# How to Create a Reference Page and Citations in MS Word

1. **First, create a Bibliography in Word 2007/2010**

   1) Click **References** tab
   2) Click **Manage Sources** on the **Citations & Bibliography menu**
   3) Either **Copy** sources from the **Master List** to the **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. Make your selection.
      b. Enter information for each source.
   4) Once all your sources are entered, close the window.
   5) Select **Style** on the **Citations & Bibliography menu** and choose the appropriate style (typically APA but differs with professor; for Swasy, choose Chicago)
   6) Click the **Bibliography** dropdown list and select **Insert Bibliography**
   7) The bibliography will appear in your Word doc.
   8) Edit accordingly (most bibliographies are double spaced)

2. **Then, create EITHER Footnotes OR In-Text Citations**

   *To Create 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 Webpage," *Publishing Organization or Name of Web Sit in Italics*, publication date and/or access date if available, URL

      Word will have the corresponding bibliography entry when you **Insert Bibliography** at the end of your paper

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

> If you need only footnotes for your assignment, just start at step number 2 under "To Create Footnotes."