

Citing Research Using Microsoft Word

Reference Lists

- 1) Click "**References**" tab
- 2) Click "**Manage Sources**" on the **Citations & Bibliography** menu
- 3) Either "**Copy ->**" sources from **master list** to **current list** OR create "**New...**" sources that will automatically be added to both the master and current list
 - a. Sources in the current list will be shown in the dropdown "**Insert Citation**" list for you to choose from
 - b. Enter information for each source accordingly
- 4) Close the window once all your sources have been entered
- 5) Select "**Style**" on the **Citations & Bibliography** menu and choose the appropriate style (usually APA but differs per professor)
- 6) Click the "**Bibliography**" dropdown list and select "**Insert Bibliography**"
- 7) The bibliography will appear in your Word doc
 - Edit accordingly (double space)

Footnotes

- 1) Click "**References**" tab
- 2) Click "**Insert Footnote**" from the **Footnotes** menu
 - Make sure your cursor has clicked the place in text where you want to cite the footnote
- 3) Word will direct you to fill in the footnote at the bottom of the page
- 4) **Chicago Style** footnotes/endnotes look like this:

Firstname Lastname, "Title of Web Page," *Publishing Organization or Name of Web Site in Italics*, publication date and/or access date if available, URL.4
- 5) Word will have the corresponding bibliography entry when you "**Insert Bibliography**" at the end of your paper

In-Text Citations

- 1) Click "**References**" tab
- 2) Click "**Insert Citation**" from the **Citations & Bibliography** menu and select the appropriate source from the dropdown list
- 3) Make sure you have selected the appropriate style from the "**Style**" section of the **Citations & Bibliography** menu

Need more help with citations? Make an appointment with the KCBC at american.edu/cbc/