References, Citations and Footnotes in Microsoft Word

References, citations and footnotes are managed under the References tab in Microsoft Word (Figure 1).
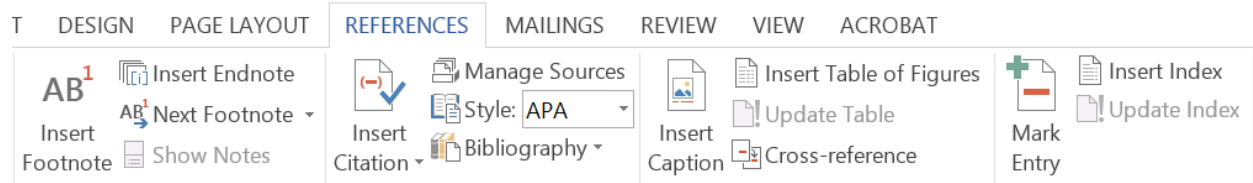

Figure 1: The Reference tab menu

Best practice involves choosing a style, constructing a reference list and then using the reference list to insert footnotes, endnotes, citations, and to create a bibliography. To choose a style click on the Style dropdown menu. In Figure 1 the APA style is selected, in Figure 2 the MLA style is selected.
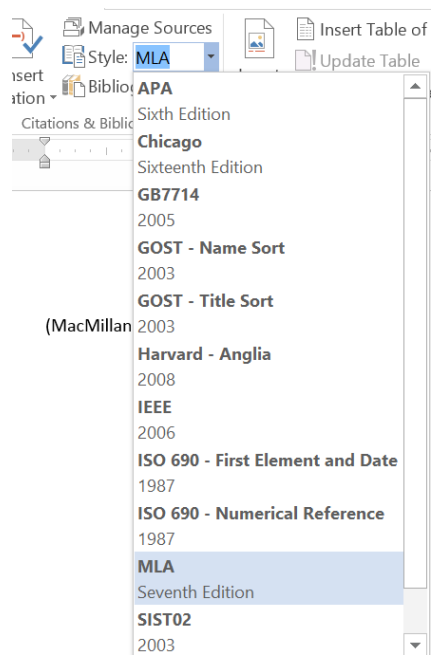

Figure 2: The Style dropdown menu lets the user change styles.

Once you have selected a style you should add bibliographic information about your main sources to the document. You can add additional sources later, but it will save you time to add your most important sources immediately. To add a source click on the Insert Citation button and choose New Source (see Figure 3). The dialog illustrated in Figure 4 will appear.
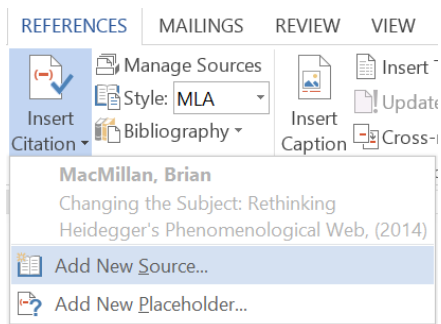
Figure 3: Adding a new source

Figure 4: Creating a source. Note that additional bibliographic information can be added by clicking on the Show All Bibliography Fields check box. To add multiple authors click on the Edit button beside the Author text box.

To insert a footnote move the cursor to where you want to insert your footnote and press the insert footnote button. Word automatically keeps track of footnote numbers.[1]

To insert a citation, move the cursor to where you want to insert your citation and press the insert citation button. Word will present you with a list of sources; select one. Citations will be formatted using the active style (APA, MLA etc.). If you change the active style the format of the citation will also change.

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[1] This is a sample footnote.

Bibliographic items can be used across multiple documents. This process is handled with the Source Manager dialog box (see Figure 5).
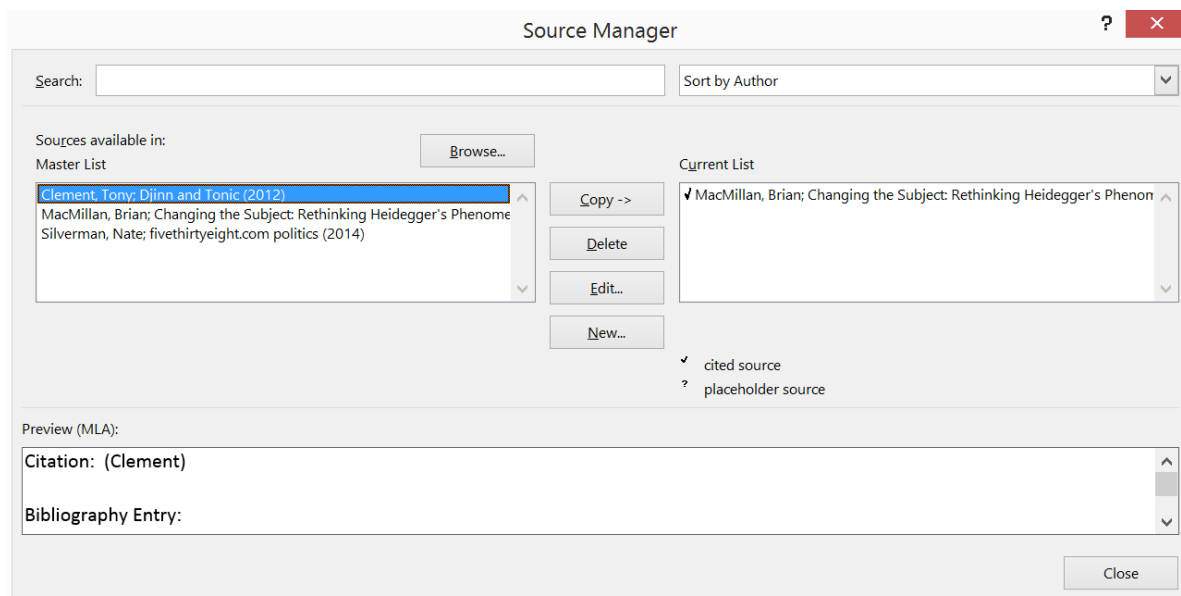

Figure 5: Source Manager dialog box. Items in the Master List can be copied to the Current List, which is the current document's bibliography.