The Microsoft Word Referencing Tool: Styles

1. Tell me about the MSWord Referencing Tool?

Word (versions since 2007) features a built-in referencing function. This is a powerful tool that can automatically format in-text citations and generate a bibliography/reference list for your work.

2. How can I use the tool?

- Click on the References tab on the top menu. The tool you will be using is Citations & Bibliography.
- The first thing you need to do is set the Style to an approved Style referencing system (e.g. Chicago/Harvard – see Handbook for guidance).
- Click on the button to the right of Style.
- Select Harvard.

3. How do I enter information from sources?

- Point the cursor at the point in the document (essay, report or dissertation) where you want to add a citation.
- Click Insert Citation.

Searching for literature is ‘a systematic process with a view to identifying the existing body of knowledge on a particular topic’ (Collis & Hussey, 2014). The introductory chapter sets the scene for the project while the literature review chapter is much more detailed in scope.
• Click Add New Source

• This opens a Create Source form where you can enter the details of your source

• Start by choosing the Type of Source from the drop-down box – book, journal, website etc • Fill in the relevant details in each of the other boxes and click OK

4. How do I add a Bibliography / Reference List?

• When you have a list of the sources you wish to include in your work, you can use the referencing tool to automatically generate a Bibliography/Reference List

• On the References tab click Bibliography

• Click on a preferred template and Word will automatically generate a Bibliography for you

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Reference List


