How to use the References Tab in Word

Description:

4:59 minute video

A demonstration on how to create works cited, bibliography, reference pages and citations using the Reference Tab in Microsoft Word 2007 or 2010.

Transcript

[opening title]

How to Use the Reference Tab in in Word
Courtesy of Katie Kotynski

[female narrator]

This video's going to show you how to use the references tab in Microsoft Word to add your references and your work cited page.

So, good ahead and click on the references and underneath the manage sources go ahead and click on that. And every time that you have a source you're gonna click ‘new’ and put it into your system.

You'll notice that I already have two sources in my system. If you're just starting out, you won't have any.

So, let's click on ‘new’, you're going to pull down what type of source it is. If it's a book, then you would follow the examples. When you click in an item you'll see over here, it tells you down at the bottom how they want you to enter this.

[narrator typing in the authors’ names]

So, I'll just do exactly.... the authors that they show...
Then, underneath the title you'll see... you want to capitalise it but no italics or anything like that.

[narrator typing]

What year... it shows you how to type in the year... the city...

Then it gives you the sample and the publisher.

[keyboard typing]

If you need more fields click on the ‘show all fields’ and there will be all kinds of other ones in case there's an editor or if it's a multi-volume booking etc.

You click ‘OK’ and now that particular book is added in.

I click ‘new’ and if I want another one, for example, if it's a journal article or maybe it's an online, it's a website; it will walk me through everything that I need.
And again I can click ‘show all’; the ones with the star are the ones that are needed if you have a quality source.

So if you don't have an author on that website, it might be one that isn't very reliable and some of these other things. So, the ones without a star are not necessarily used on a website unless it's available.

Okay, so now that I have some sources here, let's see how to use those.

I'm going to click 'close' and let's see... say in my paper, right here is the source. So, I click here - I'm on my References Tab - and I can insert a citation. And I pick the particular source that my book is on.

Now you'll notice only one of the books is showing, even though I have more than one in here.

Okay, here's my citation and - I say - you know what, I actually needed a different source. Let me go to manage sources; I need to make sure that all of my sources are over here for this particular item.

Okay, I'm pretending I need to add another source here: 'insert citation' you'll notice all of my sources now. You'll notice that it is last name, comma, and the date - and that's APA style.

If I need MLA style instead, I can pick MLA 7th or 6th edition, whichever one my professor wants me to use. So, whenever I add the sources notice that there's no page number here, no date here, because that's MLA style versus APA style, which requires a date.

If I need to edit this, it's a direct quote I need to add a page number. I just click here and I go at 'edit source' - I'm sorry - 'edit citation', and I can add my page numbers in.

I click okay and you'll notice it puts it in APA style. If I needed MLA, I can pull up here to MLA and it will change it to the MLA fashion.

Once I'm completely done, I need to put in my work cited page. I'm going to go to the end of my item. I'm going to click here and I'm going to first insert a blank page.

Or I can just hit the Enter, so that I'm on my last page.

Then under references, look at how easy… ‘insert a bibliography’ and there it is.

And it's in the correct style, exactly how it is. If I don't want MLA, I come down here to APA, you'll notice it changes the style perfectly.

So, that's how to use the References Tab in Microsoft Word to create your citations and also your bibliography.

Notice that you can click here and delete these things too.

Hope that helps you work with MLA and APA format using the References Tab in Word.

[end]