

## Creating References and Citations:

Word 2007 offers powerful tools for citing sources and creating bibliographies. It allows you to choose the style, enter the data and then generates the correct information in the correct format.

### Choosing a Style:

1. Select the References tab.
2. Click the drop down arrow in the **Style** field and select the appropriate style. (Figure 1)

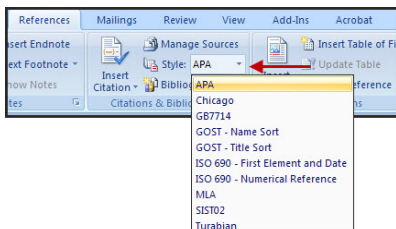


FIGURE 1: STYLE MENU

### Inserting a Citation:

1. Insert the mouse in the text where the citation belongs.
2. Click the **Insert Citation** button on the Ribbon of the References tab.
3. From the menu that displays select *New Source*. (Figure 2)

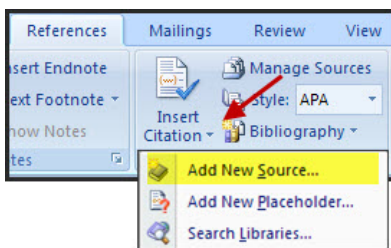


FIGURE 2: INSERT CITATION MENU

4. If you are inserting a citation that has already been entered click the name of the citation in the list at the top of the menu.
5. To add a new citation, click *Add New Source*.
6. Complete the *Create New Source* form that displays. (Figure 3)
  - a. If you need more fields, click the Show All Bibliography Fields checkbox.

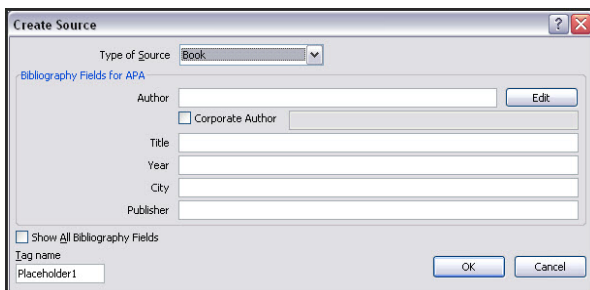
A screenshot of the 'Create Source' dialog box in Microsoft Word 2007. The 'Type of Source' is set to 'Book'. The 'Bibliography Fields for APA' section includes fields for Author, Title, Year, City, and Publisher. There is an 'Edit' button next to the Author field and a 'Corporate Author' checkbox. At the bottom, there is a 'Show All Bibliography Fields' checkbox, a 'Tag name' field with 'Placeholder1' entered, and 'OK' and 'Cancel' buttons.

FIGURE 3: CREATE SOURCE FORM

### Adding a Placeholder:

When you know you need to add a citation but do not have all the information needed to create the citation you can add a placeholder. When you gather the needed information you can edit the placeholder to create a proper citation.

1. Click **Insert Citation** on the Ribbon of the Reference tab.
2. From the menu that displays, select *Add New Placeholder*. (Figure 4)

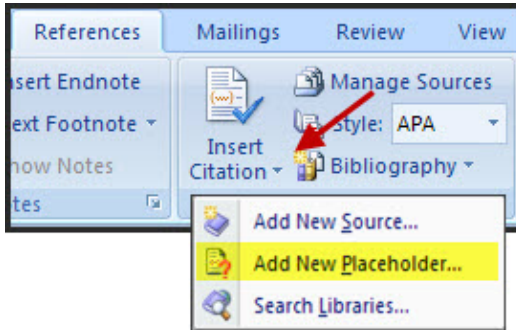


FIGURE 4: ADD NEW PLACEHOLDER

3. In the box that displays enter a Tag name for the placeholder and click OK. *Note: The Tag name can contain letters and numbers but no spaces.*

### Editing Placeholders:

Once you add a new placeholder to your document, it is possible to go back and edit the placeholder to include all necessary information.

1. Click **Manage Resources** on the Ribbon of the References tab.
2. In the Current List of the *Source Manager* that displays select the placeholder you need to edit and click **Edit**. (Figure 5)

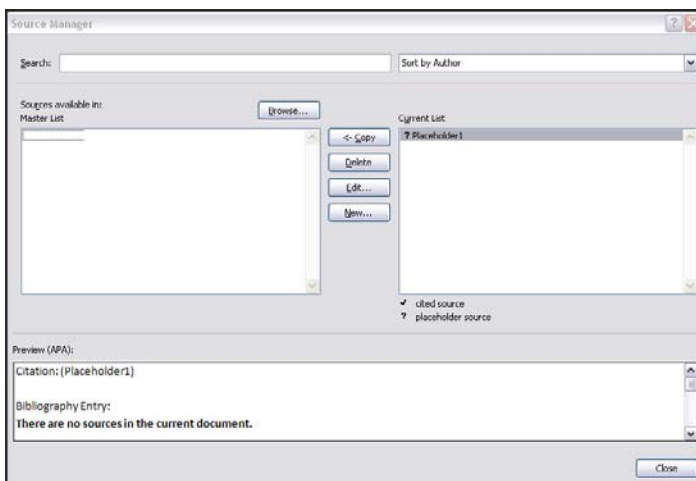





FIGURE 5: SOURCE MANAGER

3. Enter all appropriate information in the *Edit Source* dialogue box that appears and click OK. This box is identical to the *Create Source* dialogue box. (Figure 3 above)

### Managing Resources:

Within the *Source Manager* that is accessed through the **Manage Sources** button on the Ribbon of the References tab, you can manage all of your citations. From this dialogue box it is possible to:

-  Edit entries
-  Delete entries
-  Create new entries

It is also possible to copy citations between the Current List and the Master List. Citations in the Current List are only available for use in the current document. Citations on the Master List are available for use in all documents created on that particular computer. Only citations in the Current List will be included in the bibliography that Word 2007 will create for the current document.

### Creating a Bibliography:

1. Insert the cursor in the document where you want the bibliography.
2. Click **Bibliography** on the Ribbon of the References tab.
3. Select either *Bibliography* or *Works Cited* from the menu that displays. (Figure 6)



FIGURE 6: BIBLIOGRAPHY MENU

### Inserting a Footnote:

1. Insert the cursor in the document where the footnote marker should be.
2. Click **Insert Footnote** on the Ribbon of the Reference tab. (Figure 7)

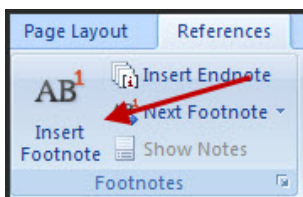


FIGURE 7: INSERT FOOTNOTE BUTTON

3. Begin typing the footnote at the bottom of the page. (Figure 8)

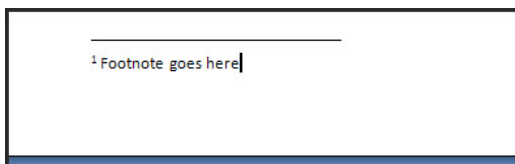


FIGURE 8: FOOTNOTE AT BOTTOM OF PAGE