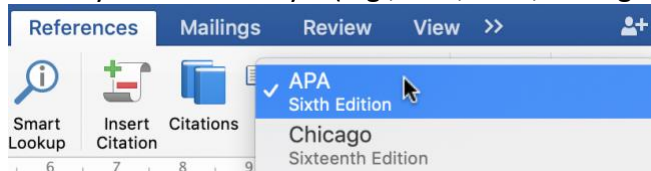


How to insert citations and bibliographies in Microsoft Word

Microsoft Word allows you to cite sources and generate bibliographies in various styles like APA, MLA, and Chicago. This one-page guide will walk you through the basics.

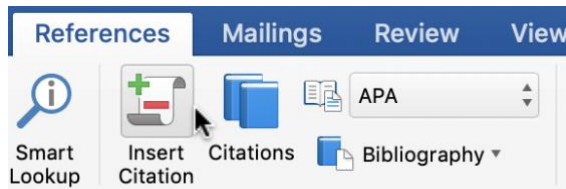
1. Access the References tab and choose a citation style

- Place your cursor where you want to insert the citation in your document.
- Click on the “References” tab located in the top ribbon of Word.
- Click on the “Style” dropdown.
- Select your desired style (e.g., APA, MLA, Chicago).

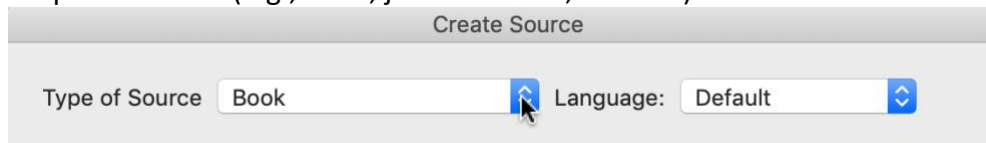


2. Choose the Type of Source and insert the citation

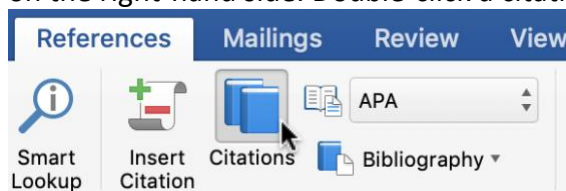
- Click on “Insert Citation”.



- In the “Create Source” dialog box, choose the type of source from the “Type of Source” dropdown menu (e.g., book, journal article, website).

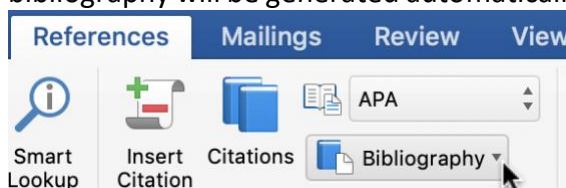


- Fill in the required information fields (author, title, year, etc.). Fields will change based on the source type selected.
- After entering the source information, click “OK”. The citation will automatically appear in your document at the cursor position.
- After adding a source, you can cite it again. Click on “Citations”. A task pane will appear on the right-hand side. Double-click a citation on the task pane to insert it.



3. Insert a bibliography

- Position your cursor where you want the bibliography to appear.
- Click on “Bibliography”. Choose a bibliography style from the dropdown list. The bibliography will be generated automatically based on the citations in your document.



Tips and tricks:

If you add or modify sources, you may need to update your citations and bibliography. Right-click on the bibliography or any citation and select “Update Citations and Bibliography”.