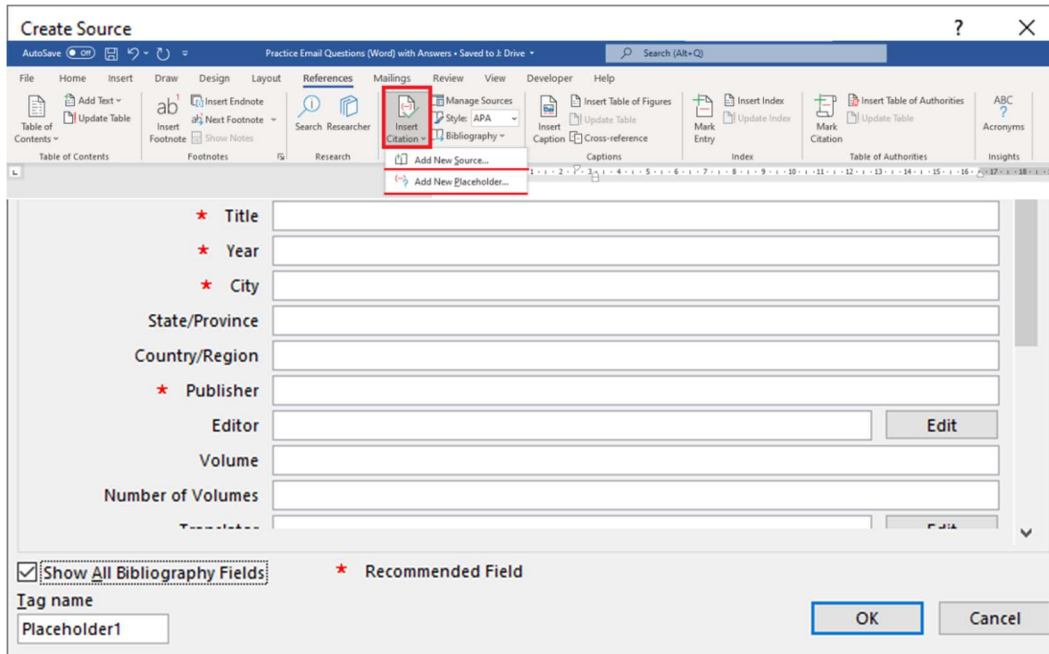
You can add referencing of various formats in Microsoft Word through the **References** tab.

- To add new references, open the specific Word document and head over to the **References** tab. In the **Citations & Bibliography** group, click the arrow (drop-down menu) next to **Style** and choose the **Citation & Source** style.

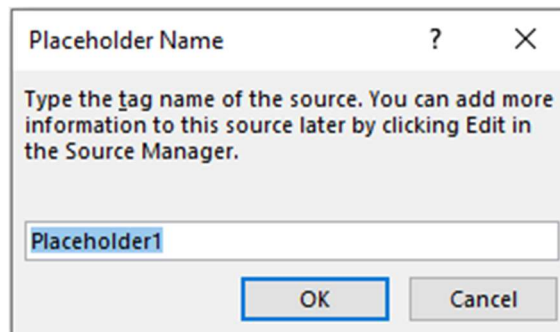


- Next, move the cursor/click at the end of a sentence or phrase that you want to cite.
- Then, from the **References** tab, click **Insert Citation** to add a **Source** or add a **Placeholder**.

- For adding a **Source**, click on **Add New Source**. Enter all the details for the **Source** that you are creating and choose the **Type of Source**. You can check the **Show All Bibliography Fields** checkbox to put in all the information for the **Source** that you are creating. To add multiple authors, separate them with a semicolon.



- For adding a **Placeholder**, you can create the **Source** information for **Citation** later. Click on **Add New Placeholder** and give it a name. The **Placeholder** will show up in the **Source Manager**.

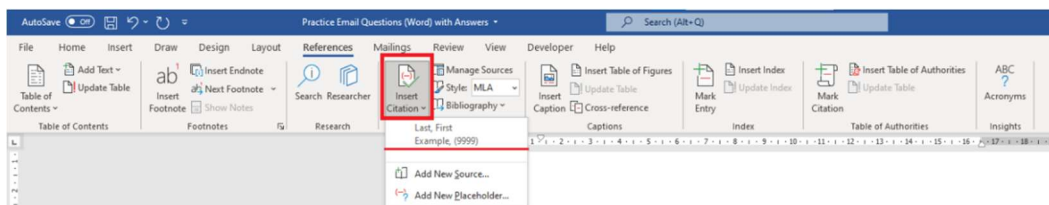


- Click **OK** when you are done. The **Source** will then be added as a **Citation** at the place you selected in your document.

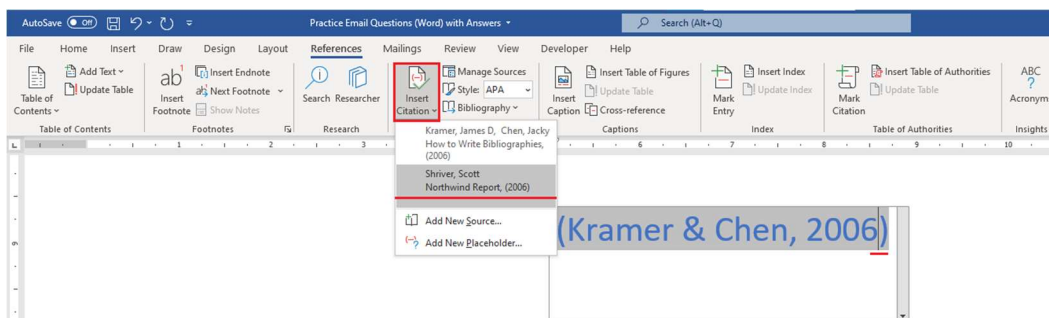
Using or Inserting a Citation

The above-mentioned steps are for adding a completely new **Source & Citation**. If the **Citation** you want is already created before-hand or you want to use the same **Citation** that you just created again then:

- Click at the end of the sentence or phrase that you want to cite, and then head over to **References** tab, in the **Citations & Bibliography** group, click **Insert Citations**. Select the **Citation** you want to use from the list.



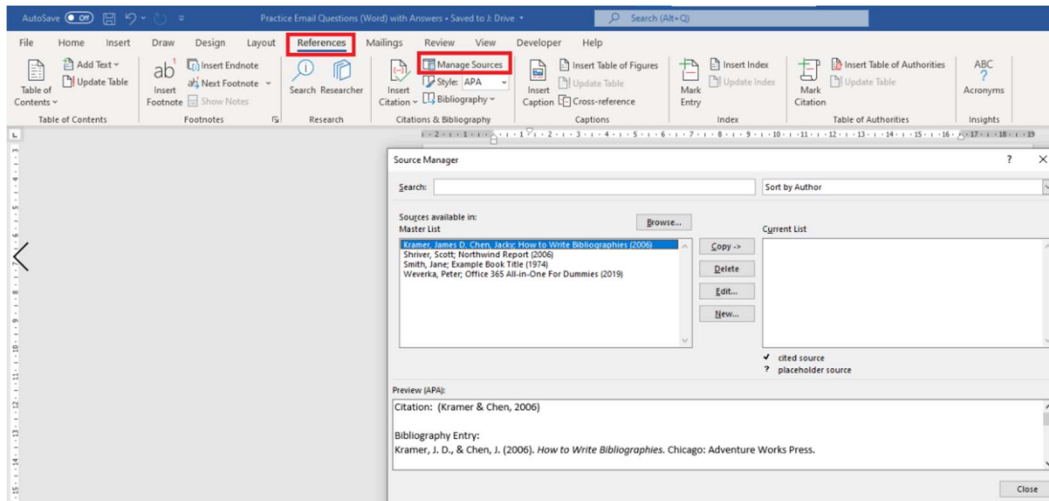
- If you want to insert multiple **Citations** in the same place, then, place your cursor to the left of the closing parenthesis of the **Citation** that is already inserted and reselect **Insert Citation** and select the second **Source**.
 - The punctuation inserted between the **Sources** will depend on the **Style** guide chosen for your citations in the **Style** menu under the **References** tab. For example, the Chicago and Turabian styles use commas between **Sources**, and the APA and MLA styles use semicolons between **Sources**.



Finding and Editing a Citation Source

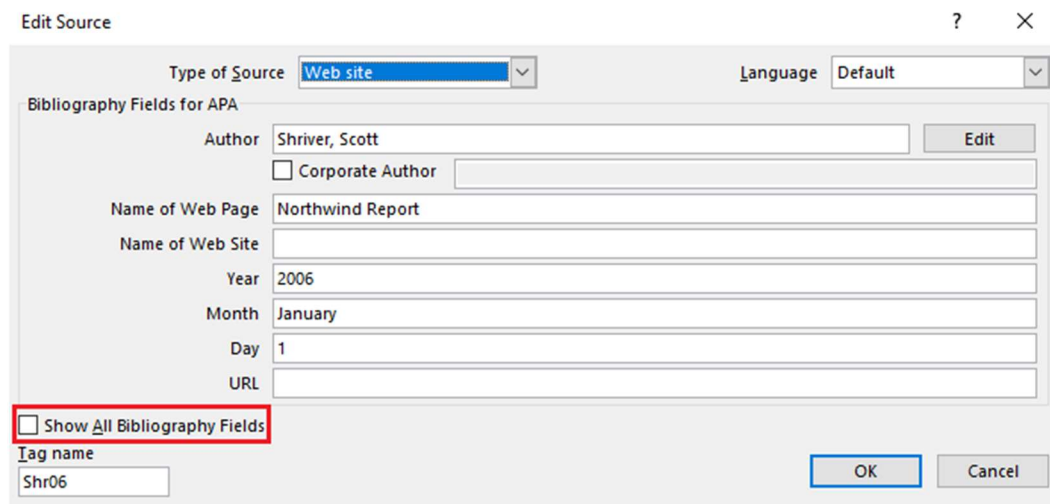
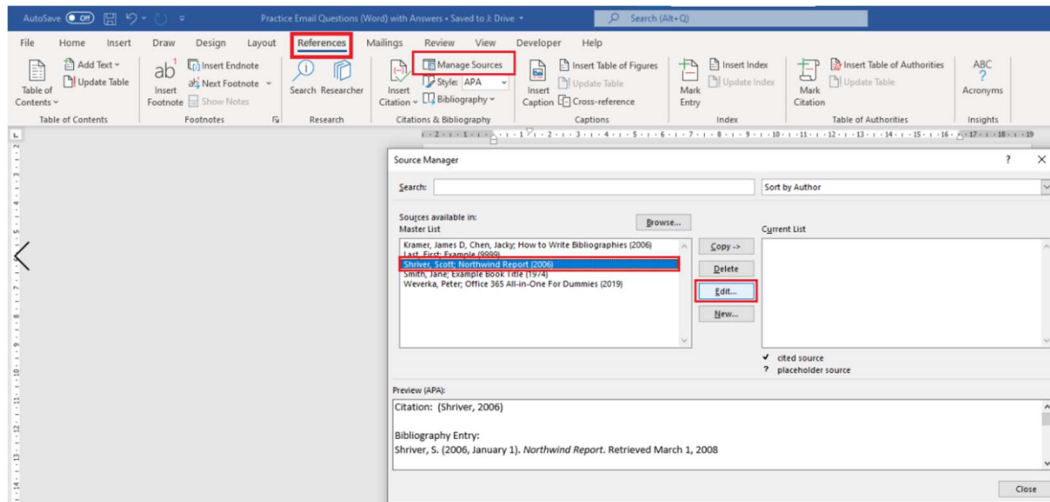
You can also **find** and **edit** an already created **Source** from the **Manage Sources**.

- From the **References** tab, in the **Citations & Bibliography**, click on **Manage Sources**.

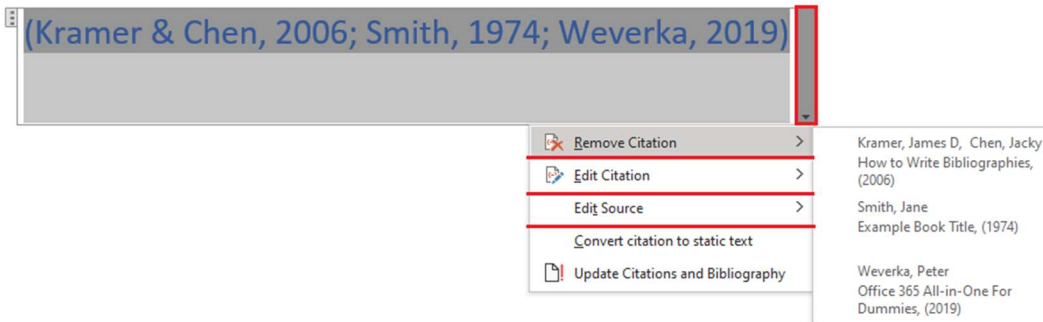


- Choose a **Source** from the **Master List**. You can sort the **Master List** by author, title, citation tag name, and year. You can also search up a **Source** by its title or author.
 - The **Master List** is stored in your computer and is accessible in all your documents. The **Current List** is part of your current file and is only accessible in that file. By default, Word stores new **Sources** in both the **Master List** and the **Current List**.

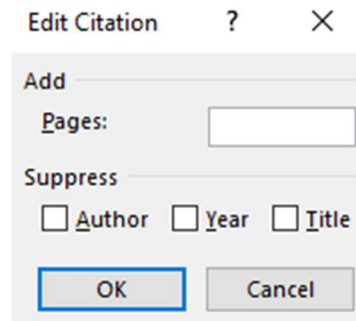
- To **edit** a **Source**, select a specific **Source** from the **Master List/Current List** and click **Edit**. An **Edit Source** dialogue box will pop up. You can check the **Show All Bibliography Fields** checkbox to show additional information to add changes and click on **OK** when done.



- To **remove** a **Citation** from your document, you can select the specific **Citation** and then select the **Citation Option** menu. From there, you can choose to **Remove, Edit Citation, Edit Source**.



- If you choose to **Remove Citation**, it will remove the specific **Citation** that you choose.
- If you choose to **Edit Citation**, it will open the **Edit Citation** menu after you choose the specific **Citation**. You can then add page numbers or suppress (remove) the author's name, year, or title.



- If you choose to **Edit Source**, it will open the **Edit Source** menu. From there, you can add/remove any information (you can see more information if you check the **Show All Bibliography Fields**) specific to the **Source** you selected.

Edit Source ? X

Type of Source **Web site** Language **Default**

Bibliography Fields for APA

Author Edit

Corporate Author

Name of Web Page

Name of Web Site

Year

Month

Day

URL

Show All Bibliography Fields

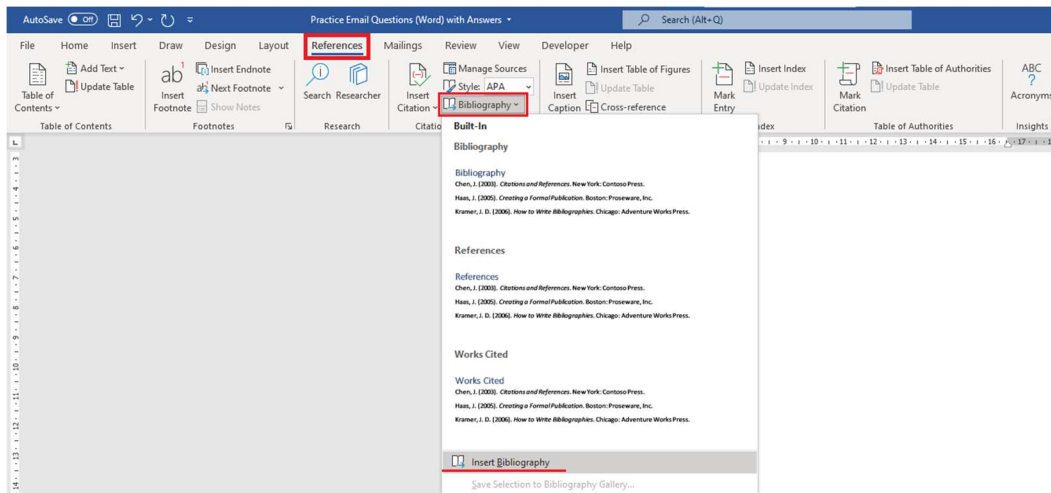
Tag name

OK Cancel

Inserting Bibliographies, References or Works Cited

If you want to insert a list of **Sources** that you already have created, you can do that with the **Bibliography** option.

- From the **References** tab, click on the **Bibliography** drop-down and choose **Insert Bibliography**.



- If there are no **Citation Sources** in the **Current List** from the **Manage Sources** menu, then you will be adding an empty bibliography in your document.

- Make sure you add all the **Citation Sources**, or if you want to choose specific **Citation Sources**, head over to **Manage Sources** and choose the **Sources** you want (you can hold the control button to multi-select) and choose **Copy**. This will copy the **Sources** chosen from the **Master List** to the **Current List**. Now if you select **Insert Bibliography**, it will insert a list of the chosen **Citation Sources**.

