

# MS Word - Lesson 16: References and Citations

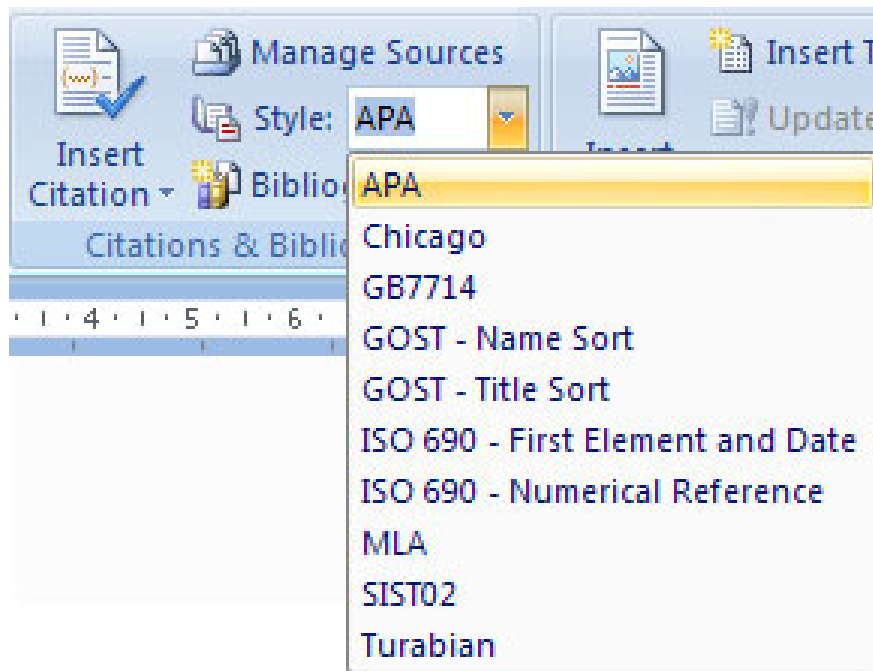
Word 2007 provides some great tools for citing sources, creating folders and managing resources. The first step to creating a reference list and citation in a document is to choose the appropriate type that you will use to format citations and references.

**TipsMake.com - Word 2007 provides some great tools for citing sources, creating folders and managing resources.** The first step to creating a reference list and citation in a document is to choose the appropriate type that you will use to format citations and references.

## Style

To select a publishing style:

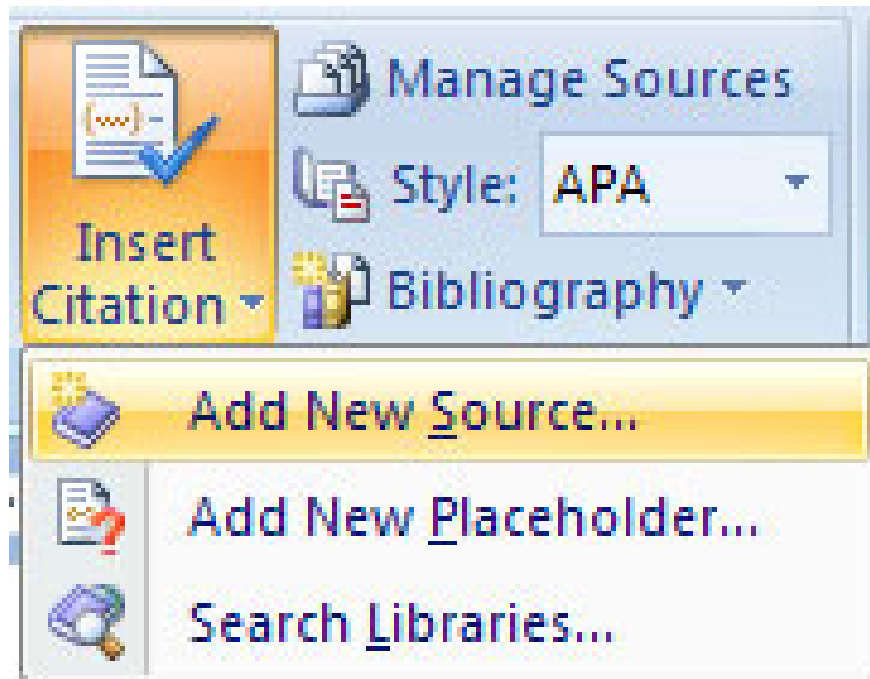
- Click the **References** tab on the **Ribbon** group
- Click the list box next to **Style** in the **Citations** group and **Bibliography**
- Choose the appropriate model.



## Citation (citation)

To insert a citation in the text of the document

- Click the **References** tab on the Ribbon group
- Click the **Insert Citation** button on the Citations & Bibliography group
- If this is a new source, click **Add New Source**
- If you already have a source, it will be in the list and you just need to select it.

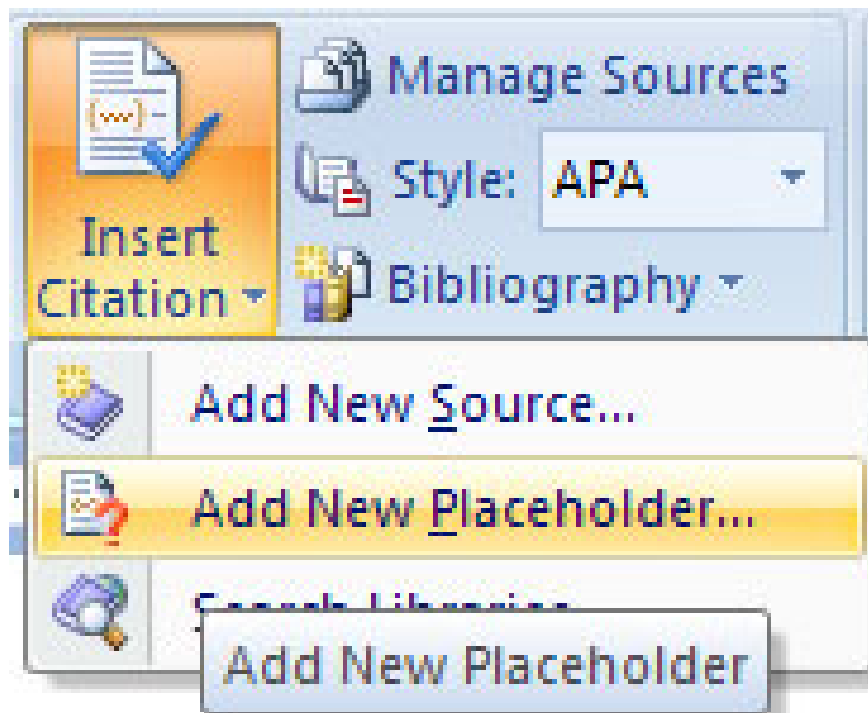


- If you are creating a New Source, select **Type of source** (such as book, article, .)
- Complete the **Create Source** form
- If you need more information, just check the **Show All Bibliography Fields** check box
- Click **OK**

## Placeholder (Placeholder)

The placeholder can be used when there is a reference to the citation, but does not have all the information on the source. To insert a Placeholder:

- Click **Insert Citation**
- Click **Add New Placeholder**

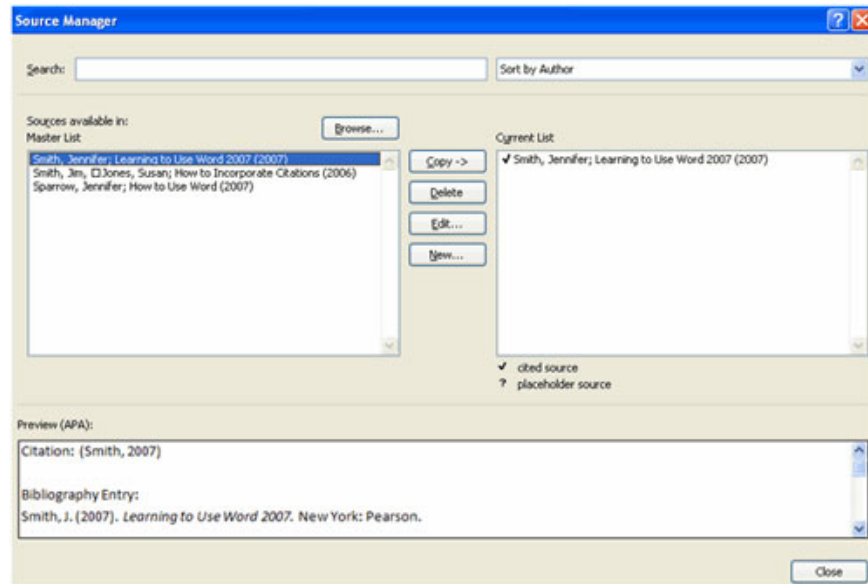


## Power management

Each time you complete a document, you may need to add or delete sources, edit existing sources, or complete information for Placeholders. To manage resources:

- Click the References tab on the Ribbon

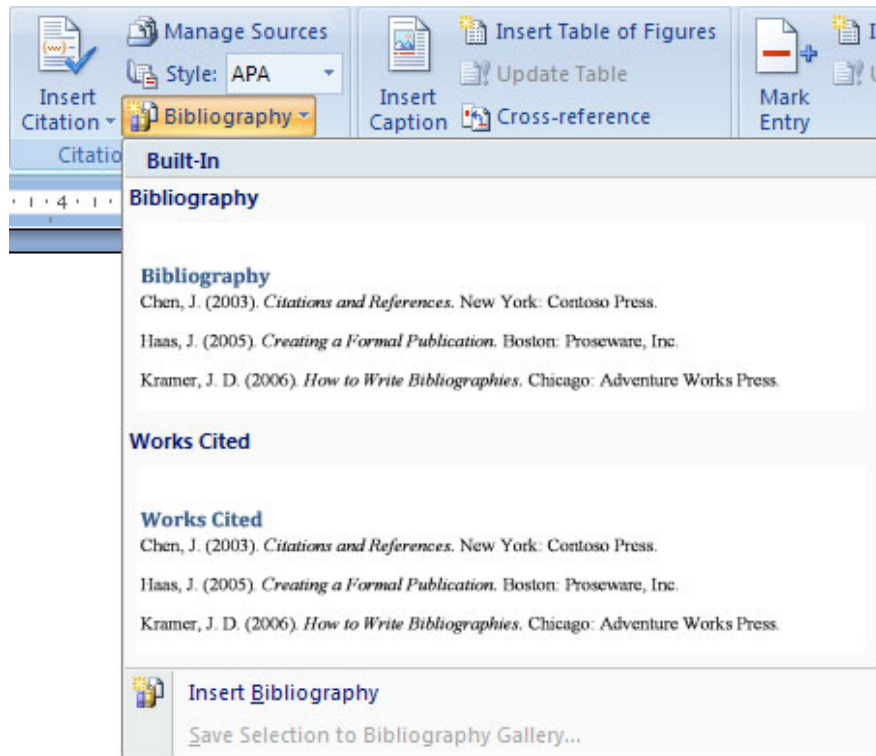
- Click the **Manage Sources** button on the **Citation & Bibliography** group
- From this menu, you can Add, Delete and Edit Source (note, you can preview the source in the bottom area of the window).



## Bibliography

To add a Bibliography to the document:

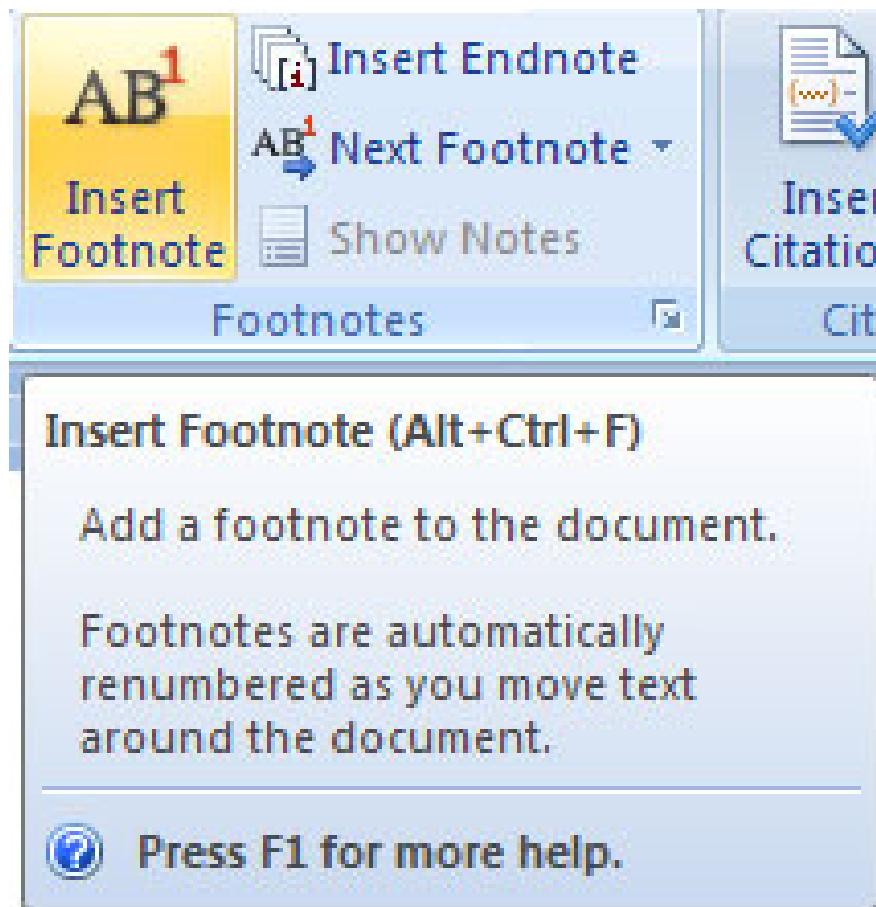
- Place the cursor in the document where you want to add the folder
- Click the References tab on the Ribbon
- Click the **Bibliography** button on the **Citations & Bibliography** group
- Select **Insert Built-in Bibliography / Words Cited** or **Insert Bibliography**



## Insert footnotes

To insert footnotes:

- Click the References tab on the Ribbon
- Click **Insert Footnote** (or **Insert Endnote** )
- Start typing comments.



Next article: MS Word - Lesson 17: Track Changes tool

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