

Microsoft Word 2007

Cite Sources and Create Bibliographies with Ease



Introduction

Instead of manually writing citation and bibliography entries for your academic paper, Word 2007 includes tools to automate the process. You will still need to familiarize yourself with the rules for your citation style (APA, MLA, Chicago, etc.) in order to check the automated citations, especially in complicated scenarios. Remember too, that the final authority on citation requirements is your professor or publisher!

Word 2007 tools are one of several options you have for automating the process of citing sources. Check out the library resources on the RefWorks® tool at <http://cooklibrary.towson.edu>.

Summary

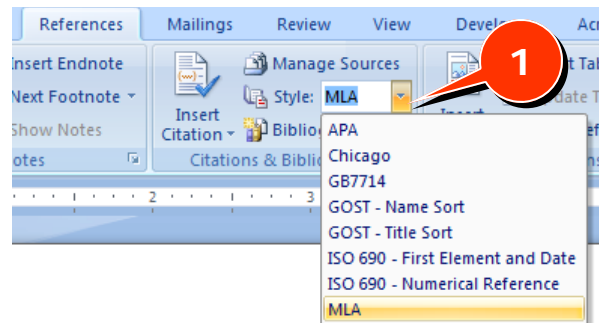
- Introduction
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- Insert Citations
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- Insert Bibliography
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Set the Citation and Bibliography Style

Before you start citing sources, choose the citation style:

Under the **References** tab, in the **Citations & Bibliography** group, choose your preferred style from the **Style** drop-down list (Figure 1, 1).

Figure 1



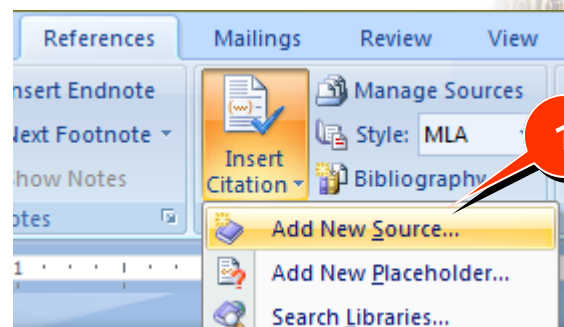
Insert a Citation

When you add a citation to your document, Word will prompt you for all of the source information. This information will later be used to create a bibliography entry for the same source.

To insert a citation:

1. Click your mouse in the text where you wish to insert your citation.
2. Under the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation** then click **Add New Source** (Figure 2, 1).

Figure 2



- In the **Create Source** window, choose the **Type of Source** from the drop-down list (Figure 3, 1).

The fields displayed are Word's recommended fields; they will change depending on the source type you select.

- To display additional fields, check the **Show All Bibliography Fields** check box (Figure 3, 2).
- To ensure that the authors' names are entered properly, click **Edit** next to the **Author** field (Figure 3, 3) and fill out the **Edit Name** form.
- Fill in all recommended fields.
- Click **OK** (Figure 3, 4).

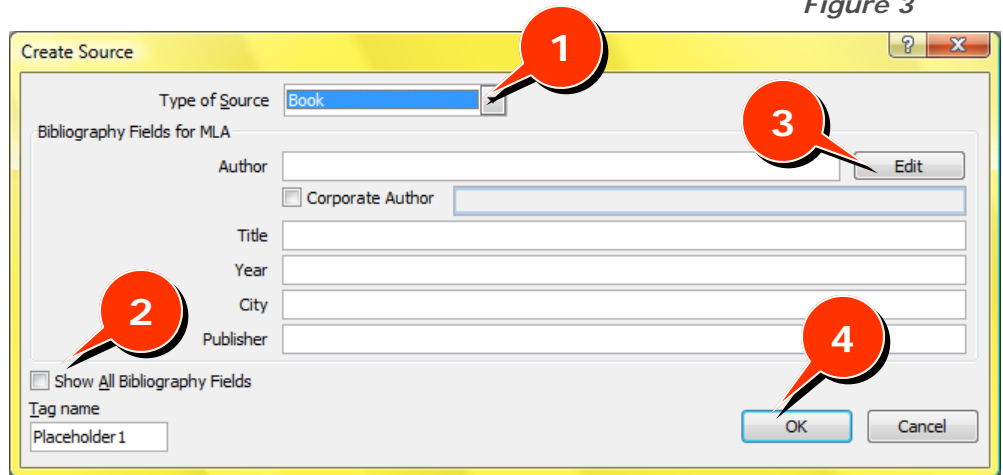


Figure 3

Refine Citations

Once you have inserted a citation, you can refine it to add specific page numbers or to hide certain elements:

- Click the citation you wish to refine.
- Click on the drop-down arrow next to the citation (Figure 4, 1).
- Choose **Edit Citation** (Figure 4, 2).
- In the **Edit Citation** window, add pages or select elements to hide.
- Click **OK**.

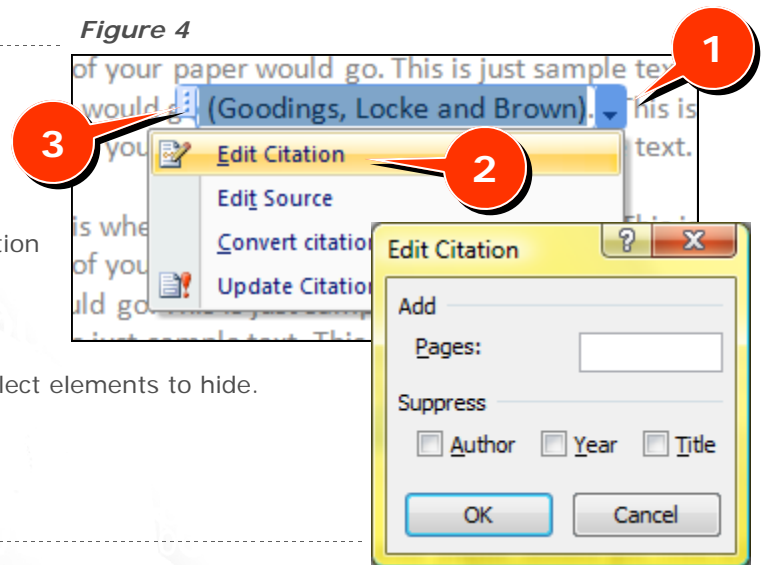


Figure 4

Delete Citations

- Click the citation you wish to remove.
- Click the handle to the left of the citation (Figure 4, 3).
- Press the **Delete** key.

Edit and Transfer Sources

Since the same data is used to create both citations and bibliographies, each document stores all of the reference information in one place — the **Source Manager**.

You can access the **Source Manager** under the **References** tab, in the **Citations & Bibliography** group, under **Manage Sources** (Figure 5, 1).

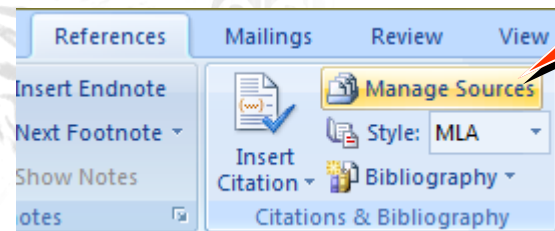
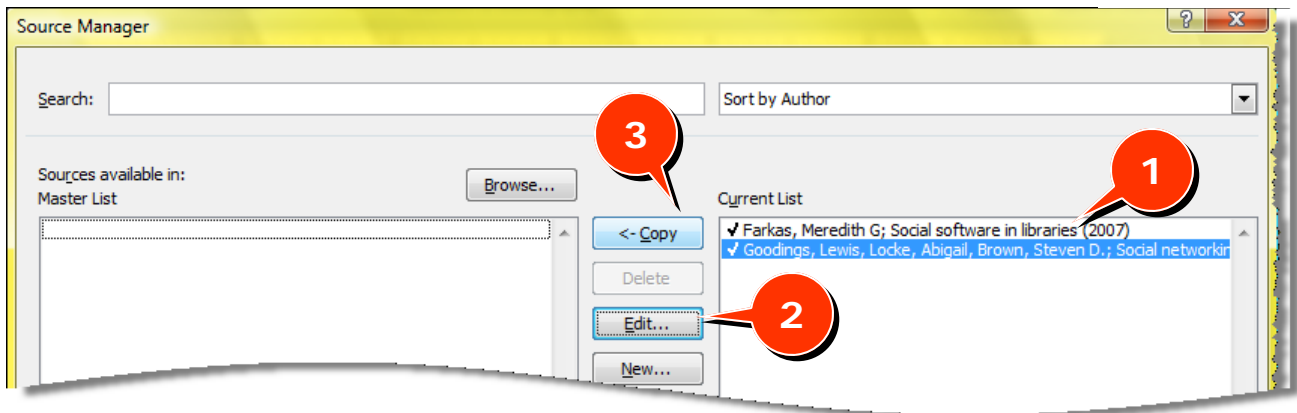


Figure 5

The **Source Manager** (Figure 6) shows all sources in the current document and in the **Master List** for the computer you're using.

Figure 6



Edit a Source

1. Select the source (Figure 6, 1).
2. Click **Edit** (Figure 6, 2).
3. Make changes as needed.
4. Click **OK** and **Close**.

Transfer a Source

You can transfer sources from your computer's **Master List** to an open document (or vice versa). For example, to copy a source from an open document to a Master List:

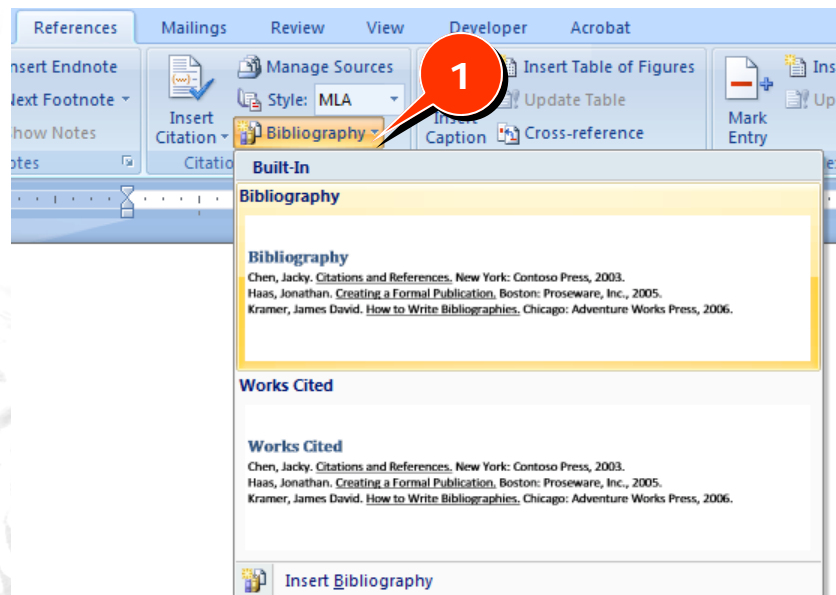
1. Select the source (Figure 6, 1).
2. Click **<-Copy** (Figure 6, 3).

Insert a Bibliography

To insert a bibliography:

1. Click your mouse in the text where you wish to insert your bibliography (usually at the end of the document).
2. Under the **References** tab, in the **Citations & Bibliography** group, click **Bibliography** (Figure 7, 1).
3. Click on your preferred style.

Figure 7



Update Bibliography and Citations

If you add more sources after you insert your bibliography, it will not automatically update itself; you will need to manually update (or refresh) the bibliography.

To update a bibliography:

1. Click on one of the sources listed in the bibliography.
2. Click on the **Update Citations and Bibliography** button that appears above the bibliography (Figure 8, 1).

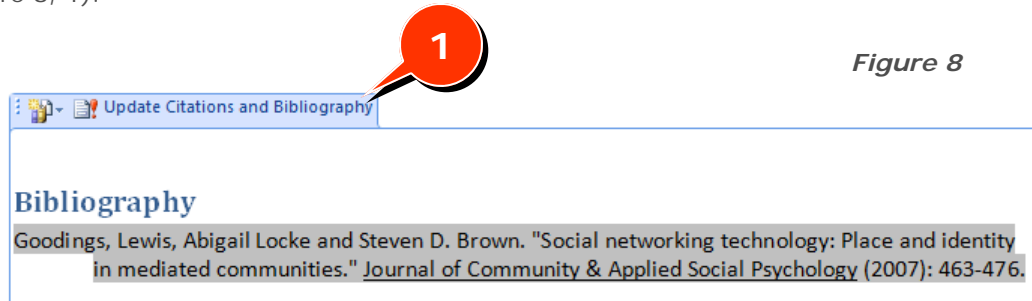



Figure 8

-  If you have made editing changes to the citations or bibliography, when you click this button, they will be lost. To update only one citation or just the bibliography, RIGHT-click on either one, and choose **Update Field**.