

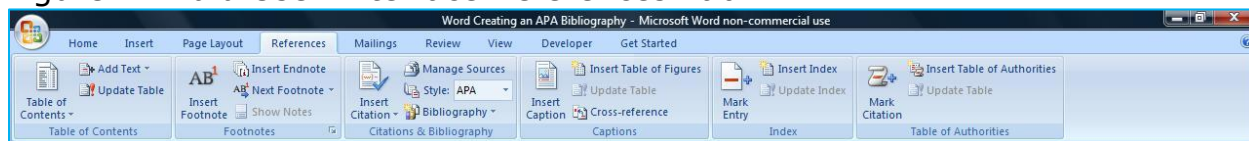
Word 2007: Adding Citations and Creating a Bibliography

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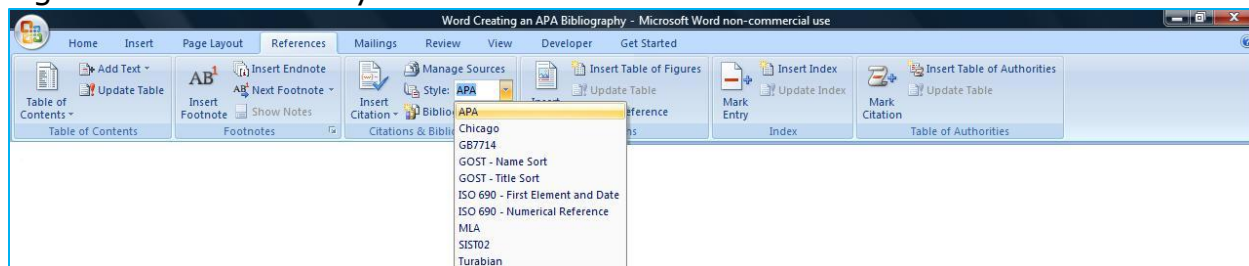
Accessing the Reference Tab

Figure 1: Fluid User Interface References Tab



1. Click the **References** tab from the Fluid User Interface aka the Ribbon
2. From the **Citations & Bibliography** group, click the down arrow next to **Style: APA**

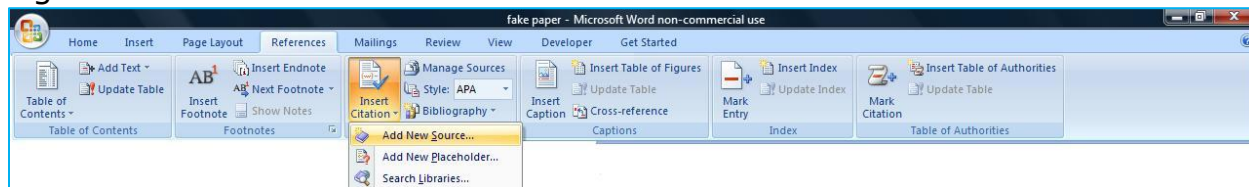
Figure 2: Available Styles



3. Click a style, for example, APA

Adding New Source

Figure 3: Insert Citation

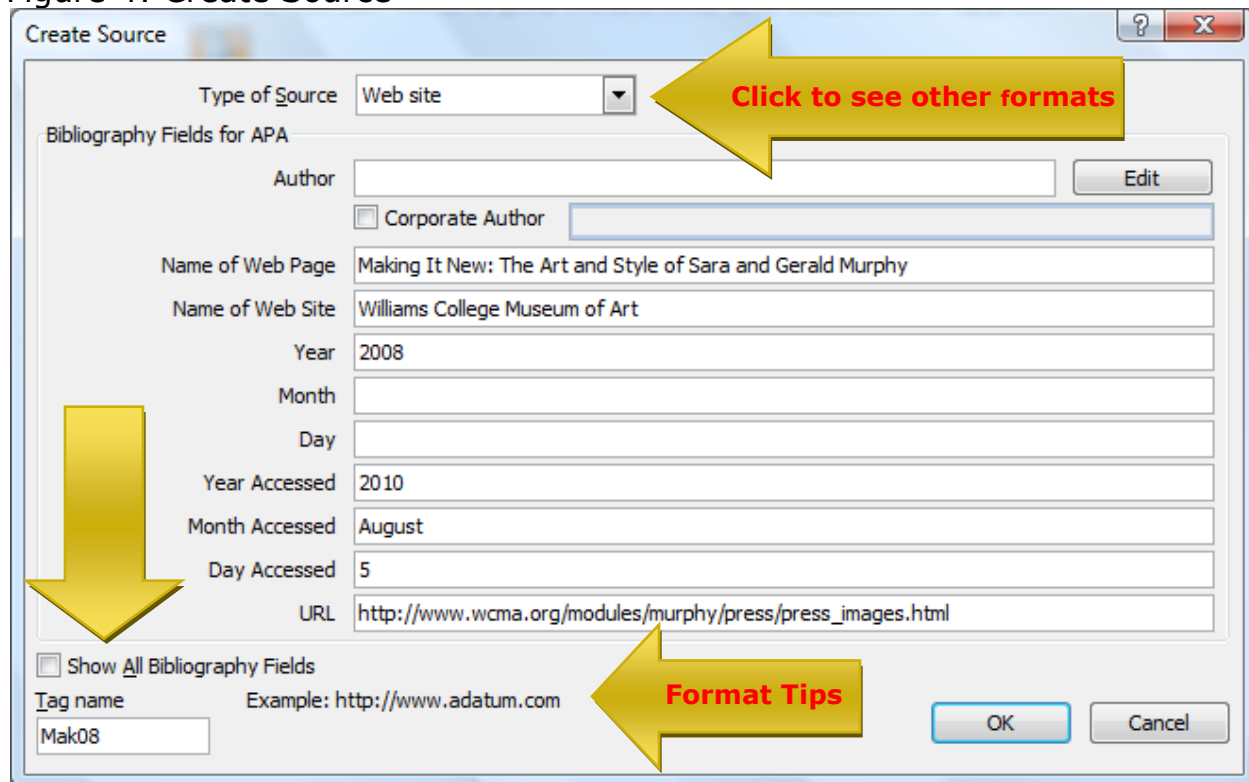


1. Position the cursor where you would like the citation to appear.

2. Click 

3. From the drop-down menu, click **Add New Source**

Figure 4: Create Source

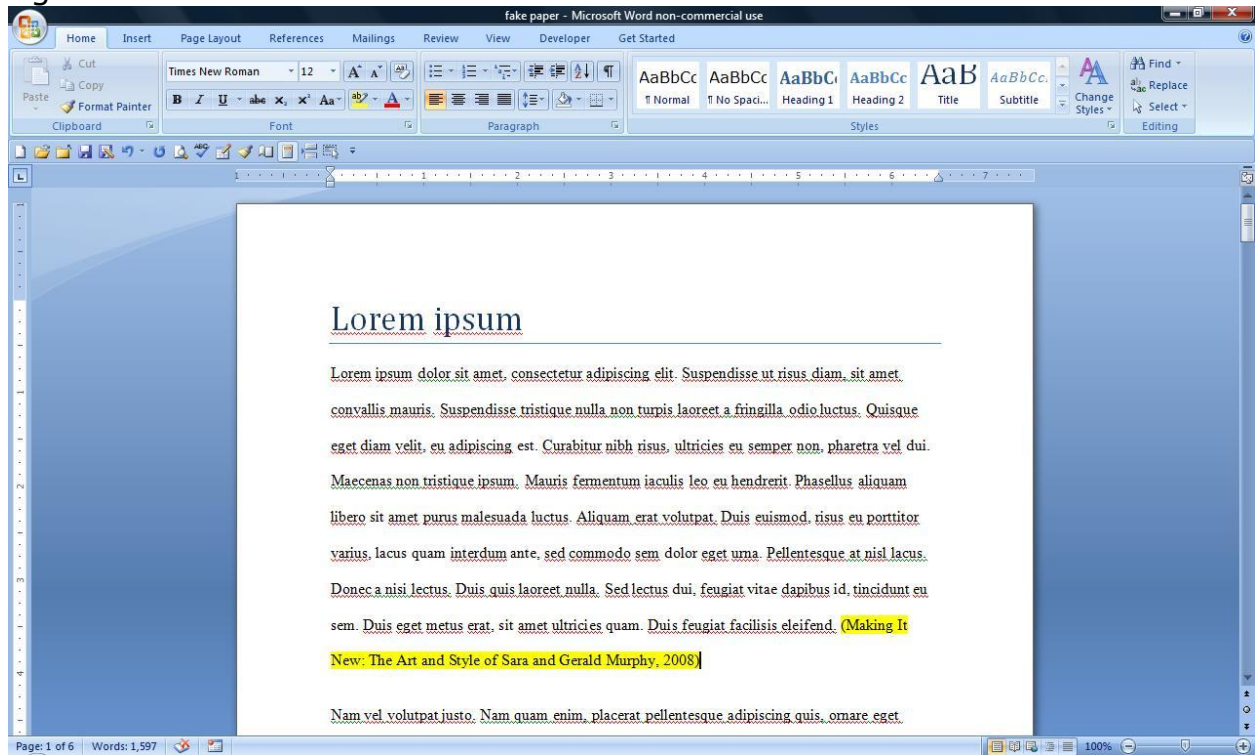


4. Enter the information into the fields

Note: To see all available fields, click in the box next to **Show All Biography Fields** until a checkmark appears.

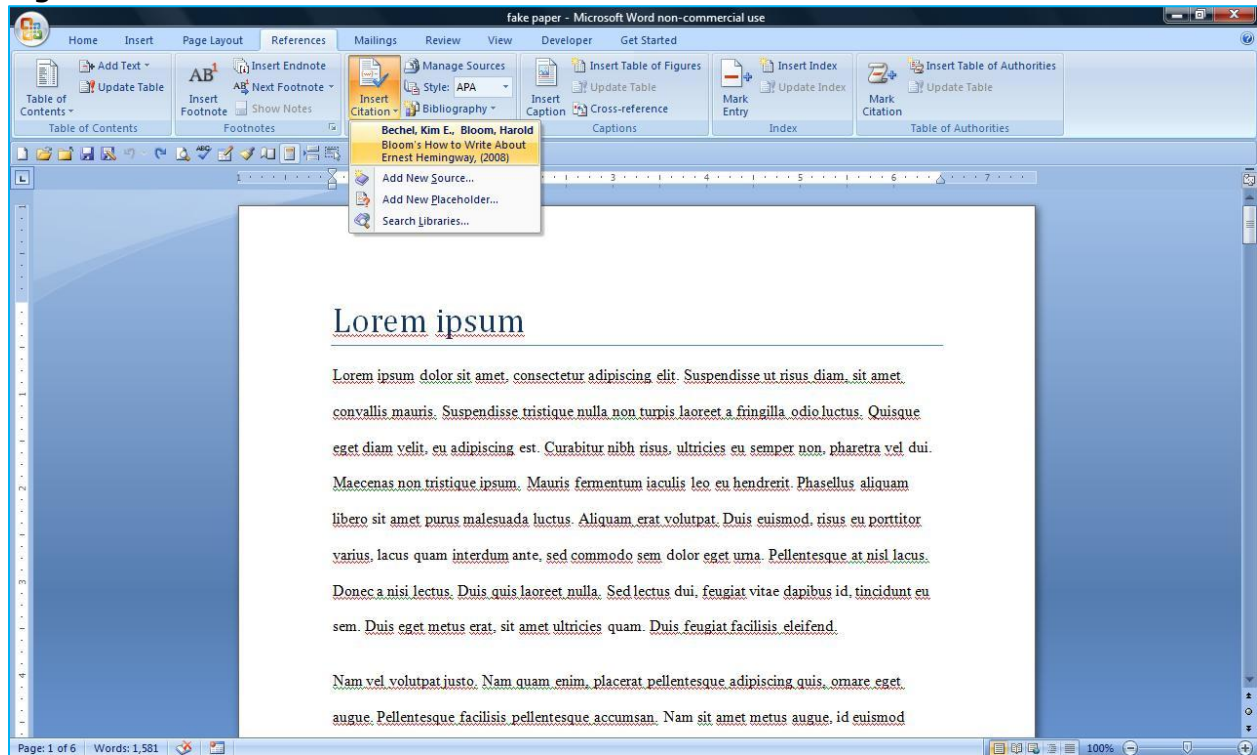
5. Click 

Figure 5: Document with Citation



Adding Citations from Existing Sources

Figure 6: Add Citation



1. Position the flashing cursor where you want the citation inserted

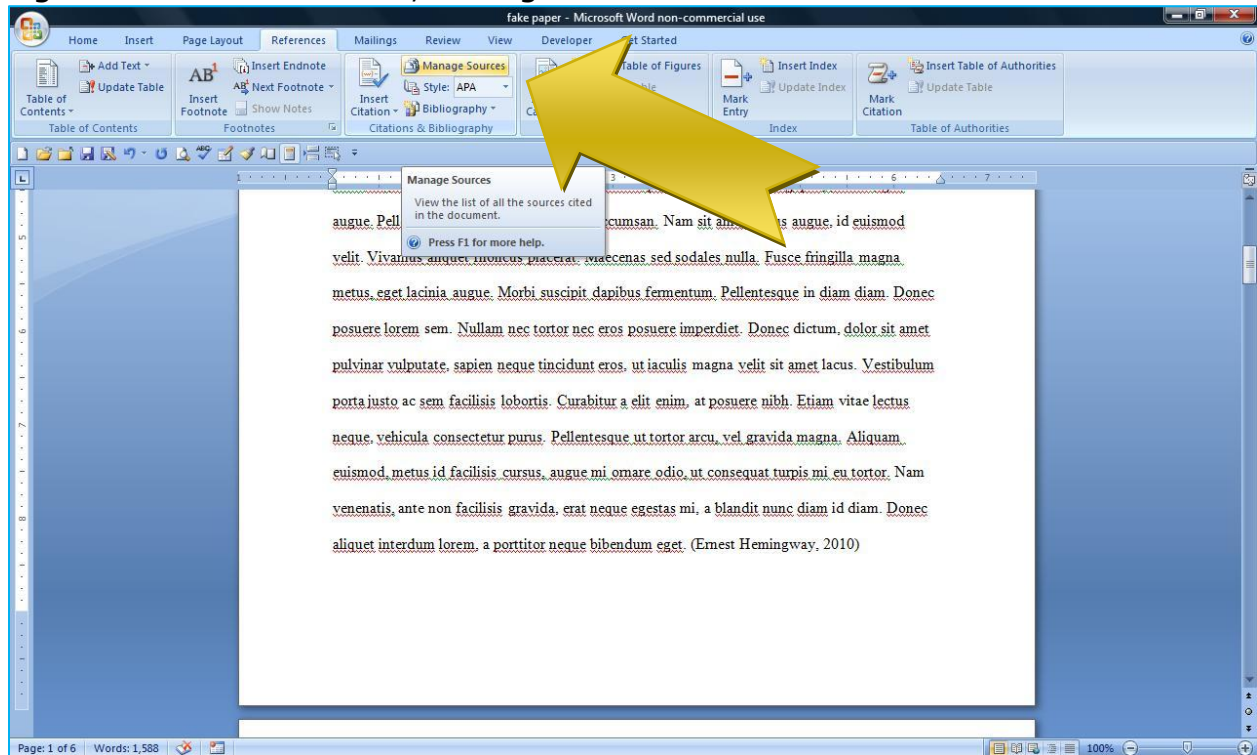
2. Click 

3. From the drop-down menu, click the correct citation, for example, Bechel, Kim E., et. al. (See Figure 5 above.)

Word: Adding Citations and Creating a Bibliography -- continued

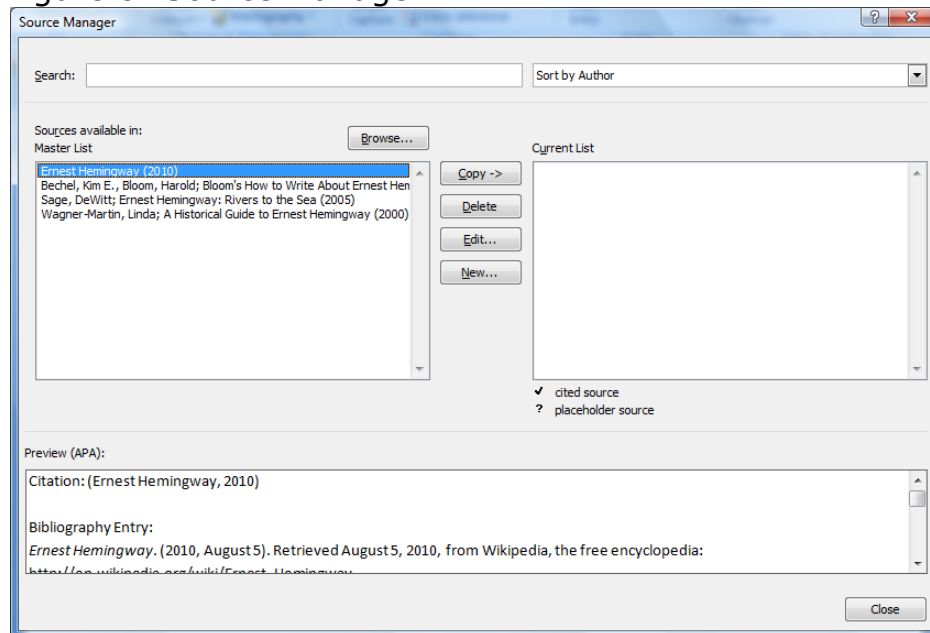
Managing Sources

Figure 7: References Tab, Manage Sources



1. From the **Citations & Bibliography** group, click **Manager Sources**

Figure 8: Source Manager



Copy -> Copies the selected record into the **Current List**

Delete Deletes the selected record

Edit... Opens the Edit Source screen. (See Figure 9.)

New... Opens the Create Source screen. (See Figure 4.)

Note: Sources used in other documents appear in the **Master List**. To add to the **Current List**, click the record and click **Copy ->**

Figure 9: Edit Source

Edit Source

Type of Source: Book

Bibliography Fields for APA

Author: Bechel, Kim E.; Bloom, Harold [Edit]

Corporate Author

Title: Bloom's How to Write About Ernest Hemingway

Year: 2008

City: New York

Publisher: Chelsea House Publications

Show All Bibliography Fields

Tag name: Bec08

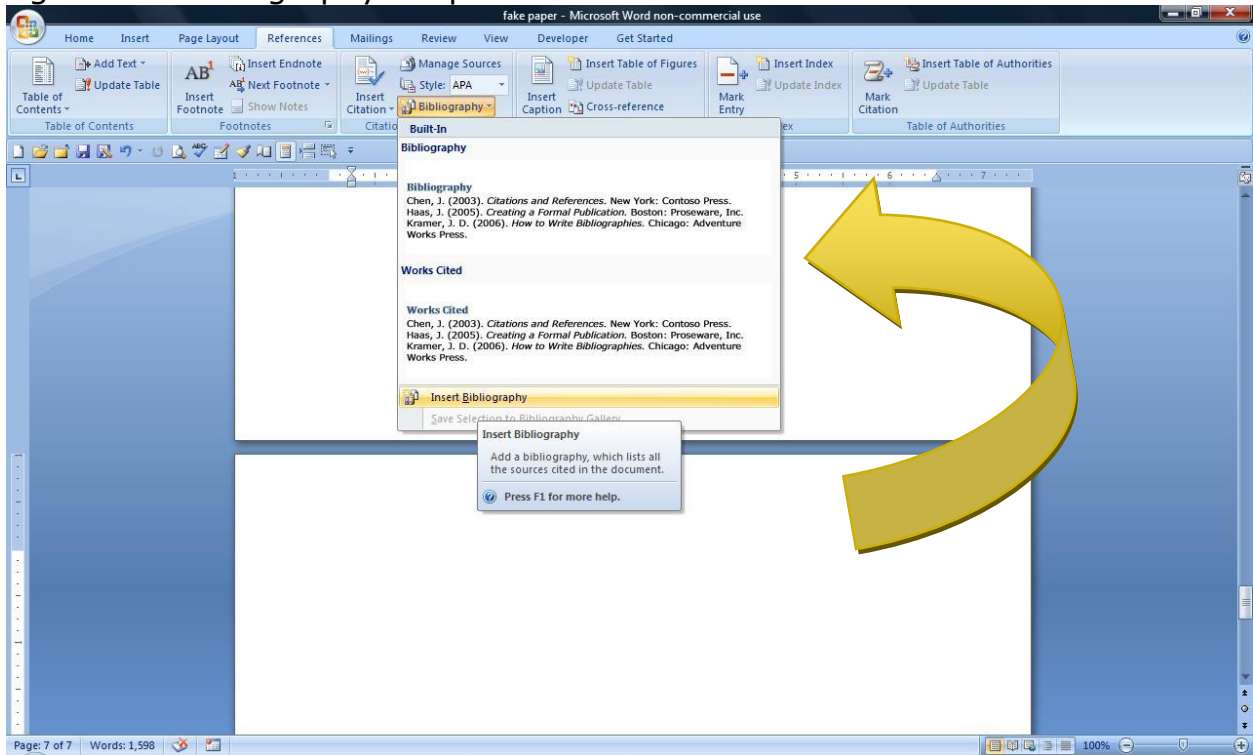
Example: Kramer, James D; Chen, Jacky

OK Cancel

Word: Adding Citations and Creating a Bibliography -- continued

Creating a Bibliography

Figure 10: Bibliography Drop-down Screen




1. Click 
2. From the drop-down menu, click either **Bibliography** or **Works Cited**

Figure 11: Bibliography

