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**
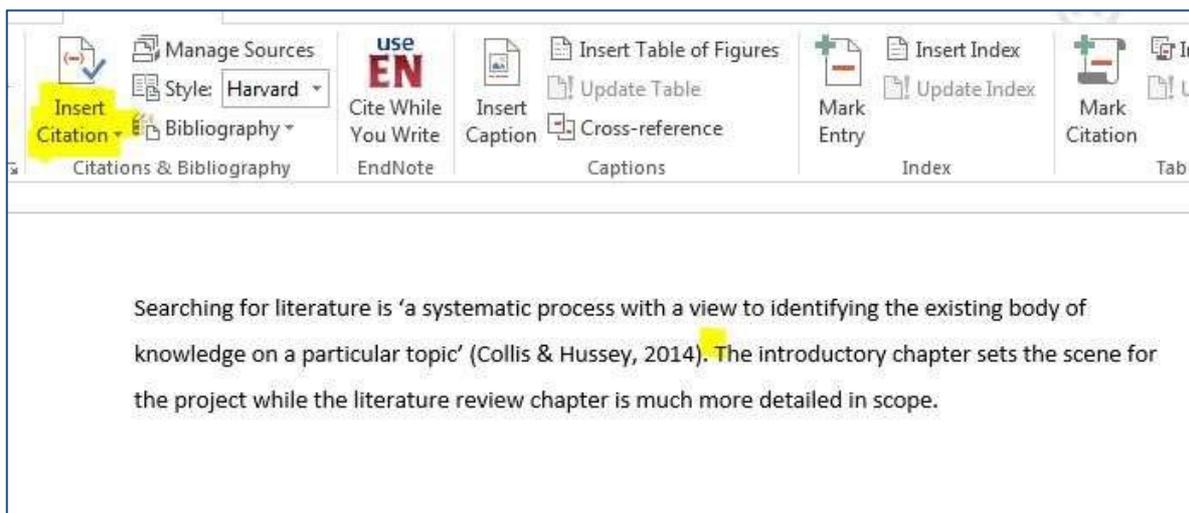
- Click **Add New Source**

- 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