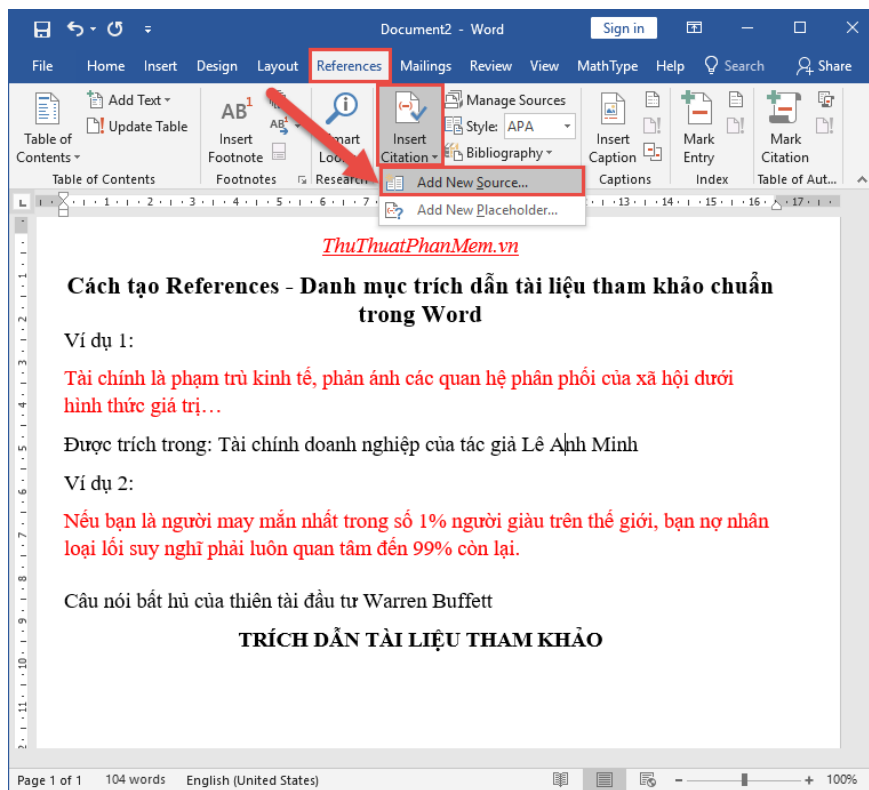


How to create References - A list of references to standard references in Word

How to create References - A list of references to standard references in Word. For every topic, dissertation or scientific research report, a lot of references and cited reports are required. However by manually citing the document after doing so

For every topic, dissertation or scientific research report, a lot of references and cited reports are required. However, manually citing documents after making projects makes you spend a lot of time. The following article shares with you How to create References - List of references to standard references in Word

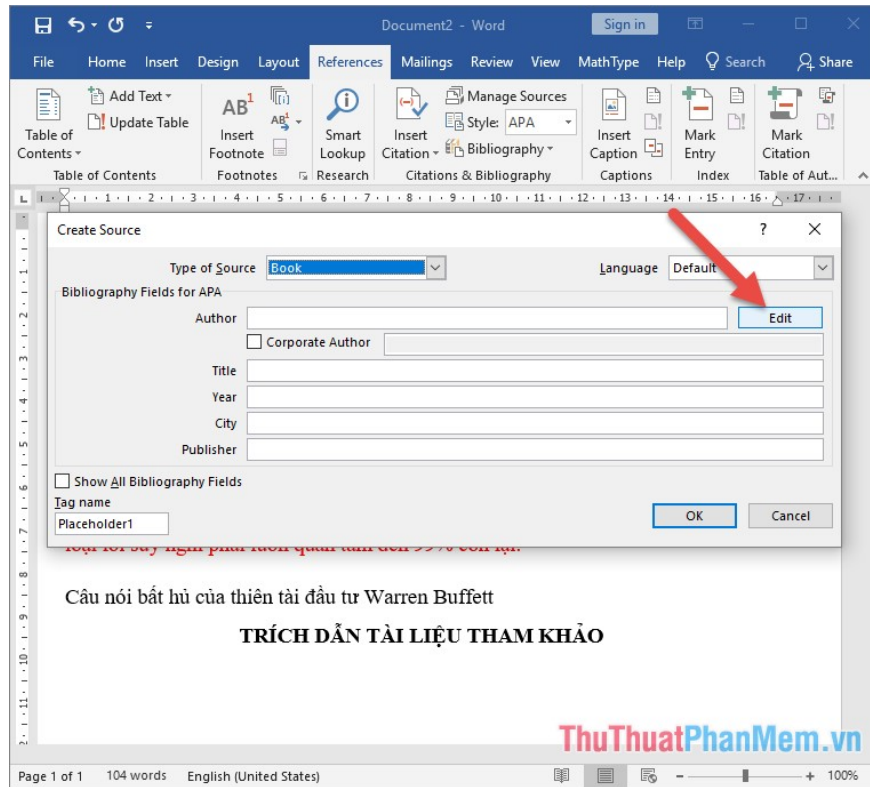
Step 1: Go to References tab, click Insert Citation -> Add New Source:



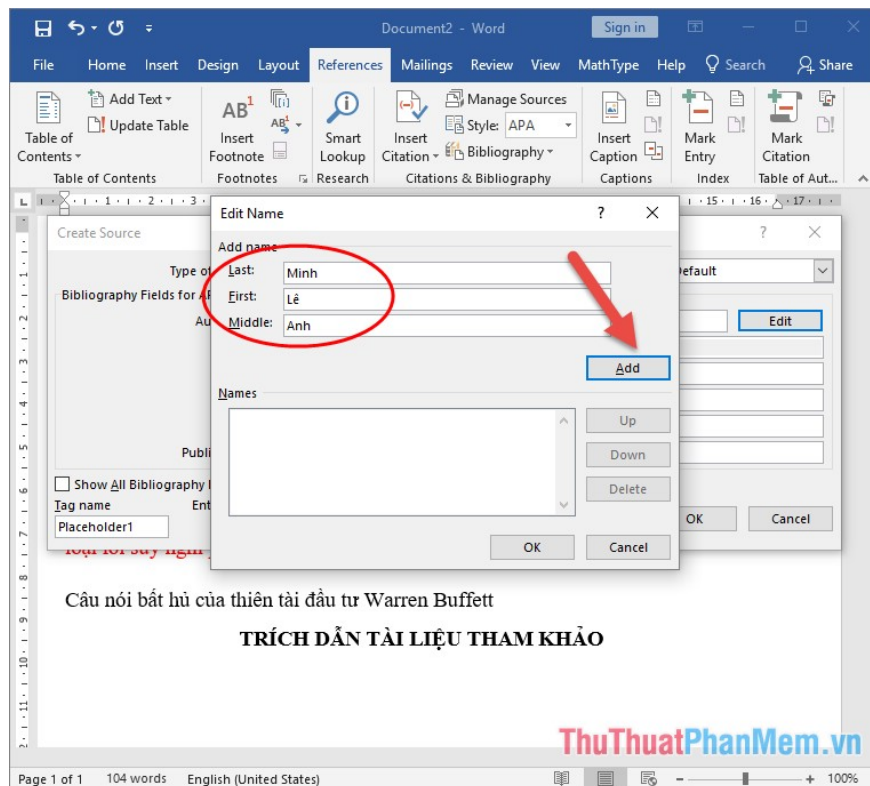
Step 2: The Creat Source dialog box appears in the section:

- **Type of Source** : Select the type of data source to extract, for example, here is an extract from the **Book** of type selection **book**:

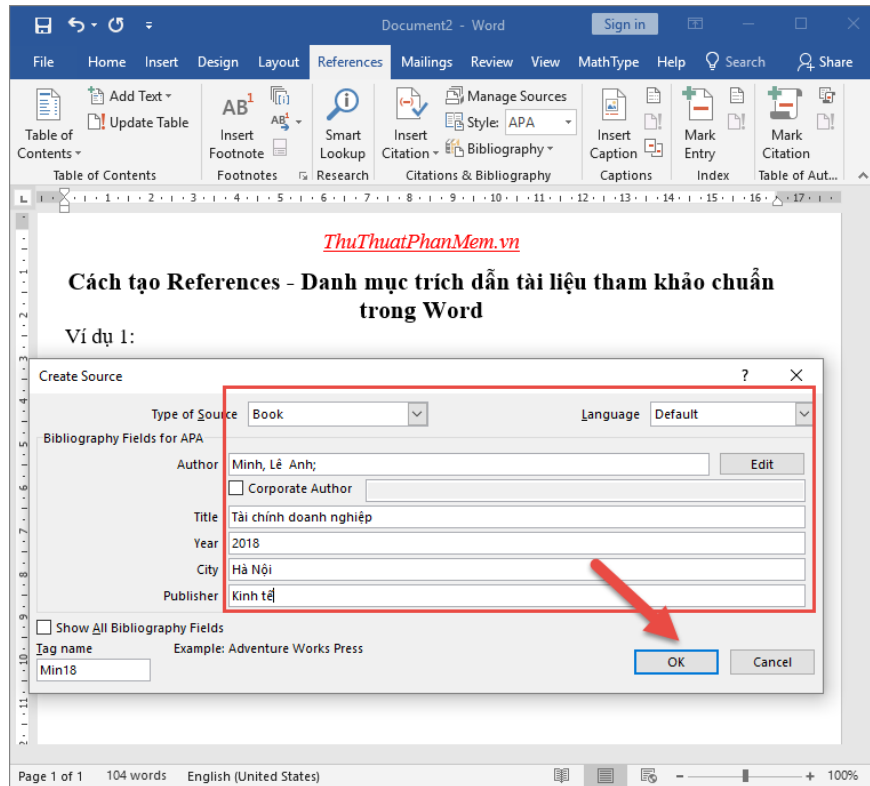
- In the **Author** section, click **Edit** to enter the full author's name:



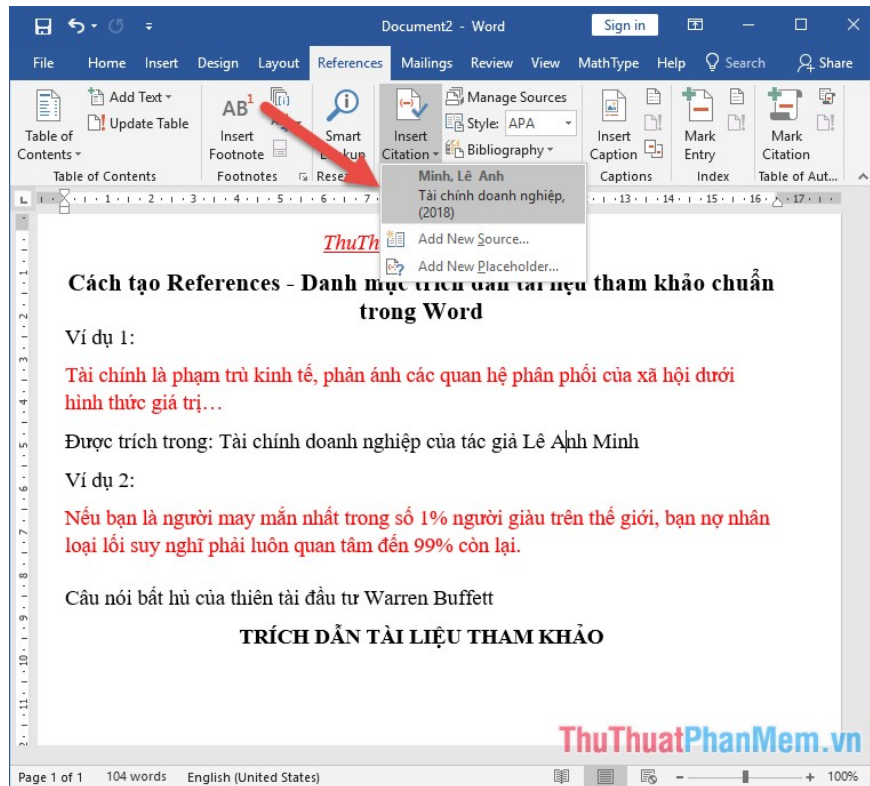
Step 3: Enter the full author name in the fields -> click **Add** to complete:



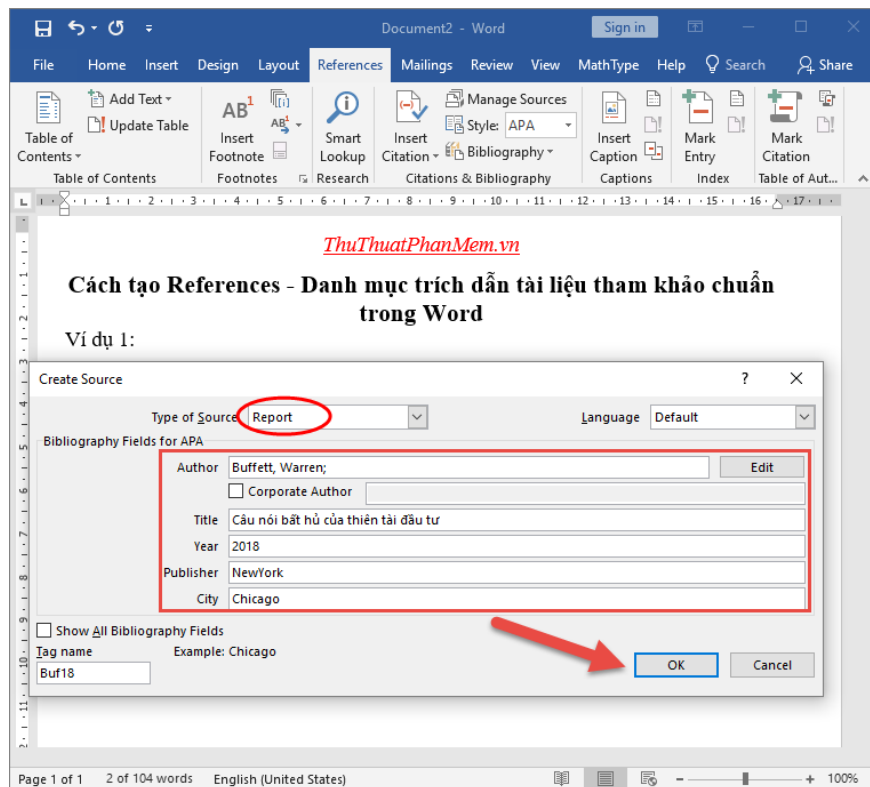
B u conventions 4: After you have entered the name of the author of the document should cite enter text for the book as a title (**Title**), year of publication (**Year**) , place of publication (**City**) . After entering, click **OK** to finish.



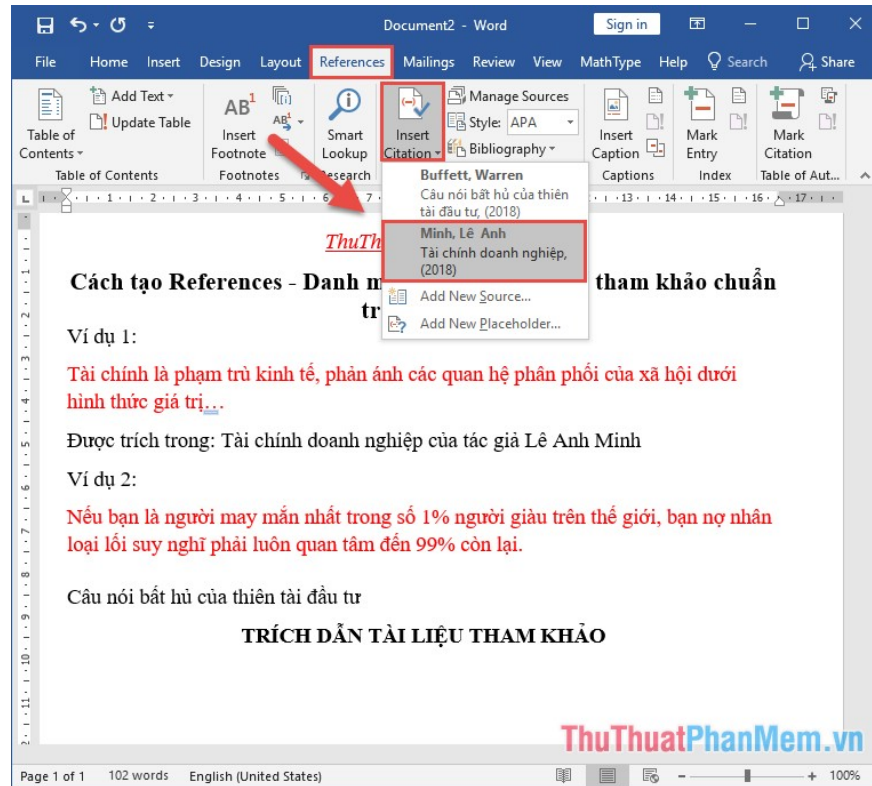
After creating the document citation successfully click on **Insert Citation**, you will see the citation has been displayed:



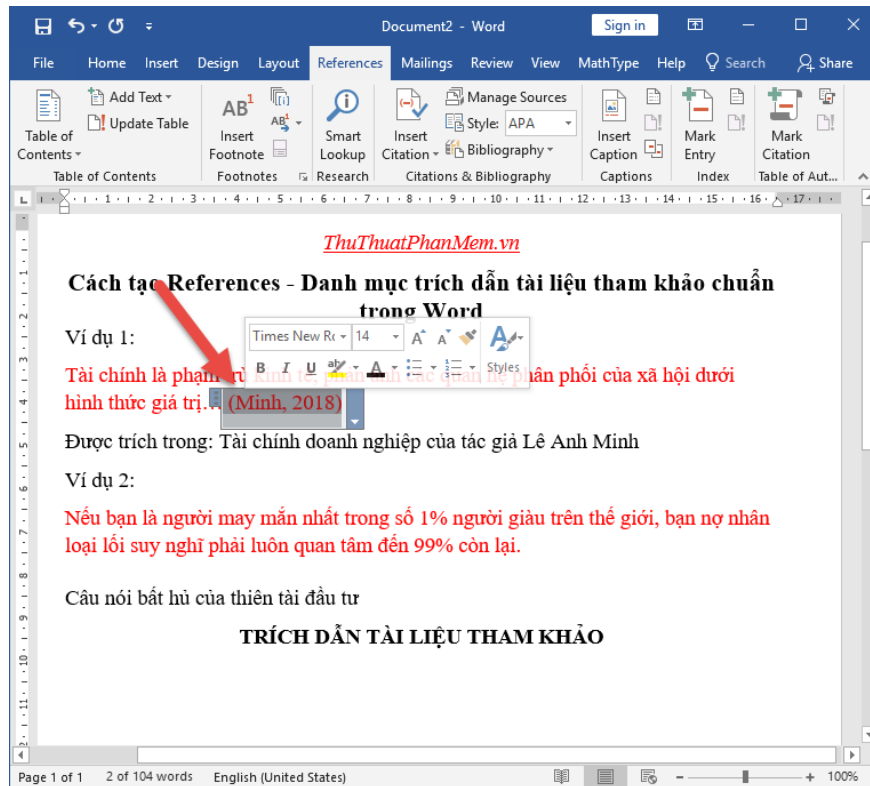
Similarly create quotes for other documents, for example, quote the immortal saying of investment genius Warren Buffett:



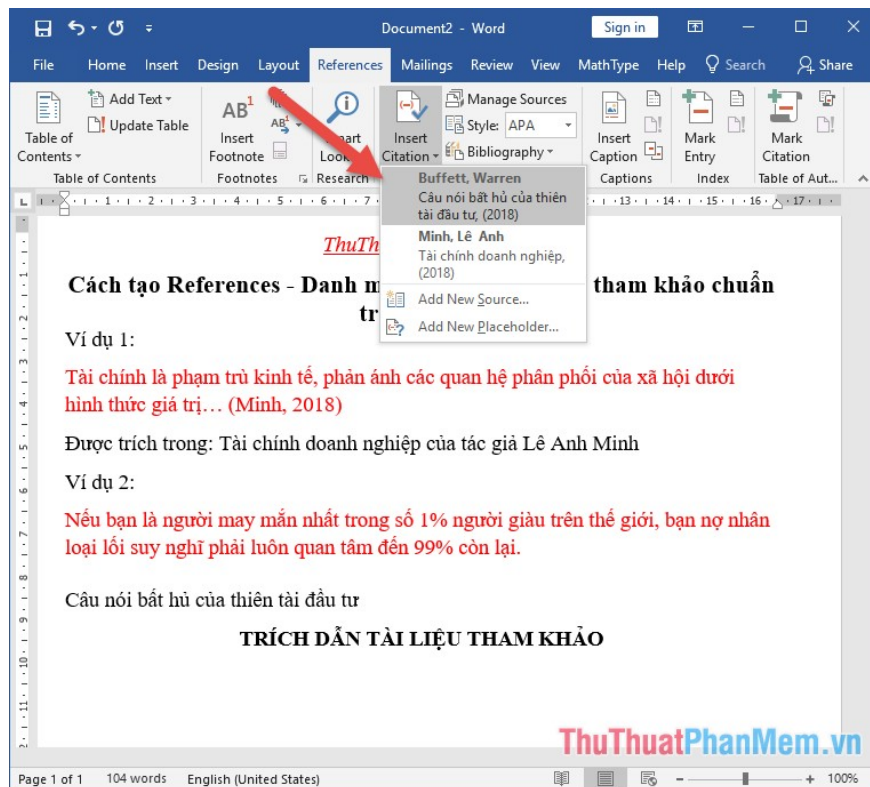
Step 5: After creating the content you want to cite, create a citation for the reference content, put the mouse cursor after the content to cite the document into the **References** tab, click **Insert Citation** -> **Add New Source** -> Select the citation corresponding to the content to cite:



The resulting result is cited:

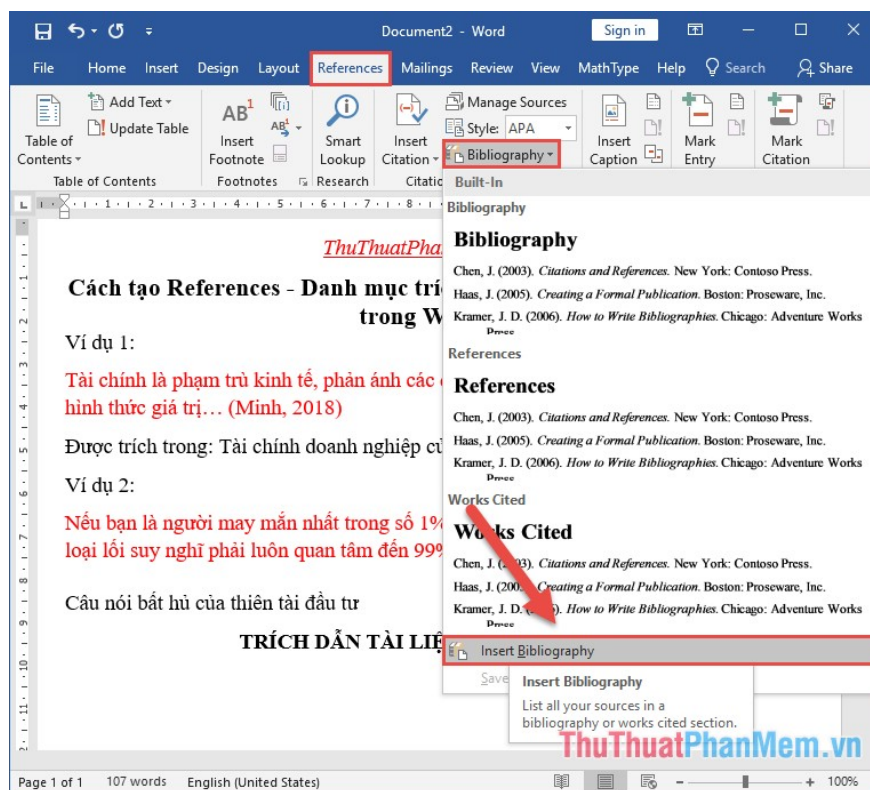


Do the same with the other citations in your text:

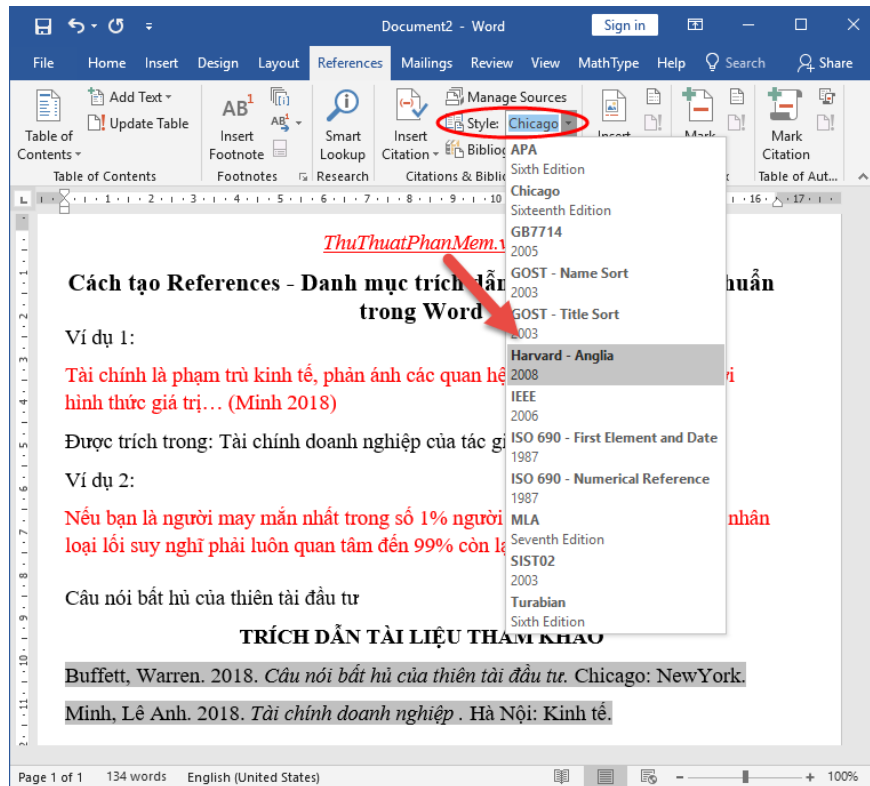


Step 6: Create a table of contents to cite the document.

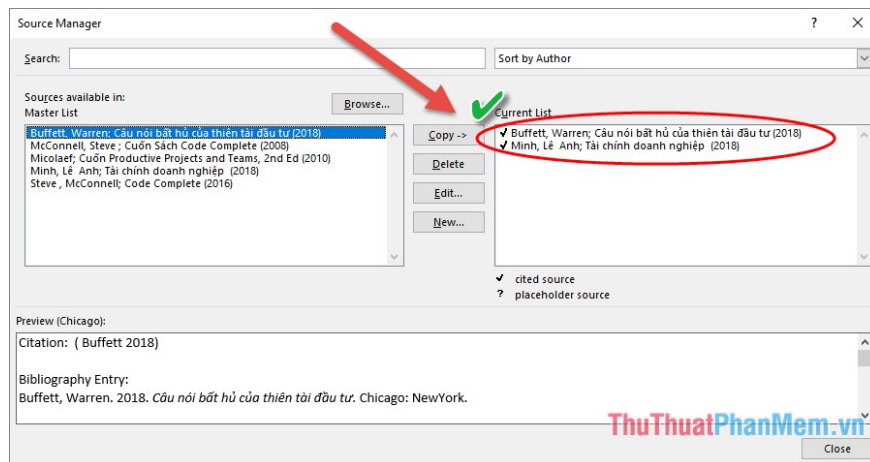
After quoting, create the table of contents for the document to be cited. Place the cursor where you need to create the table of contents -> Go to **References** tab, click **Bibliography** -> **Insert Bibliography**:



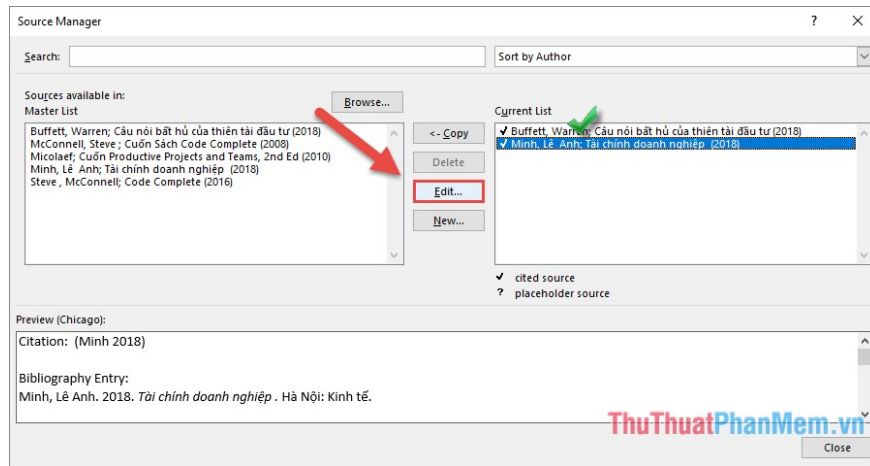
The result is that you have created a table of contents for the document to cite. You can choose a different style for the table of contents by clicking on **Style** -> choose an optional display style:



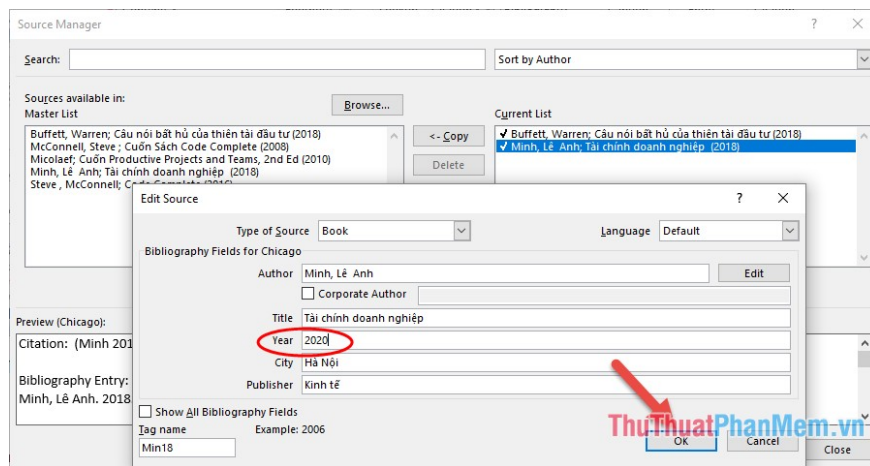
All citations cited if successful display in the catalog are pre-checked in **Source Manager**:



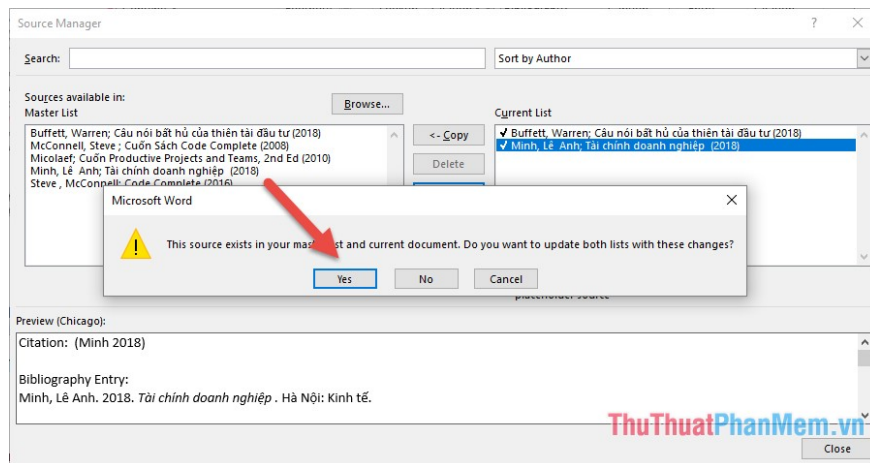
In case you want to edit the citation -> click on the citation to edit -> select **Edit**:



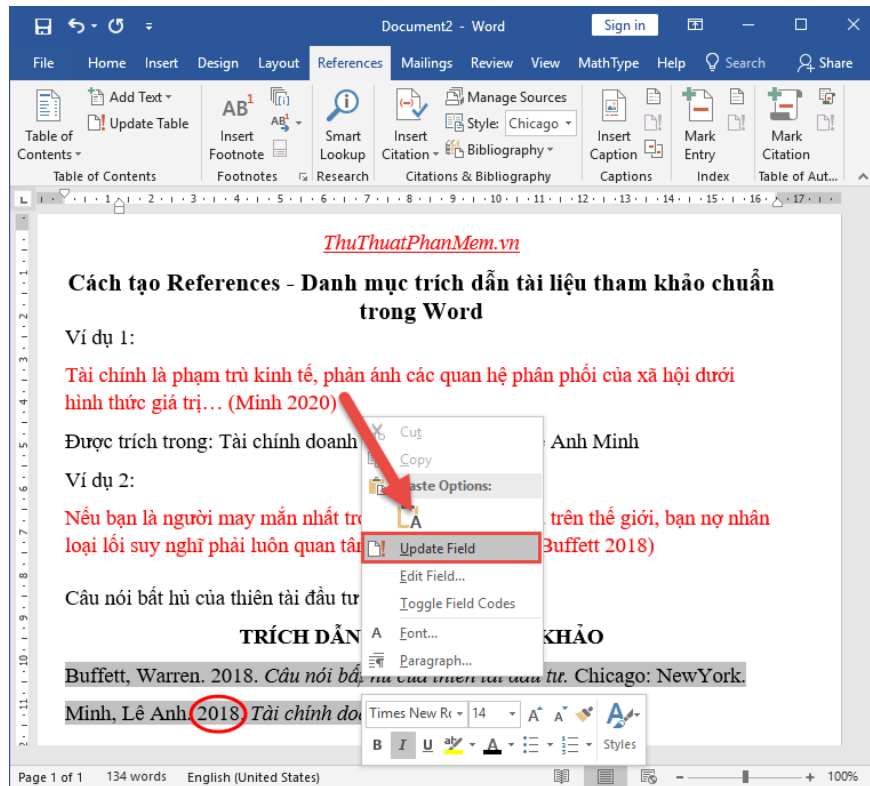
The example here is revised from 2018 to 2020:



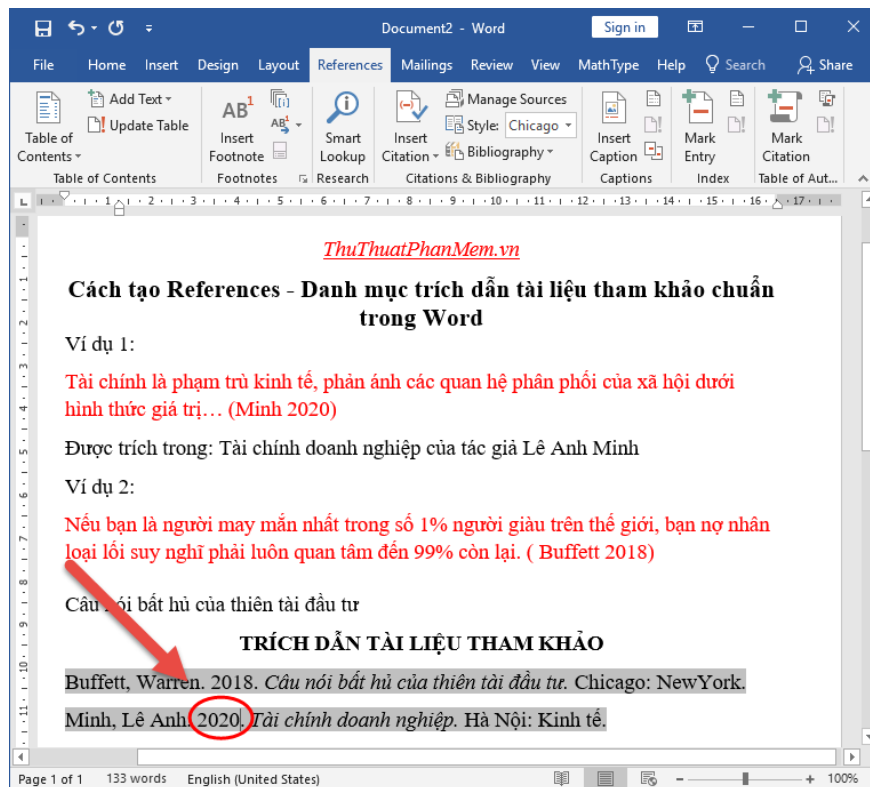
A message box appears, click Yes:



Returning to the list of documents that have been created, you see the year edits have not been updated yet. Right-click the list of documents created -> select **Update Field**:



The results of the citation list have been updated:



;

The above is a share on how to create References - A list of standard references in Word so that you can complete your project and empirical report fully and completely. Good luck!

You finished reading the article "**How to create References - A list of references to standard references in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
