

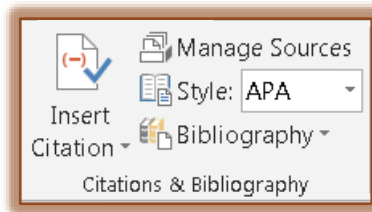
## Citations and Bibliographies

A bibliography is a list of sources that have been consulted or cited in a document. In Microsoft Word, it is possible to automatically generate a bibliography based on the source information that is provided in the document. Each time a new source is created, the source information is saved on the computer. This makes it possible to find and use any of the sources that were created.

### ADD A NEW CITATION

When a new citation is added to a document, a new source that will appear in the bibliography is also created.

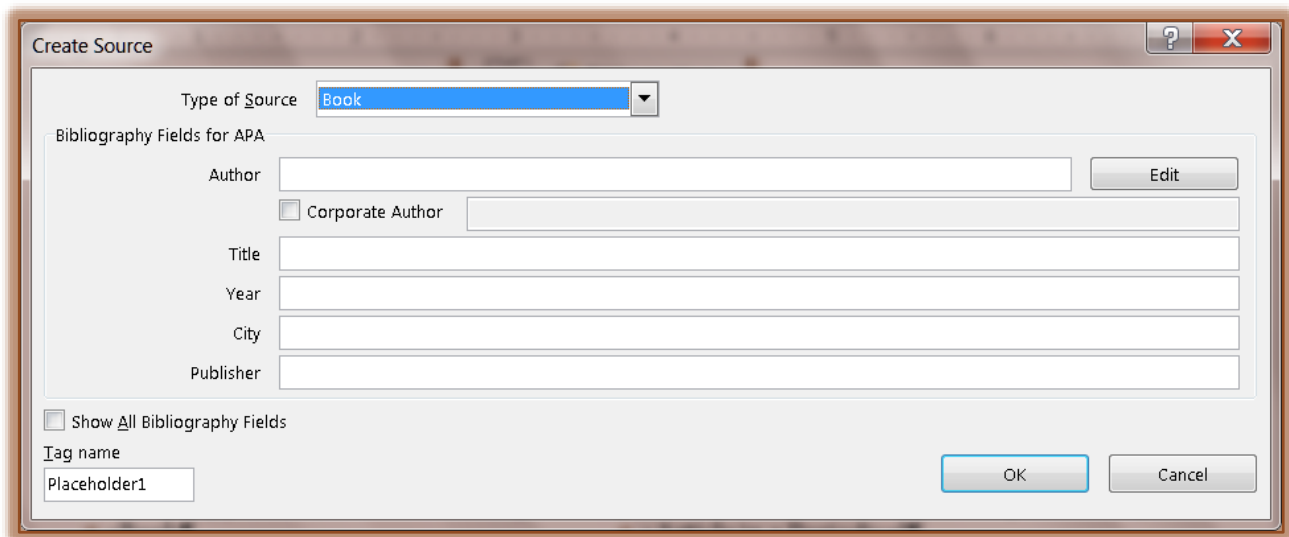
- ✦ Click the **References** tab.
- ✦ In the **Citations & Bibliography Group**, click the **Style** arrow (see illustration below).



- ✦ Click the **Style** that is to be used for the document, such as APA or MLA`.
- ✦ Click at the end of the sentence or phrase that is to be cited.
- ✦ Click the **References** tab, if necessary.
- ✦ In the **Citations & Bibliography Group**, click **Insert Citation**.
- ✦ Select one of the options from the list below.
  - ★ **Add New Source** – Select this option to add the source information.
  - ★ **Add New Placeholder** – This option is used to create a citation and fill in the sources later. A question mark will appear next to the placeholder sources in Source Manager.

### **Add New Source.**

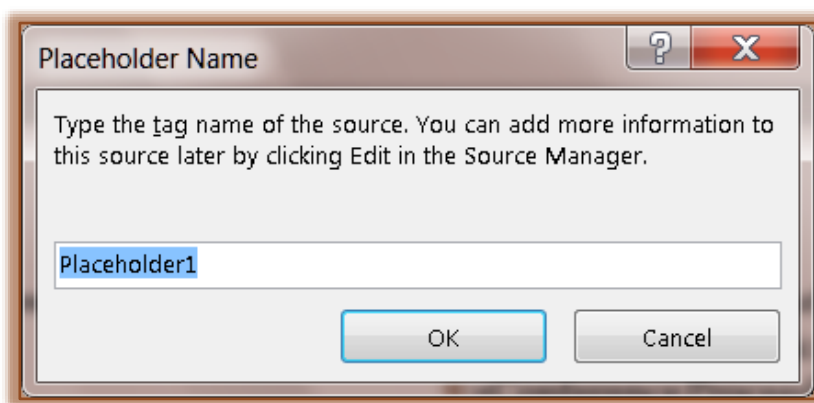
- ✦ Click the **Add New Source** option.
- ✦ The **Create Source** dialog box will display as shown in the illustration below.



- ✦ Click the **Type of Source** arrow to begin filling in the source information. The options are:
  - ★ Book
  - ★ Book Section
  - ★ Journal Article
  - ★ Article in a Periodical
  - ★ Conference Proceedings
  - ★ Report
- ✦ Complete the rest of the information for the source.
- ✦ To add additional information about a source, click the **Show All Bibliography Fields** check box.
- ✦ Additional fields will display.
- ✦ When all the information has been completed, click the **OK** button.
- ✦ The **Citation** will appear in the document in the proper format for the chosen **Style**.

### Add New Placeholder

- ✦ Click the **Add New Placeholder** option.
- ✦ The **Add Placeholder** dialog box will display as shown in the illustration below.

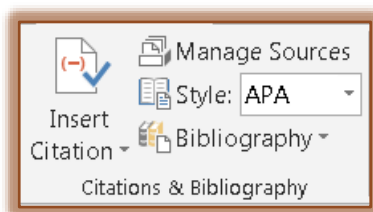


- ✦ Input a **Name** for the **Placeholder**.
- ✦ Click the **OK** button to insert the **Placeholder** into the document.

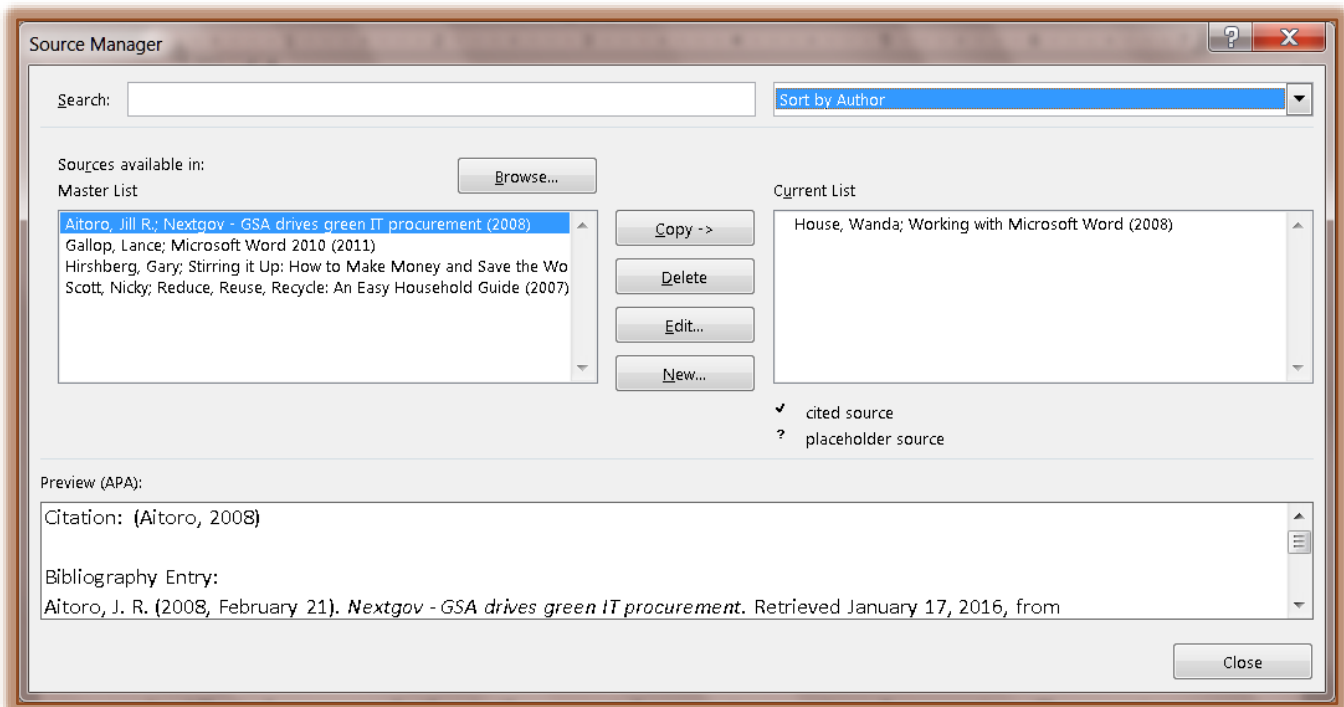
### LOCATE A SOURCE

When citing sources in a document, the list can become quite long. At times, it might become necessary to search for a source that was cited in another document. This can be accomplished by using the Manage Sources option.

- ✦ Click the **References** tab.
- ✦ In the **Citations & Bibliography Group**, click the **Manage Sources** button (see illustration below).



- ✦ The **Source Manager** window will display (see illustration on next page).
- ✦ If there aren't any cited sources in the current documents, sources cited in previous documents will be listed under **Master List**.
- ✦ Sources cited in the current document, if any, will display under **Current List**.

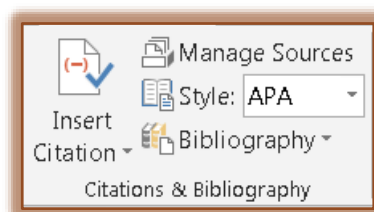


- ✦ All cited sources, whether in the current document or previous documents, will appear in the **Master List**.
- ✦ To locate a specific source, do one of the following:
  - ★ In the **Sorting Box**, select from one of the options below.
    - ✦ Sort by Author
    - ✦ Sort by Title
    - ✦ Sort by Tag
    - ✦ Sort by Year
  - ★ After completing the sort, search for the source.
- or
- ★ Input the title or author of the source into the **Search** box.
- ✦ Click the **Browse** button to select a different **Master List**.
- ✦ This **Master List** can be used to import new sources into the document.
- ✦ Click the **Close** button to exit the **Source Manager** window.

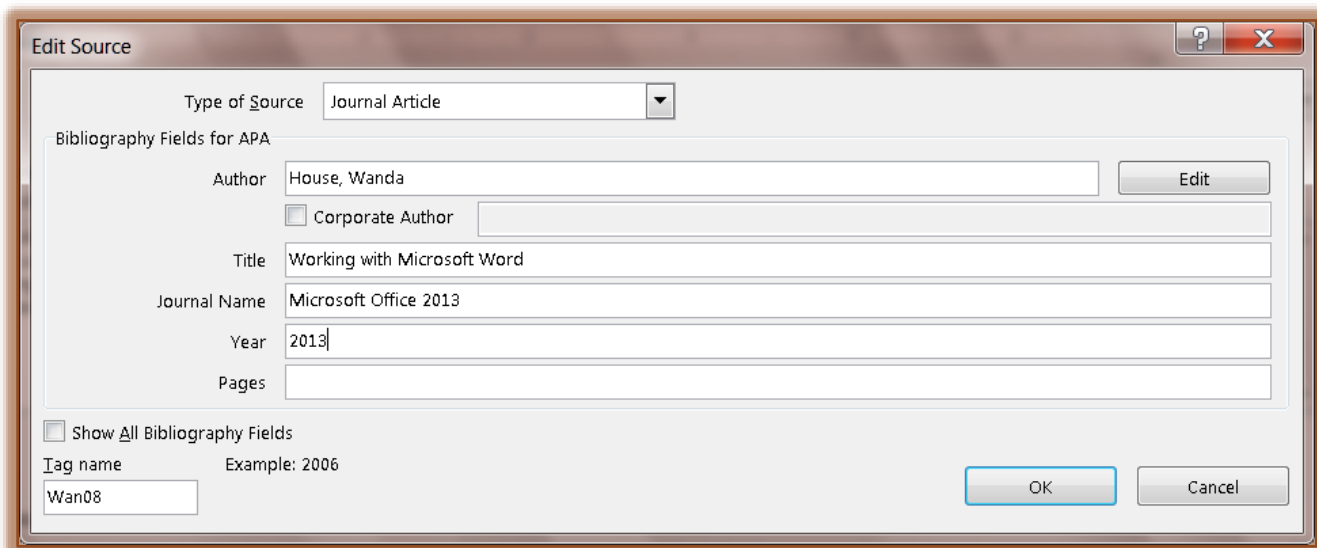
### EDIT A CITATION PLACEHOLDER

Occasionally it may be more convenient to create a placeholder citation and wait until later to fill in the complete bibliography source information. Any changes made to the source are automatically reflected in the bibliography. If the information has not been completed, a question mark will appear next to the placeholder sources in Source Manager.

- ✦ Click the **References** tab.
- ✦ In the **Citations & Bibliography Group**, click the **Manage Sources** button (see illustration below).



- ✦ The **Source Manager** window will display (see illustration on previous page).
- ✦ Click the placeholder that is to be edited under **Current List**.
  - ★ Placeholder sources are alphabetized in Source Manager order based on the tag name.
  - ★ These tags are numbers by default.
  - ★ The tags can be customized.
- ✦ Click the **Edit** button.
- ✦ The **Edit Source** window will display (see illustration below).

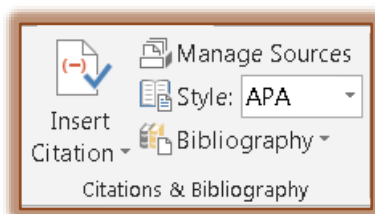


- ✦ Click the arrow next to **Type of Source**.
- ✦ Fill in the information for the source.
- ✦ Click **OK**.
- ✦ The **Source Manager** window will display.
- ✦ Click the **Close** button to exit the **Source Manager** window.

### CREATE/INSERT A BIBLIOGRAPHY

A bibliography can be created any time after one or more sources are added to a document. If all of the information is not available when the citation is created, a placeholder citation can be created. The source information can then be added later. Placeholder citations will not appear in the bibliography.

- ✦ Click on the page where the **Bibliography** is to be created.
- ✦ The **Bibliography** usually appears at the end of the document on a separate page from the rest of the document.
- ✦ Click the **References** tab.
- ✦ In the **Citations & Bibliography Group**, click the **Bibliography** button (see illustration below).



- ✦ Click one of the predesigned bibliography formats to insert the bibliography (see illustration below).

**Built-In**

**Bibliography**

**BIBLIOGRAPHY**  
Chen, J. (2003). *Citations and References*. New York: Contoso Press.  
Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.  
Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**References**

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**Works Cited**

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Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

 [Insert Bibliography](#)

[Save Selection to Bibliography Gallery...](#)

- ✦ Click the **Insert Bibliography** link to insert the bibliography into the document.