How to effectively utilise the *VEGA-IIE* Referencing style.

By: Malcom Thonger

# Table of Contents

Table of Contents 2

Table of Figures 2

Introduction 3

Why this document exists? 3

Important to note: 3

How *Microsoft Word*s referencing works 4

The *Manage Sources* method 4

Create Source GUI 5

Finalising in the *Source Manager* 5

The *Citations drop-down menu* method 5

How to use the added sources via Citations and a Reference List 6

Citations 6

Reference List 6

What to know about the tool so you can use it effectively? 8

Bug fix contact 9

## Table of Figures

[Figure 1 - The referencing tab in *Microsoft word* 4](#_Toc97393355)

[Figure 2 - The *source manager* window 4](#_Toc97393356)

[Figure 3 - The *create Source* GUI 5](#_Toc97393357)

[Figure 4 - The Add New Source button in the Insert Citation drop-down menu 5](#_Toc97393358)

[Figure 5 - Adding a Citation 6](#_Toc97393359)

[Figure 6 - Adding a Reference List 7](#_Toc97393360)

# Introduction

*Microsoft Word* has plenty of useful Referencing tools, found on the References Tab. The *VEGA-IIE* Referencing Tool was built to utilise these tools for *VEGA* students to speed up their workflow and make writing the many essays they must write easier to do so. *VEGA*, and by extension, most IIE owned schools and colleges, use their own referencing style for formal documents, The style is adapted from the Harvard style, but features enough differences for it to not be great for *VEGA* students to use to write their essays.

This is where the *VEGA-IIE* Referencing Style comes in. It has been made and customised, by me, to be a utility to *VEGA* students. The reason I use the terms ‘Tool’ and ’Style’ interchangeably is because it is both, due to limitations of *Microsoft Word*, even though the tool is constantly receiving updates and improvements, there are somethings it will never be able to do due to limitations on bibliography styles imposed by *Microsoft*.

## Why this document exists?

The purpose of this document is to guide and help you better understand and use the *VEGA-IIE* Referencing Tool so that you can be aware of what it can and can’t do, to ensure you have perfect referencing in any documents you write/create using it. There will be plenty of times where the tool can assist, but not generate the correct citation type. *Microsoft Word* cannot differentiate between direct citations and in-direct citations, so this is one example of where you as the user, will have to correct it.

## Important to note:

This tool is not in any way meant to replace or make irrelevant your *IIE*-Referencing guide provided by your campus, it is simply a tool to speed up the creation and usage of Reference Lists and Citations.

# How *Microsoft Word*s referencing works

Note: If you already know how to use *Microsoft Word*’s built-in referencing features you can skip this section.

*Microsoft* provides an amazing feature for anyone writing anything that needs sources listed and referenced, the amazing referencing tools! In any word document, navigate to the References Tab to be met with the following.

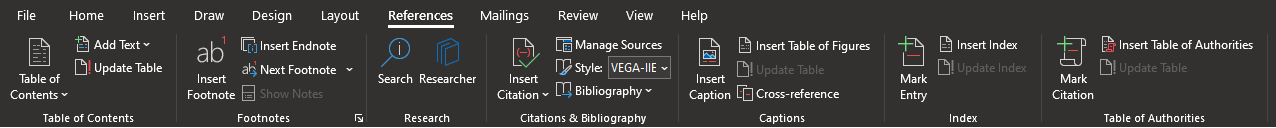


Figure - The referencing tab in *Microsoft word*

In ***Figure 1***you can see the two tabs that are of interest to us, they will be *Citations & Bibliography*, and *Captions.* The way *Microsoft* Referencing works is you create Sources of data, and then let *Microsoft* sort out the formatting of the information about the source you gave it. *Microsoft Word* currently supports 17 different source types, and all the different built-in referencing styles manage these differently. The VEGA-IIE Referencing currently supports most of these 17, for a full list, check ***What to know about the tool so you can use it effectively?***.

To add your first source, there is two methods, ill explain both, but first, the more complex but better method.

## The *Manage Sources* method

First click the *Manage Sources* button.

Graphical user interface, text, application, email

Description automatically generated

Figure - The *source manager* window

The above GUI should appear. Here there are two lists, the master list and the current list, the master list is a list of sources that you can access in any word document. The current list sources will only be accessible to the word document you’re using them on. By default, all sources added through this method are added to both simultaneously. Once here, press the *New…* button to continue with adding your first Source for your document.

Graphical user interface, text, application, email

Description automatically generated

Figure - The *create Source* GUI

You’ll be greeted with the above window in ***Figure 3*** after clicking *New….*

### Create Source GUI

Here is where you’ll add all the information about your sources. The fields that are visible immediately are all the *recommended fields,* it’s wise to find all the information here as it’ll ensure you have all the information you need in your citations and reference lists. Additionally, if you click the *Show All Bibliography Fields* button, it’ll show all the information the source type accepts and will place red asterixis next to all the *recommended fields.*

### Finalising in the *Source Manager*

Once You’ve added all the information you can click *OK* and your source will be added, you can then close the *Source Manager* or add as many more sources as you’d like. You can access the *Source Manager* at any given point so if you don’t know all the sources you’ll use yet, it’s not an issue.

## The *Citations drop-down menu* method

The alternate method to ***The Manage Sources method*** is ***The Citations drop-down menu method***. This method is quicker and easier, but has the downside of, it only adds created sources to the Current List mentioned in ***The Manage Sources method*** but not the Master list. It also will automatically insert the citation of the source it adds. To do it do the following

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Figure - The Add New Source button in the Insert Citation drop-down menu

Click insert Citation in the References Tab, if you have any Added Sources, they will appear before the *Add New Source…* and *Add New Placeholder…* buttons. Click the former to be taken the ***Create Source GUI***, after that, follow the same method as previously stated.

## How to use the added sources via Citations and a Reference List

Once You have any number of sources added in the current list. You can proceed to this step.

### Citations

Citations can be added via clicking the Insert Citation button in the References Tab and click on the source you’d like to add a citation for as follows:

Graphical user interface, application, Teams

Description automatically generated

Figure - Adding a Citation

### Reference List

A Reference List can be added by clicking the *Bibliography* button and selecting the *References* option. Alternatively, if you’d like to add the reference list without one of the 3 default headings, you can press *Insert Bibliography*.

Graphical user interface, text, application

Description automatically generated

Figure - Adding a Reference List

# What to know about the tool so you can use it effectively?

This tool doesn’t yet feature *Footnotes* and doesn’t affect *Table of Contents, Research, Index, or Table of Authorities*. That leaves just *Citations & Bibliography*, and *Captions*. That may seem like not a lot, but it should cover almost all the references you need it to except for images, which is still unsupported. The current list of what is and isn’t supported in the current version is as follows:

* Books
* Book Sections
* Articles from Newspapers/Periodicals
* Conference Proceedings
* Documents from The Internet
* Films (currently unstable)
* Websites
* Journals and Articles
* Reports
* Other Electronic Sources
* Interviews
* Miscellaneous Reference types.

The main take-away from this document should be you noting that the tool is meant to assist you with workflow rate, but in no way replace your IIE-Referencing Guide, the reason being is that there’s a lot that the tool cannot do for you that you will have to correct when using the tool.

## Citations. In-text Direct Quotes vs. In-text Paraphrased

Here is an example of an In-text Paraphrased citation. (Thonger, 2022). And here is an example of a In-text Direct Quote. (2022). Both are Website citations. In its current form, the *VEGA-IIE* Referencing Tool can only do In-Text Paraphrased citations. *Microsoft Word* does not have the ability to differentiate between direct quotes and paraphrasing when placing citations. So, there’s really two ways to work around this as someone using the tool, either you can always paraphrase, or when you do directly quote, just wite the citation manually, its normally just the year anyways so it’s usually not an issue to have to write it yourself.

### Book citations in specific.

Books are one of the only citation types where the direct quote is longer than the paraphrased version. The solution to this isn’t the most elegant but it works, for the most part, well. When creating a source, there are two book-related options. *Book* and *BookSection*. For any book source I would recommend adding the *Book* source type and every time you’d like to directly quote a section out the book, create a *BookSection* source with the same details, but with the page/pages you are quoting, this way you can do both forms of citations for books without manually typing either, in some cases where you won’t be citing a book often, it may be easier to manually type the direct citation and only add the regular citation.

### Art Citations and work that requires captions and citations

Art citations and other things that need captions according to the *IIE-Harvard Referencing guide* should be cited and appear on a reference list (2022). This tool can only do one of those two things for you and that’s the citation. In the latest versions of the tool, art citations are supported, but they only do the citation at the end of a caption and in the reference list they only do the reference list entry and not the table of figures entry, so the table of figures will be up to you, the user, to fill in manually, of course using the *IIE-Harvard Referencing Guide.*

## Reference List functionalities to keep in mind

The nice thing about the reference list, is that unlike citations, *Microsoft Word* lets you manipulate it. So, whenever you come across an issue in the reference list, you can correct it with relative ease. If you do come across mistakes, please notify me via ***Bug fix contact***.

# Bug fix contact

Please if you find any errors or mistakes in the program send them to me at [malcomthonger@gmail.com](mailto:malcomthonger@gmail.com)

# Reference List

The Independant Institution of Education (Pty) Ltd. 2022. Harvard Style Reference Guide – Adapted for The IIE. [Online]. Available at: <https://irp.cdn-website.com/271d35b6/files/uploaded/The%20IIE%20Harvard%20Style%20Reference%20Guide%20%E2%80%93%20Adapted%20for%20The%20IIE%202022.pdf> [Accessed 11 March 2022].