Using citation tool in MS Word

Inserting citation

Step 1: To insert citation, please look for References > Citations & Bibliography tab in MS Word

Check that style selected is ‘Harvard – Anglia 2008’ (Note: SP Library recommends Harvard citation style. However, if your tutor specifies another citation style, please adhere to it)

Thereafter, click on insert citation > Add new source to add a new citation

Step 2: Depending on the type of source referenced/to be cited, select the appropriate type from the drop down menu and fill in the necessary fields. These are fields which have been marked with ‘*’.

If you would like to input more information, select ‘show all bibliography fields’ to show more fields. (Note: This is more important for journal articles as details such as issue, volume number, no. of pages need to be cited)
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For example, if you are trying to cite a Journal Article:

This is what your entry should look like:

When you are finished inputting the information, select ‘OK’ and the following in-text citation should appear: (Beisland, 2014)

The in-text citation should be located as part of the text in your report. Please also note that the list of references should be included at the end of your report.
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Generating list of references

To generate the list of reference, please look for References > Citations & Bibliography tab and select Bibliography > any of the options and the list of references should automatically appear.

This is how the reference which was inputted earlier will look like:

**Bibliography**

Using citation tool in MS Word

Editing citations

Step 1: If you would like to make changes to a citation which you have inputted, under References > Citations & Bibliography tab, please select ‘Manage Sources’.

Step 2: Select the entry which you would like to edit, then click on ‘Edit…’.

Step 3: Amend the necessary information and select ‘OK’.
Using citation tool in MS Word

Step 4: It is also imperative that you go to the list of references generated and click on the ‘Update Citations and Bibliography’ button in order for the amendment(s) to be reflected.

Bibliography