

MS Word - Lesson 16: Adding Citations and Creating a Citation Folder

Adding citations in Word helps readers of a document get accurate information about the content mentioned in the text, and clearly indicates the source of the reference.

When working on research projects, dissertations, or reference materials, you'll often find a lot of content taken from other sources as references and evidence. Word provides a tool to create citations for your references to demonstrate the accuracy of the content, instead of doing it manually. You can also create a citation list for easier reference. This article will guide you on how to create citations in Word and generate an automatic citation list.

1. Instructions on creating quotations in Word

Step 1:

In the Word interface, click the cursor at the location where you want to create the citation, then click on **References** , and below, click on **Insert Citation > Add New Source** .

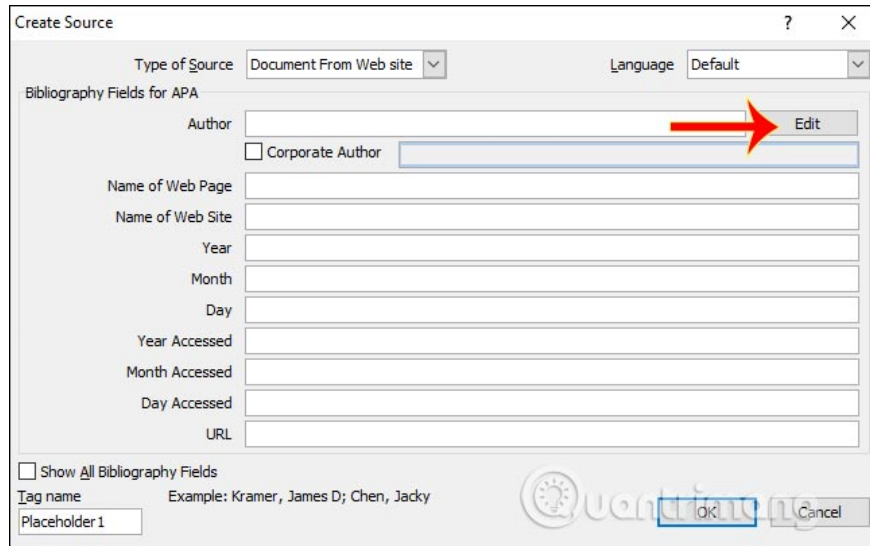


Step 2:

The Create Source dialog box appears. Here, the user enters the following information.

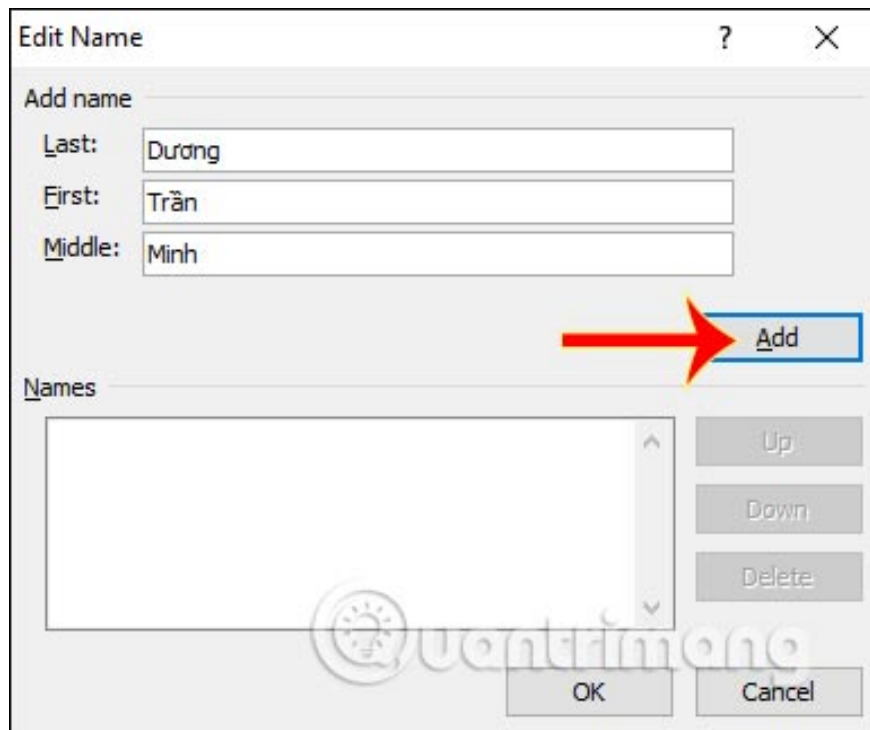
Type of Source : Select the type of data source to extract, for example, select Book if you want to cite from a book. Note that each citation source type will have different input requirements.

In the Author section, click **Edit** to enter the full author name.



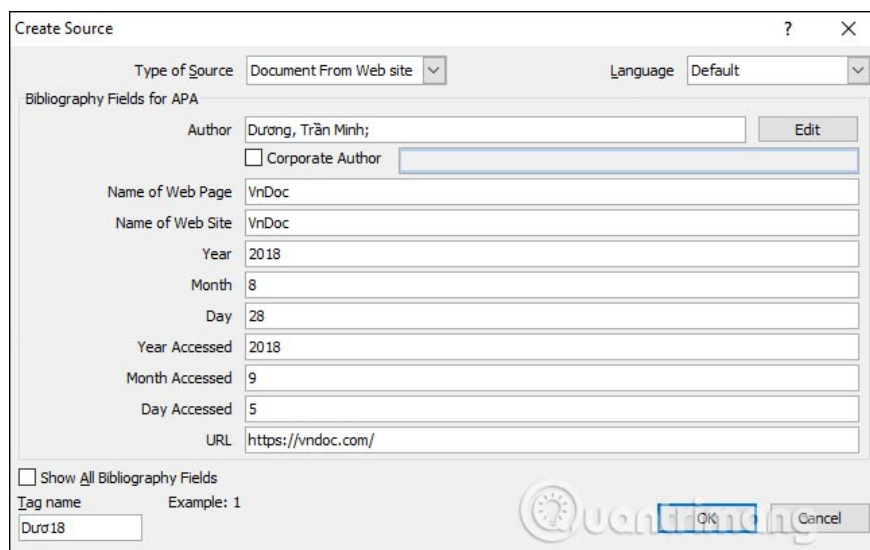
The screenshot shows the 'Create Source' dialog box. At the top, 'Type of Source' is set to 'Document From Web site' and 'Language' is 'Default'. Under 'Bibliography Fields for APA', the 'Author' field is highlighted with a red arrow pointing to the 'Edit' button. Below it is a checkbox for 'Corporate Author'. Other fields include 'Name of Web Page', 'Name of Web Site', 'Year', 'Month', 'Day', 'Year Accessed', 'Month Accessed', 'Day Accessed', and 'URL'. At the bottom, there is a 'Show All Bibliography Fields' checkbox, a 'Tag name' field with 'Placeholder1', an example 'Example: Kramer, James D; Chen, Jacky', and 'OK' and 'Cancel' buttons.

We enter the author's name and then **click Add** to add it to the citation.



The screenshot shows the 'Edit Name' dialog box. Under 'Add name', there are three input fields: 'Last:' containing 'Dương', 'First:' containing 'Trần', and 'Middle:' containing 'Minh'. A red arrow points to the 'Add' button. Below this is a 'Names' section with an empty list box and 'Up', 'Down', and 'Delete' buttons. At the bottom are 'OK' and 'Cancel' buttons.

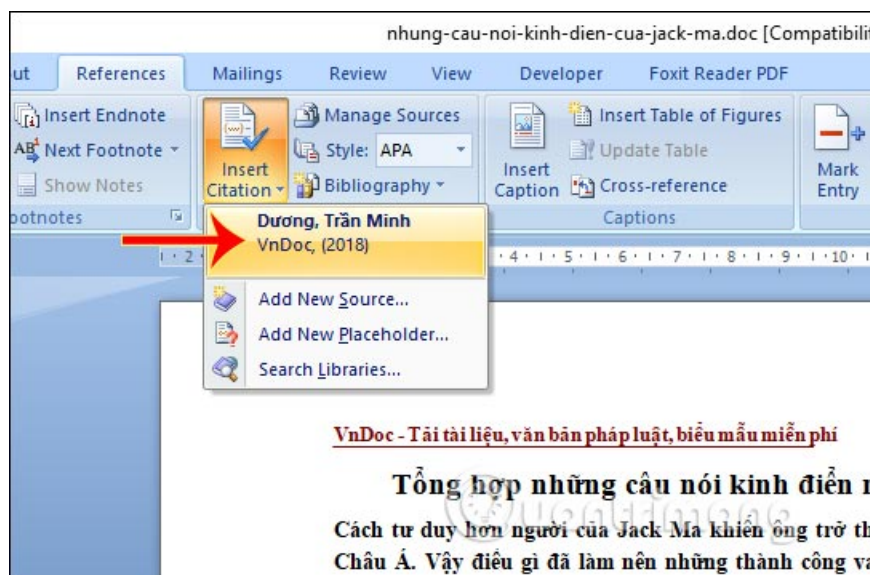
Then fill in the remaining information and click OK to save.



Step 3:

The citation source will then appear at the location where you initially placed your cursor. You can continue creating other citations for the document. Click on **Insert Citation** and you will see **the newly created citation** displayed. From this list, you can add the existing citation to the document.

The quotations in the document can still be formatted, such as changing the color to make them stand out more, if you wish.



2. How to create a table of contents in Word

Step 1:

Place the cursor at **the location where you want to create the citation table**, then click **References**, select **Bibliography**, and then **Insert Bibliography** .

Bibliography

Chen, J. (2003). *Citations and References*. New York: Contoso Press.
Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

Works Cited

Chen, J. (2003). *Citations and References*. New York: Contoso Press.
Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

Insert Bibliography

Save Selection to

Insert Bibliography

Add a bibliography, which lists all the sources cited in the document.

Functionality is currently limited. This document has been opened in Compatibility Mode. To take full advantage of this feature, convert your document to a new file format by clicking the Office Button and then clicking Convert.

Press F1 for more help.

2. Một người là trong nhiều năm

3. Một người là được những thứ (Park, 2019)

Then, the citation sources you created earlier will display the full information as shown below.

2. Nếu những quyết định của bạn khác biệt so với những gì mà bạn bè làm, cuộc sống của bạn cũng sẽ khác.

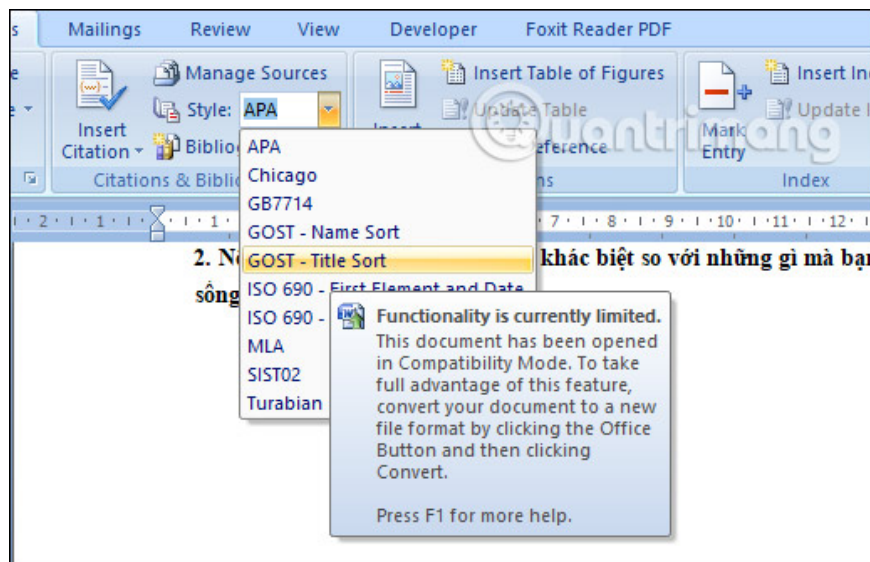


Danh mục tài liệu tham khảo

Dương, T. M. (2018, 8 29). *VnDoc*. Retrieved 9 5, 208, from VnDoc: <https://vndoc.com/>
Park, A. (2019). *Playing with music*. Hanoi: VnDoc.

Step 2:

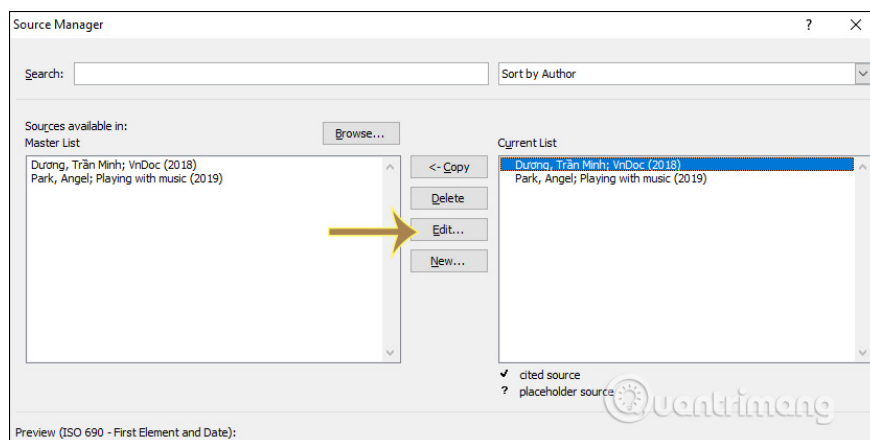
By default, citations in Word are set to the APA style. If you want to **change the citation style**, click on the Style option and change it to your liking.



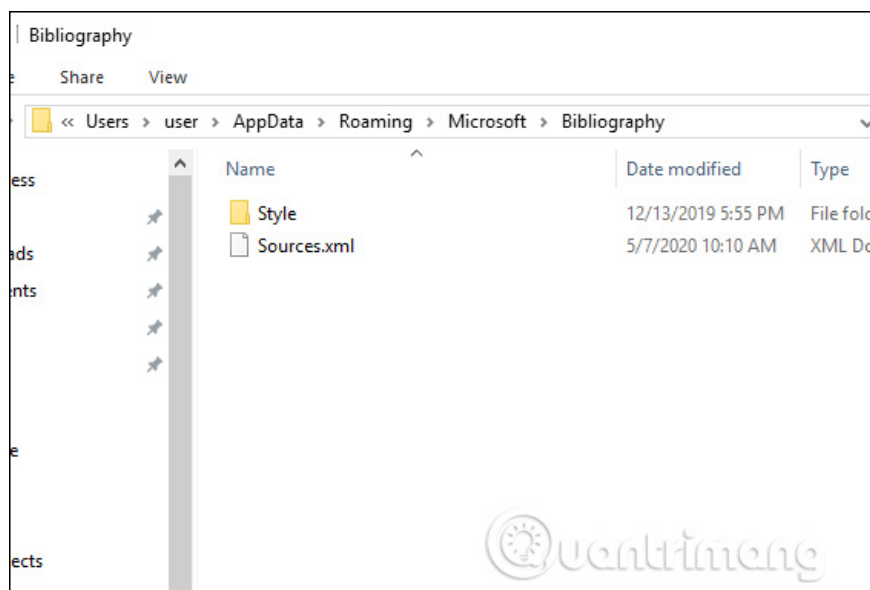
Step 3:

All successfully added citations will be **managed in the Source Manager**. If you want to change a citation, click on it and select Edit.

Then you change the quoted content and press OK, then press Yes to save.



If a user needs **to move a citation source created in Word** to another folder or computer, they can access it via the path **C:\Users\username\AppData\Roaming\Microsoft\Bibliography** . The Sources.xml file will then be displayed as shown below.



Video tutorial on creating quotations in Word

See more:

1. How to circle answers in Word, Excel, and PowerPoint
2. How to set standard margins in Word

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