# Microsoft Word Reference Tool

This document shows how to employ the Microsoft Word 'References Tool' to create internal citations and generate a bibliography.

## Getting To Know the Microsoft Word References Tab.

Step 1

Click on the **References Tab** in the Office Toolbar. The **Citations & Bibliography** section allows you cite your sources internally and will also generate a working bibliography for your paper.
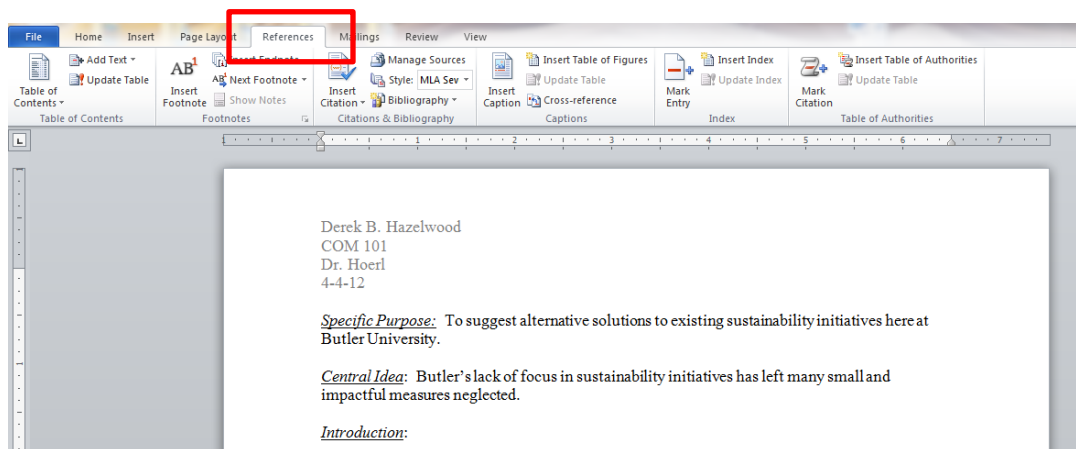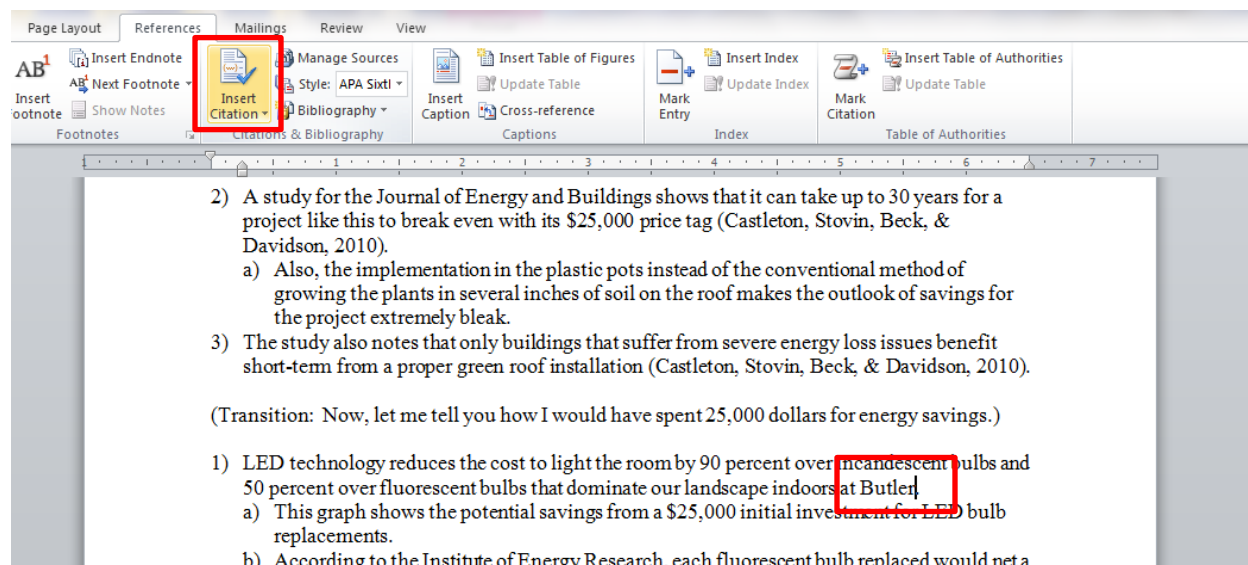

Step 2 – Choosing your Style

Word allows you to choose the style of the paper before you create internal citations and a bibliography. Select your **Style** from the dropdown menu as shown.
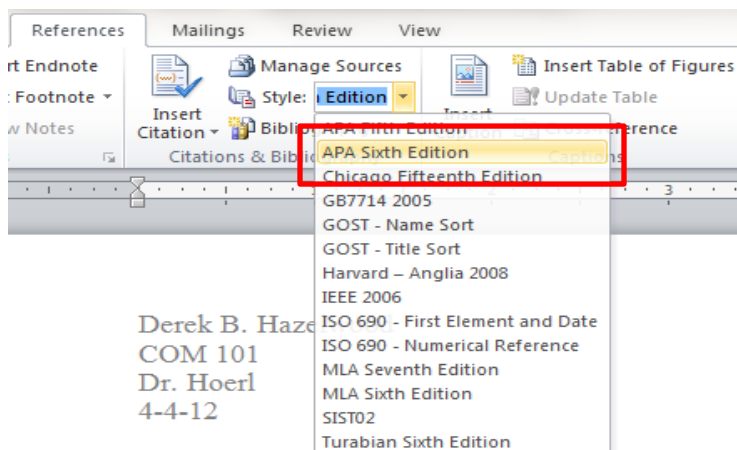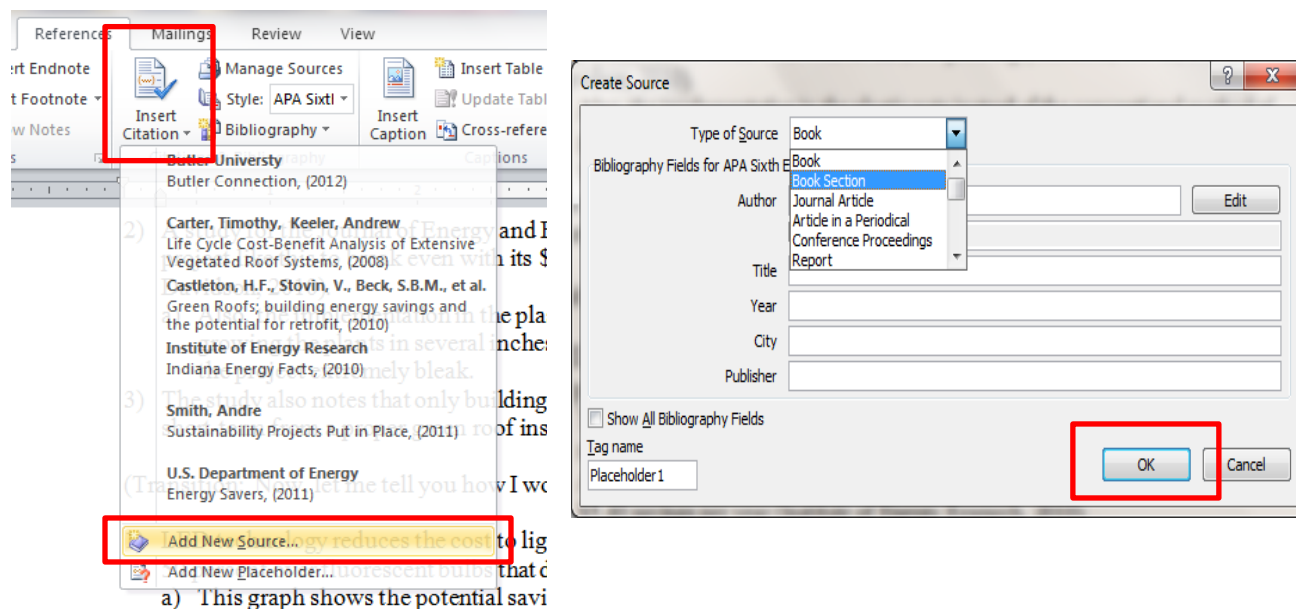
Step 3 – Internally Citing Sources

Citing your source internally is as easy as placing the cursor in the correct position for the citation and clicking **Insert Citation**.


Step 4 – Entering Information about Your Source

Once you click on Insert Citation, select **Add New Source**, and a window will pop up to enter information on your source. From here, you can select your source type from a variety of different sources from books to websites.

After you select your source type, Word will choose the proper information on the source to accurately cite it. Once you have populated all the fields, click **OK** to insert the citation into your paper.
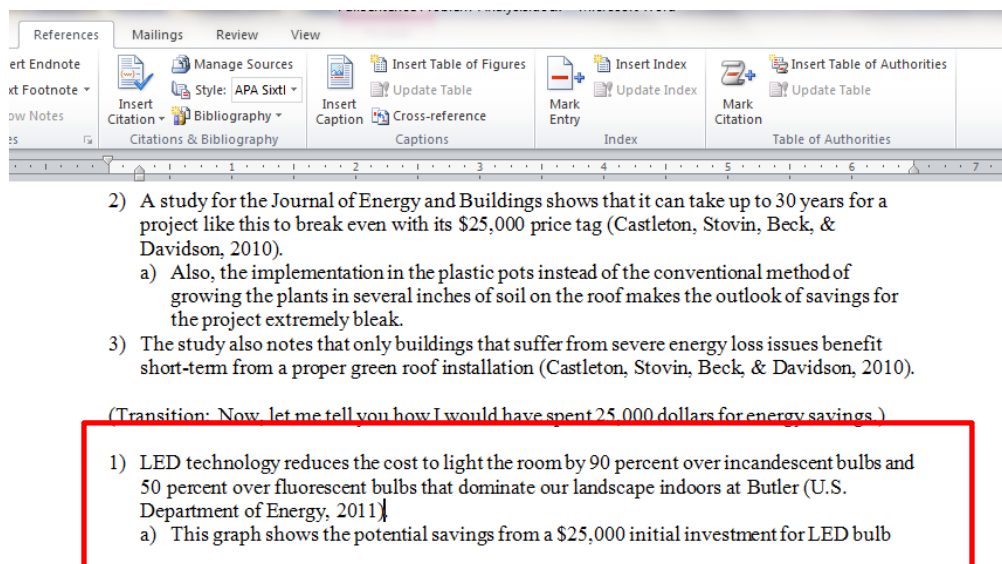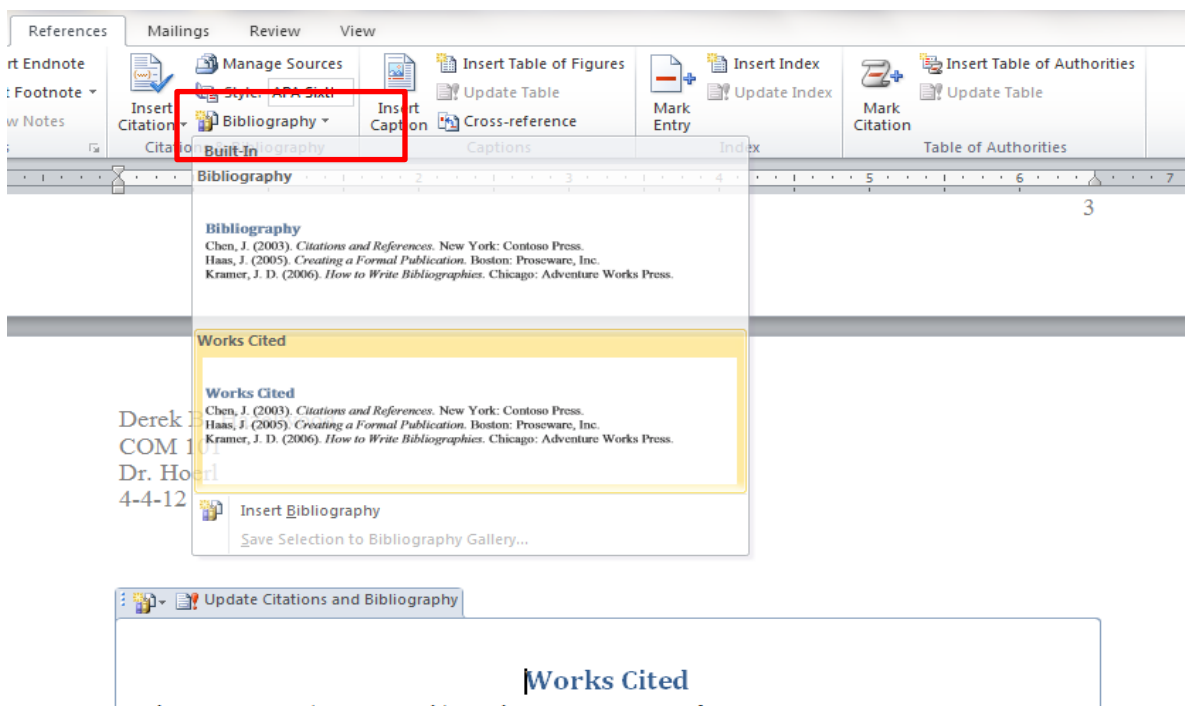
Your citation is now properly inserted based on the style that you chose.

Step 5 – Generating a Bibliography

After internally citing all sources using the prior steps creating a bibliography is very simple. Select the **Bibliography** dropdown icon and choose the type that best applies to the paper's requirements.
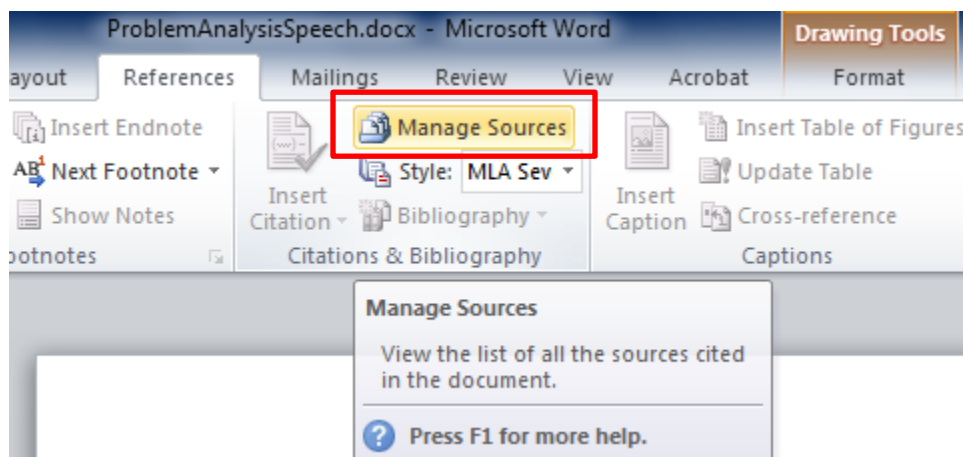

Your references will now be automatically populated into a bibliography at the end of your paper!

Step 6 – Managing Sources

After you have created your bibliography, you can continue to add more sources and update your bibliography to include your new sources.

First, to add a source, in the **References Tab**, click on **Manage Sources**.

The **Source Manager** will appear. Select **New** to create a new source and populate the fields as discussed earlier based on the type of source.
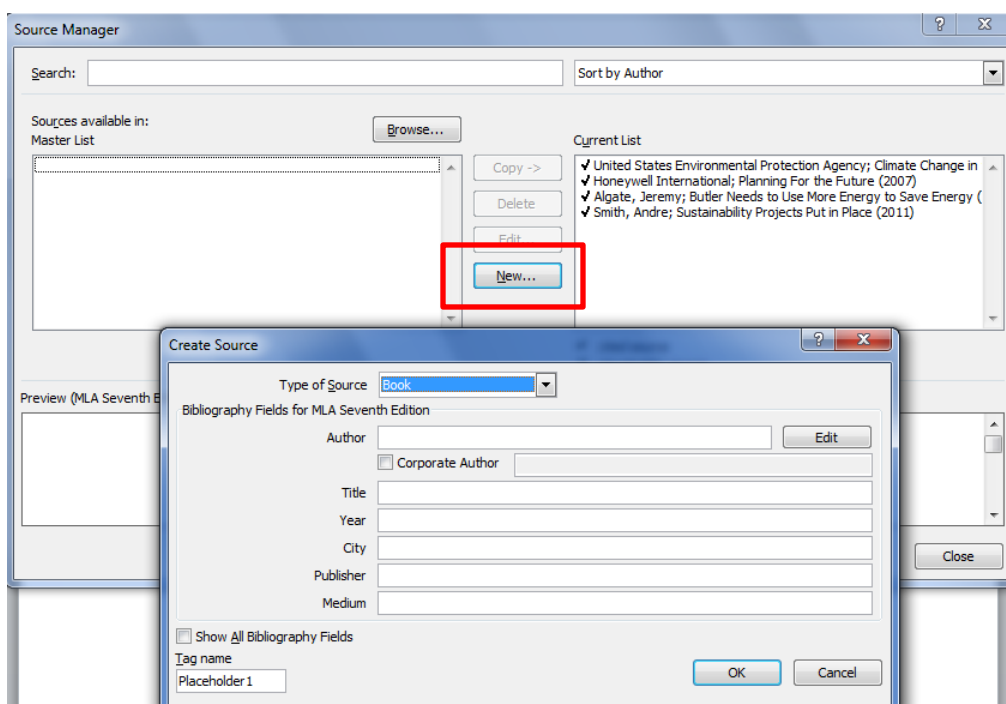
If you decide to enter a new source after your bibliography is created, you must **Update** your bibliography to include your new source. Simply click anywhere in your bibliography to highlight it, and click on **Update Citations and Bibliography** and now your bibliography will include your new sources!
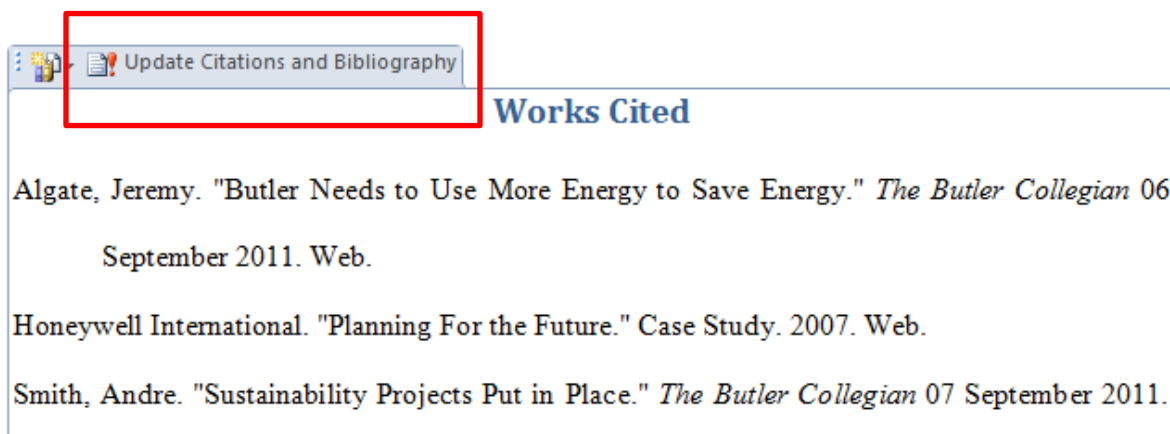
**IMPORTANT: Always remember to double-check your bibliography to make sure all the details are correct. Citation helpers are not usually 100% accurate.*

**Please note that if you are using Chicago Style for your paper, Office 2010 does not have the new 16th version. It uses the 15th version by default. Changes may have to be made to correct this.*

More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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