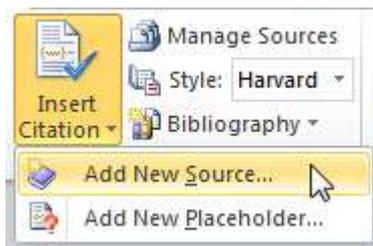


Using Word for Referencing

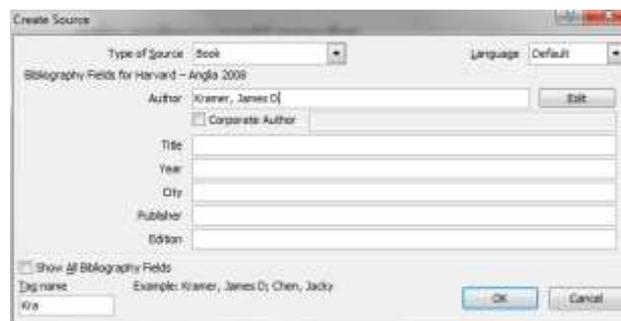
INSERTING A CITATION IN YOUR TEXT

- Open Word and type some text – it doesn't matter what at this stage!
- Click on the **References** tab.
- Select the **Harvard** style.

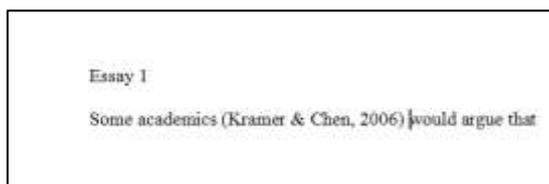


- Put your cursor in your text where you want the citation to appear.
- Click on **Insert Citation** then **Add New Source**

- In the **Create Source** window, select to enter a **Book**. Word offers 16 different source types.
- Click in the **Author** box and enter the example that appears at the bottom of the window.
- Add the rest of the fields, following the examples given as you click in each box.
- Select the tick next to **Show All Bibliography Fields**. This gives the opportunity to add extra information, including your own comments.

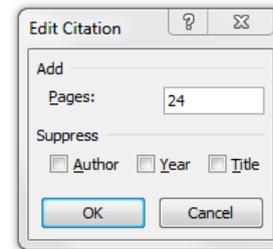
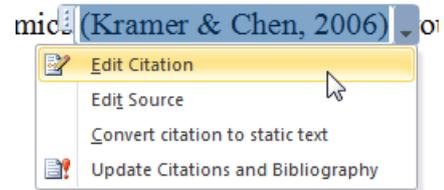


- Click **OK** and your citation will appear in the text according to the Harvard style. Next time you click *Insert Citation*, you can select the source from the menu.
- Multiple authors must be separated using a semi-colon and names must be entered using the formatting shown. You can use the *Edit* button to enter authors.
- If your author was an organisation, such as the Royal Geographic Society, you should tick the Corporate Author box and enter the author there.



ADDING A PAGE NUMBER TO YOUR CITATION

- Click on your citation within the text.
- From the drop-down menu, select **Edit Citation**.
- Add a page number and click **OK**.
- If you want to enter a page range, enter it with a dash eg **24-26**

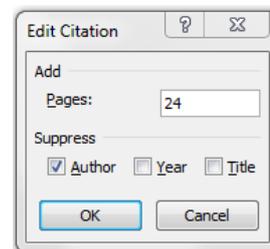


ics (Kramer & Chen, 2006, p. 24) wou

- The page number is then added to your citation.

EXCLUDING THE AUTHOR FROM A CITATION

- Select **Edit Citation** again.
- This time remove page numbers and tick to **Suppress the Author**.

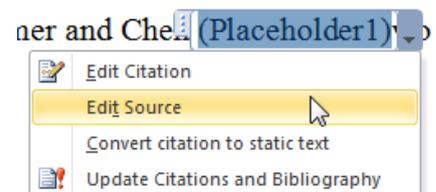
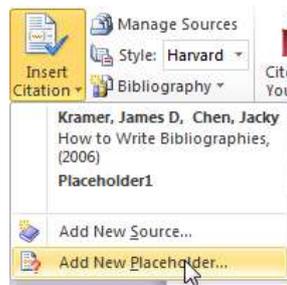


- You would then need to type the author's name in front of the brackets.

Kramer and Chen (2006, p. 24) would argue

ADDING A PLACEHOLDER

- If you don't have the details of a source to hand, you can enter a placeholder for a citation and add the source details later.
- Click on **Insert Citation** and then **Add Placeholder**.
- You can go back and add details later by selecting **Edit Source** on the placeholder.



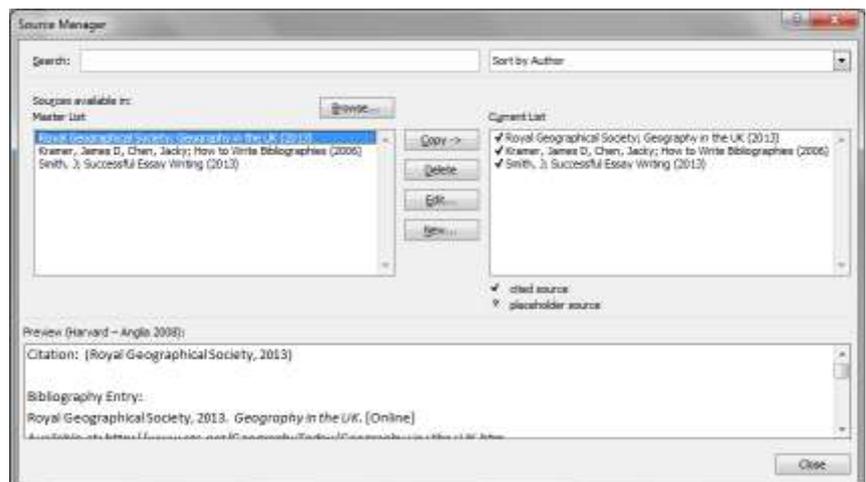
CREATING A REFERENCE LIST OR BIBLIOGRAPHY

- Using **Insert Citation** and **Add New Source**, add a couple more citations to your document – try adding a journal article and a web site (use your own sources or just make them up!).
- Place your cursor at the end of your text on a new line.
- Click on the **Bibliography** option and select **Insert Bibliography**.
- You should now have a bibliography in your document, containing all the sources you have cited in your text.
- Note that you can add a bibliography that contains sources you haven't cited - you simply add a source using the *Manage Source* option and select *New*.



MANAGING YOUR SOURCES

- Click on the **Manage Sources** option in the **Reference** tab. This opens your *Source Manager*.
- You will see you have a **Master List** and a **Current List**
- The **Master List** is available when you open any document on your computer.
- The **Current List** shows sources associated with the document you are currently editing. If you have added an in-text citation, a tick will be shown next to the source.
- Try out some options – you can search and sort your lists, create, delete and edit sources here.



EXPORTING YOUR SOURCES TO ANOTHER COMPUTER OR TO ENDNOTE

- If you access Word on campus or off-campus through RAS, you will be able to access your source lists. However, if you want to use them on your own computer you will need to make a copy of the source file.

To do this, in the **Source Manager**, click on the **Browse** button. Copy the file **Sources.xml** to a USB. On your own version of Word, go to the **Source Manager** and click on **Browse** to access the file on your USB.

- If you decide you want to use EndNote later, you can export your Word sources into EndNote. In the **EndNote toolbar**, click on the **Export to EndNote** menu and select **Export Word Master List**.

WANT SOMETHING MORE?

There are many tools to help make referencing easier for you. On campus you have access to EndNote and the Citation and Bibliography tool in Word—which is right for you?

Remember you still need to understand how to reference in order to use these tools well!

| | EndNote | Word tool |
|---|---------|-----------|
| I write several essays a term and collect a lot of references | ✓ | |
| I write very few essays and only reference a few items | | ✓ |
| My dissertation has a lot of references | ✓ | |
| My dissertation is a practical one and I will have less than 15 references | | ✓ |
| I want to create bibliographies or reference lists in the Harvard style | ✓ | ✓ |
| I want to be able to use the Harvard at Newcastle style. | ✓ | |
| I would like to be able to import the details of resources I have used journal databases, Google scholar, etc. | ✓ | |
| I am happy to type in the details about the resources I have used | ✓ | ✓ |
| I use references mainly from print sources and web pages, I rarely use databases | | ✓ |
| I may go on to further study and may use my references again | ✓ | ✓ |
| I use a wide variety or different types or material and will need to reference materials such as electronic journal articles and electronic books | ✓ | |
| I want a tool that will let me save the full-text articles as well as references | ✓ | |
| I want to be able to add my own notes to the reference or full text article | ✓ | |
| I have to hand in my dissertation next week..... it will probably be quicker to do your referencing by hand! | | |