Microsoft Word – Referencing feature

This short guide will introduce you to using Word and Harvard referencing style while you write your assignment. Word allows you to fill in a form for any resource (book, article, website etc.) and generates a citation (in your essay) and a bibliography (a list of your references at the end of your essay). See your module handbook for guidance and Quote, Unquote for Harvard specifically.

1. Open Word and look at the ribbon menu along the top. Click on References:

2. Locate the section called Citations & Bibliography:

3. On the Style menu use the drop-down menu and select Harvard – Anglia:

4. In your assignment, place your cursor where you need to provide a reference for your information, beside the authors name:

   Why do we reference?

   Cottrell writes that by improving our academic skills we can, “Accelerate the learning process”.

5. Click on Insert Citation in the ribbon menu:

6. Choose Add New Source...:

7. The Create Source form opens for you to fill in. Choose the Type of Source from the drop-down menu and fill in the information you have:

   Don’t worry if you don’t have some information, just leave the box blank. The only exception is the author field, see the next note for an explanation!
8. Remember, if there is no author, you need to tick the Corporate author box to show the information belongs to a company or organisation, for example BBC, NHS etc.

9. Click OK when you are finished, and you will see a citation is automatically entered beside your reference:

Cottrell (Cottrell, 2008) writes that by improving our academic skills we can, “Accelerate the learning process”.

10. This isn’t quite right because the authors name has already been mentioned, and we are using a direct quote in speech marks “!” so we need to provide a page number. It is easy to change the citation by simply clicking on it and using the drop-down menu that appears; on this drop-down menu choose Edit Citation:

11. A box called Edit Citation appears where you can select what you want to change:

You need to add the exact page you took the quote from, and you also need to tick the box to Suppress the Author. This means that our reference will only list the details we need:

12. Click OK and you will see your citation is corrected:

Cottrell (2008, p. 1) writes that by improving our academic skills we can, “Accelerate the learning process”.

Let’s look at another example. The next sentence in the essay, highlighted in yellow, has been paraphrased, this means we have put something that was written by someone else in our own words:

13. Click the curser at the end of the sentence where you need the citation, and then click on the References tab – Insert Citation – Add New Source button again:
14. And again, complete the form with the information you have:

   Notice that for each field you are offered examples at the bottom of the form to show you what the information might look like.

15. Click OK and you will see a correct citation added to the assignment, with no changes needed on this occasion:

   Why do we reference?

   Cottrell (2008, p. 1) writes that by improving our academic skills we can, “Accelerate the learning process”. At whatever level you are studying, undergraduate or PhD, it is never too late to find a resource to help you. There are general resources which give a good overview of skills, some of which you may not have developed before, for example, proof-reading (Fairbairn & Winch, 1996).

16. Now let’s look at an example website, with the yellow paraphrased sentence below. Again, place your mouse cursor at the end of the sentence, where you need a citation:

   Why do we reference?

   Cottrell (2008, p. 1) writes that by improving our academic skills we can, “Accelerate the learning process”. At whatever level you are studying, undergraduate or PhD, it is never too late to find a resource to help you. There are general resources which give a good overview of skills, some of which you may not have developed before, for example, proof-reading (Fairbairn & Winch, 1996). It might not seem like it but referencing is important for employability.

17. Click on the References tab – Insert Citation – Add new source button again, this time choose web site. You need to scroll down the list to find it.

18. Fill in the form with the information you can find from looking on the web page and click OK:

   In this example, as there is no named author on the website, we must tick the Corporate Author box to show there isn’t a person’s actual name. You will often find there is not an author’s name so if in doubt use the company name.

19. Now you can see the correct citation:

   Why do we reference?

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20. Finally, once all your citations are added and you have finished writing your assignment you can generate a bibliography; this is a list at the end of all the resources you have cited in your assignment. You need to place your cursor at the end of your assignment, after the last word, and then follow the steps below:
21. Go to the References tab again, and this time click on Bibliography. A box drops down giving you 3 options for the title; choose one:

22. Immediately you will see a list of all the references you have cited in your assignment appear at the end of your work. They will be automatically listed in alphabetical order:

Why do we reference?

Cottrell (2008, p. 1) writes that by improving our academic skills we can, “Accelerate the learning process”. At whatever level you are studying, undergraduate or PhD, it is never too late to find a resource to help you. There are general resources which give a good overview of skills, some of which you may not have developed before, for example, proof-reading (Fairbairn & Winch, 1996). It might not seem like it but referencing is important for employability (Leeds Beckett University, 2017).

Bibliography


23. The final thing you must remember to do is specific to Leeds Beckett University and that is to manually add brackets around each date on each entry of the bibliography. Just click on the date and manually type the brackets.

24. If you realise that you have forgotten to add a citation somewhere in your assignment just go to the place in your work and click your cursor where you need the citation, then take the same steps –

Click on the References tab – Insert Citation – Add new source button and fill in the form. To update the Bibliography list just click on the word Bibliography and click Update Citations and Bibliography:

Practice helps, and the more you use this feature the easier referencing will become. If you need more help don’t forget you can see your Academic Librarian for more guidance, and of course refer to Quote, Unquote: A guide to Harvard Referencing for more information and ideas about adding citations to your work, all from the Library website.