

Using Citations & Bibliography in Microsoft Word 2010

Although this step-by-step, introductory guide is written for use on public computers at Aberystwyth University, it can be used successfully with any computer running Microsoft Word 2010 or 2007.

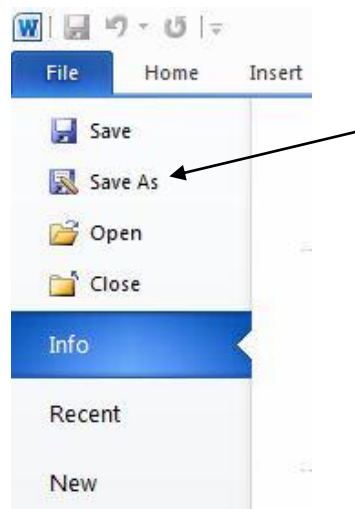
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Note Citations & Bibliography in Word 2010 is *not suitable* for creating footnote references.

Open and save a new Word 2010 document

- Click on the Microsoft Office Word 2010 shortcut on the taskbar
- Click on the **File** tab in the top left corner of Word and click **Save As**
- Make sure the **Save as type** is set to **Word Document**
- Enter a name for the document in the **File name** box e.g. practice and click on **Save**

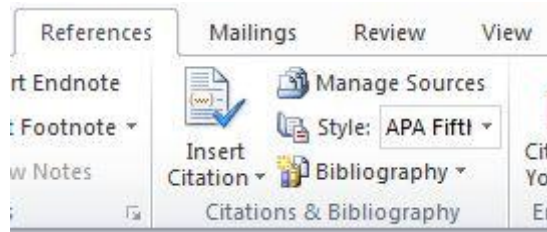


*** **Important** It is essential that your document is saved in the **.docx** format ***

If you wish to keep this file after completing this guide, save it again, close Word 2010 and copy it from My Documents to your AU networked filestore (M:).

Add a new source (a book)

- Click on the **References** tab and find Citations & Bibliography



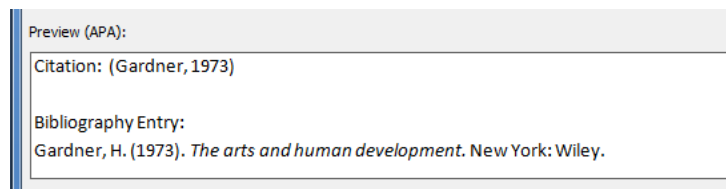
- Click on **Manage Sources** then click on **New**

When you add a source use the advice provided in the dialogue box as you fill in each field – remember that punctuation will be added to citations by the software except where stated

- Click on **OK** to close the source

Note that the source is automatically added to the Master List and the Current list. If a source is in the Master List it will be available for copying to the Current List in any document on the computer. If a source is in the Current List only, then it will be available only in that document (unless you copy it back to the Master List). The source must be in the Current List if it is to be cited.

Note the preview pane which displays how the source will look as a citation and as a bibliography entry



- Click on **Close** to close the Manage Sources box

Exercise 1

Add the following book:

Gardner, H. (1973). The arts and human development. New York: Wiley.

Cite the source

- Click on **Insert Citation**
- Click on the source you have added in the drop-down menu that displays

The citation appears in a document wherever you position the cursor prior to inserting the citation.

If you don't have a document to cite in, type:

=rand(5)

to create some random text

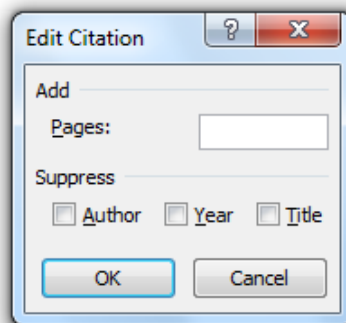
The APA style (the default style) produces a citation consisting of the author followed by a comma followed by the year of publication. You can choose a different style from the Style menu in the References tab.

Exercise 2

Cite the source you have just added

Modify the citation

- Right-click on the citation you have just inserted into your Word 2010 document
- In the menu that appears click on **Edit Citation**



You can use this dialogue box to add page numbers and suppress items in the citation.

Other options available in the menu displayed when you right-click on the citation include

Edit Source to edit the whole source

Update Field to display any changes you've made

Exercise 3

Suppress the author and add a page number to the citation

Move the Citation

- Click on the citation once to highlight it then drag it to a new position in the text

Edit a source

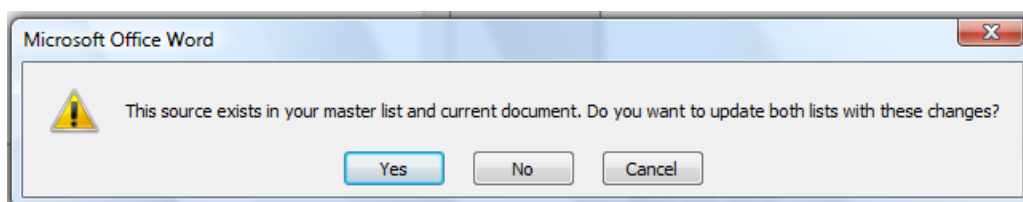
- Click on **Manage Sources** and highlight the source in the Master List and click on **Edit**
- Click in the tick box next to **Show all Bibliographic Fields**

The 'Edit Source' dialog box shows the following fields and values:

- Type of Source: Book
- Language: Default
- State/Province: (empty)
- Country/Region: (empty)
- * Publisher: Wiley
- Editor: (empty)
- Volume: (empty)
- Number of Volumes: (empty)
- Translator: (empty)
- Short Title: (empty)
- Standard Number: (empty)
- Pages: (empty)
- Edition: (empty)
- Comments: (empty)

At the bottom, the 'Show All Bibliographic Fields' checkbox is checked, and the 'Tag name' field contains 'Ger73'. 'OK' and 'Cancel' buttons are present.

When you press **OK** to save changes this message is displayed



- During this exercise, click on **Yes** to these messages

Exercise 4

Amend the source to indicate it is the 3rd edition of the book.

Create a bibliography

- Move your cursor to the end of the document
- In Citations & Bibliography, click on **Bibliography** then click on **Bibliography** in the menu that appears

Exercise 5

Create a bibliography at the end of your document

Add a journal article (and multiple authors)

When adding multiple authors you must separate them with semi-colons.

Exercise 6

Add the following journal article as a source

[Hint: remember to choose the correct source type when adding the new record]

Title: The real effect of banking crises

Author(s): Smith G, Jones E, Davies R

Journal Name: Journal of Finance Volume: 17 Issue: 1

Pages: 89-112 Published: 2008

Refresh the bibliography by right-clicking on it and clicking on the **Update Field** in the menu that appears

The new bibliography entry should look like this:

Smith, G., Jones, E., & Davies, R. (2008). The real effect of banking crises. Journal of Finance, 17 (1), 89-112.

Convert the citations and bibliography to static text

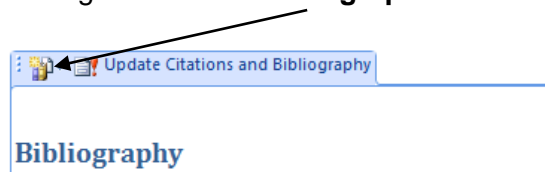
When you are have finished adding citations and updating the bibliography you can stop the document from updating from the Current List.

Important: Always take this step with **a copy** of your document, in case you change your mind later.

Exercise 7

Click on the bibliography

Above the Bibliography heading click on the **Bibliographies** icon



and in the dialogue box that is displayed click on **Convert bibliography to static text**

You can now make permanent changes to the content and style of the bibliography. This may be useful to you where you wish to deviate from a style applied to the citations and the bibliography by Word 2010.

When you are finished save the file and close it. If you wish to keep it copy it to your filestore (M:).

Transfer references to EndNote

Other software for managing and citing references is available at AU including EndNote and EndNote Web. Find more details at the end of this web page:

<http://www.aber.ac.uk/en/is/infoskills/bibliographic/>

If you decide to use either of these later, you can can transfer the references you have created into EndNote or EndNote Web

On a campus computer

- click on the **EndNote Web** tab in Word
- click on **Export to EndNote Web**
- you can select
 - **Export Word Citations** (the references cited in the open document)
 - **Export Word Master List** (all the records in the Master List on the computer you're using)