# 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

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ŝ.	Citations & Bibliography	EndNote	Captions	Index	Tab
	Searching for literat knowledge on a par	ture is 'a sys ticular topi	tematic process with a view to ide s' (Collis & Hussey, 2014). The intr	entifying the existing bod oductory chapter sets the	y of e scene for
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#### 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

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Bibliography Fields for Harvar	d - Anglia					
Author	Collis, J.; Hussey, R.				Edit	
	Corporate Author			1690		
Title	Business research : a pract	cal guide for undergradu	iate & postgradua	te students		
Year	2014					
City	Basingstoke					
Publisher	Palgrave Macmillan					
Edition	4th					=

# 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

Reference	s Mailings Review Vi	ew EndNote X5	Acrobat				
t Endnote Footnote ★ Notes	Manage Sources  Style: Harvard   Insert Citation ~ Bibliography Citations & Bibliography	Cite While You Write EndNote	<ul> <li>Insert Table of Figures</li> <li>Update Table</li> <li>Cross-reference</li> <li>Captions</li> </ul>	Mark Entry Index	Mark Citation Table of Au		
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	Aveyard, H., 20 Maidenhead: 0	Aveyard, H., 2014. <i>Doing a literature review in health and social care: a practical guide.</i> 3rd ed. Maidenhead: Open University Press.					
	Collis, J. & Hussey, R., 2014. Business research: a practical guide for undergraduate and postgra students. 4th ed. Basingstoke: Palgrave Macmillan.						
	Ku, H. & Goh, S., 2010. Final year engineering projects in Australia and Europe. European Journal of Engineering Education, 35(2), pp. 161-173.						
	RIAN, 2014. Pa	thways to Irish Res	earch. [Online]				
	Available at: w	ww.rian.ie					