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 Tag
  - Sort by Title
  - 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).

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