



Edge Hill University

LEARNING SERVICES

**Microsoft Word 2007
Citations and Bibliography**

(Based on the Harvard Referencing Style)

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Working with Citations and Bibliographies for Referencing

A Bibliography is a list of sources, *articles, publications, books* which you consulted when creating a document such as an essay, report or dissertation. In Microsoft Office Word 2007, you can automatically generate a bibliography based on the source information that you provide for a document. You can reference a source in a document by inserting a citation.

Each time you create a new source it is saved to a **Master List** in your profile on the **Personal Computer (PC)** you are working on.

If you are working on a **Sunray workstation** the entries will be stored in a **Master List** in your profile on the network.

Important Information:

Note: If you are working on campus in **[Compatibility Mode]** Bibliographies and References will be added as static text and may not be updatable.

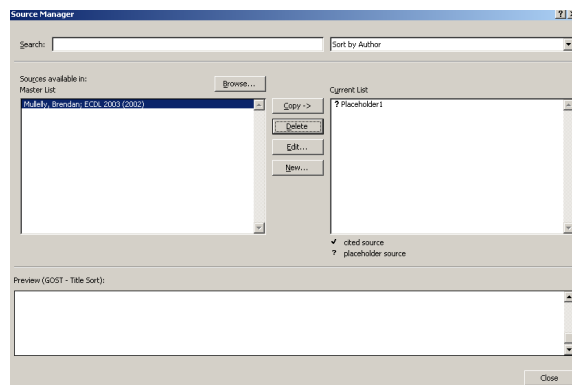
To take full advantage of the new features of version 2007, start with a blank or existing document and convert it. Select the **Office Button** and click **Convert** which will save the file in the XML format and provide updates to new Citations and Bibliographies.

XML format will add a **.docx** extension to the file name and will reduce the size of the file.

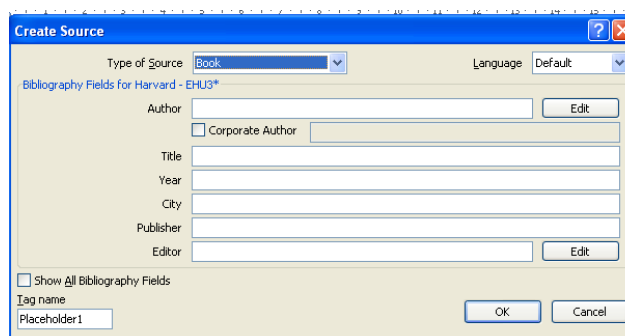
Creating a Bibliography source entry

To create a source entry (reference)

1. Open Word from the **Start** menu and select **Office Word 2007** from the top of the menu.
2. Open a Word document (new file or existing essay, dissertation).
3. From the **References** tab, move to the **Citations and Bibliography** group.
4. Set the style to **Harvard-EHU3**.
5. Select **Manage Sources**.



6. At the **Source Manager** dialogue box, click **New**.



7. At the **Create Source** dialogue box, select the **Type of Source** from the drop-down list top left.
8. Enter the source detail in the blank fields and click **Show All Bibliography Fields** to display additional fields if required.

9. When adding multiple Authors or Editors click the **Edit** button to the right of the field and add each name one at a time and click **Add**, They will be added to the **Names** list at the bottom.

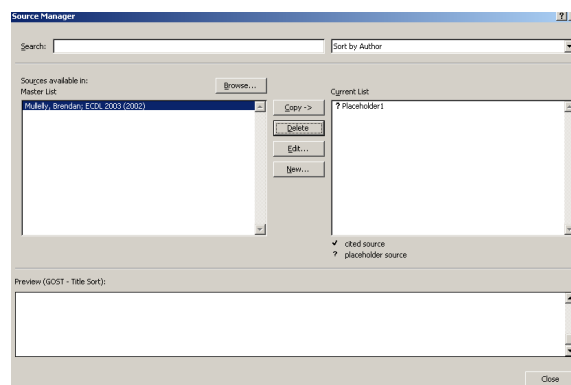
Note: It is recommended you use **Book** for adding Book Chapters and **Periodicals** for Newspapers for the **Type of Source**.

10. Click **OK**.

Continue to add your sources which will be added to the **Current List** in the document and to the **Master List** on the current PC or your profile on a Sunray workstation.

Note: To ensure that PC users can access their **Master List** of sources from any PC on campus, it is recommended that when you start to create your list of references that you copy the source data to your **F: drive** before ending your session - as detailed below.

1. At the **Source Manager** dialogue box, click **Browse** above the Master List.



2. The file Sources.xml will be displayed, **Copy** the file to your **F: drive** and store it in a new folder called **Harvard**.
3. When you next open a document and access the Source Manager from another PC on campus, browse and open the Sources.xml file from **F:Harvard** to view the source data in the Master List. If you do not do this you will only access the source data on the current PC.

Inserting a Reference in a document

Inserting a reference

1. Move the cursor to the place in the document where you want to reference the source.
2. From the **References** tab, move to the **Citations and Bibliography** group.
3. Set the style to **Harvard-EHU3***.
4. Click **Insert Citation** – entries from the **Current List** are listed at the top of the menu.
5. Click on the relevant entry to insert it.

Note: If you are adding a direct quotation and wish to add page numbers: Select the reference in the document, click the drop down arrow and select **Edit Citation**. Add page numbers as required and click **OK**.

Adding a new source to the Master List and inserting the reference in the document

1. Move the cursor to the place in the document where you want to reference the source.
2. From the **References** tab, move to the **Citations and Bibliography** group.
3. Set the style to **Harvard-EHU3***
4. Click **Insert Citation** and then **Add New Source**
5. Complete the detail as described on page 2 'Creating a Bibliography Source Entry'.
6. Click **OK** to add the source to the **Current List, Master List** and insert the reference at the cursor position.

Inserting a Bibliography or list of References to a document

1. Click at the location you wish to insert the Bibliography or References (or insert an **Endnote** if this is where you want the Bibliography to be displayed).
2. From the **References** tab, move to the **Citations and Bibliography** group.
3. Set the style to **Harvard-EHU3***.
4. Click **Bibliography** and do one of the following:
 - Select **Bibliography** or **Works Cited** if the cursor is in the document
 - or
 - Select **Insert Bibliography** if the cursor is in the **Endnote**
5. The Bibliography or References will be inserted at the cursor position.
6. If **Works Cited** is not an appropriate title, select it and replace it with **References**.

Note: Your source data must be in the Current List of the Source Manager to be included in the document.

Adding a Placeholder

To add a citation placeholder

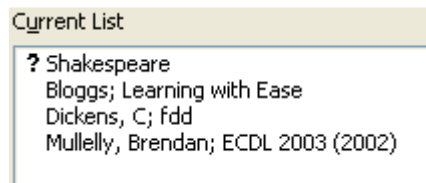
When working on your document you can add a citation placeholder and then complete the Bibliography source information later.

1. From the **References** tab, move to the **Citations and Bibliography** group.
2. Select **Insert Citation**.
3. Click **Add New Placeholder**.
4. Enter a tag name for the reference as a single word with no spaces and click **OK**.
5. The name will be added at the cursor position: for example ([[Shakespeare]]).

Adding Source data to a Placeholder

1. From the **References** tab, move to the **Citations and Bibliography** group.
2. Select **Manage Sources**.

Placeholders are displayed in the **Current List** pane with a **question mark**.

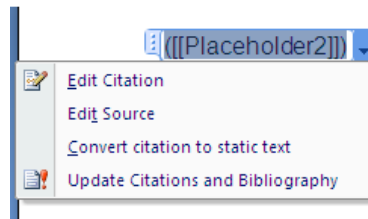


3. Select the placeholder name and click **Edit**.
4. Complete the source detail as described in 'Creating a Bibliography Source Entry' on page 2.
5. To add this source to the **Master List** for future use, select it in the Current List and click **Copy**.
6. **Close** the **Source Manager**.

Alternatively,

1. Click on the **placeholder** in the document and click the drop down arrow to display a list of options.

2. Select **Edit Source** and complete the information as described above in 'Adding Source data to a Placeholder'.



The placeholder in the document will be updated with the reference.

Deleting a source entry from the Current List

1. From the **References** tab, move to the **Citations and Bibliography** group.
2. Select **Manage Sources**.
3. Select the source entry from the **Current List** and click **Delete**.

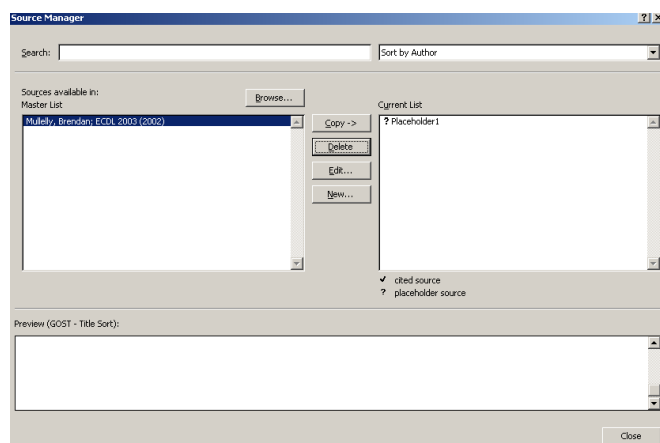
Note: If you have already cited the source in the document you cannot delete it. To delete the reference in the document, select it and delete then you can delete it from the Current List in the Source Manager.

Manage Sources

The Source Manager Dialogue box displays the Master List of sources displayed in the left pane. From here you can copy sources from the Master List to the Current List in a new document and edit the source data.

Copying a source entry to a new document

1. From the **References** tab, move to the **Citations and Bibliography** group.
2. Select **Manage Sources**.
3. At the **Source Manager** Dialogue box, add sources from the **Master List** to the current document by selecting the source and clicking **Copy**.
4. The source will be added to the **Current List** pane and will be available to the new document.
5. Use the **Sort** field top right to list the sources appropriately.



Copying the Current List to a Master List on another computer

This may be relevant if you are using a PC and have not stored the source data to your **F: drive** – see Note on Page 3.

1. Open the document containing the current list of references you want.
2. From the **References** tab, move to the **Citations and Bibliography** group.
3. Select **Manage Sources**.
4. At the **Source Manager** Dialogue box, add sources from the **Current List** to the **Master List** by selecting the source and clicking **Copy**.

5. The source will be added to the **Master List** displayed in the left pane.

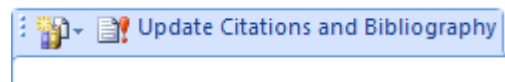
Note: Sunray users will see the full Master List whenever they log on.

PC users will see the Master List on the PC they are working on or may open their Master List stored on the F: Drive.

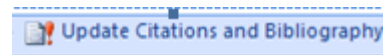
Updating the Bibliography

If you have inserted a bibliography or citation in a document then add or change the Current List, you will need to update the bibliography or citation in the document to reflect the change.


1. Select the Bibliography or Citation in the document.
2. The text will be highlighted and the following ribbon will display.



3. Click the **Update Citations and Bibliography** button



Or

4. Click the Bibliographies button  and click Bibliography from the list.
5. The latest Bibliography entries will be inserted.

Note: If the Bibliography is in an Endnote, select the text and press the **F9** function key to update the entries.

Source Manager

Sources which are already cited in a document will display with a tick in the **Current List**.

Placeholders will display with a question mark until the source data has been added.

- ✓ cited source
- ? placeholder source

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