



**AUCKLAND
INSTITUTE
OF STUDIES**

In Microsoft Word, you can easily add citations and generate a reference list for the sources used throughout your assignment. Each time you want to include a new reference in your work, you can do it through the MS Word Referencing tab.

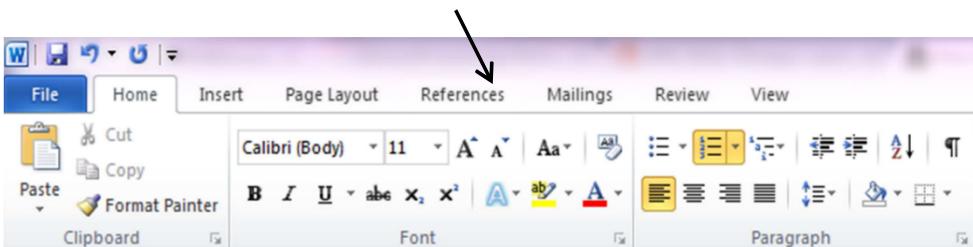
It can also automatically produce and format a reference list of all the sources cited in your work in APA format. Note that the APA updates its referencing style. It is currently on the 6th edition.

It is highly recommended that you use this tool to cite sources correctly in your assignments to avoid penalties of plagiarism and get rewarded for good research skills.

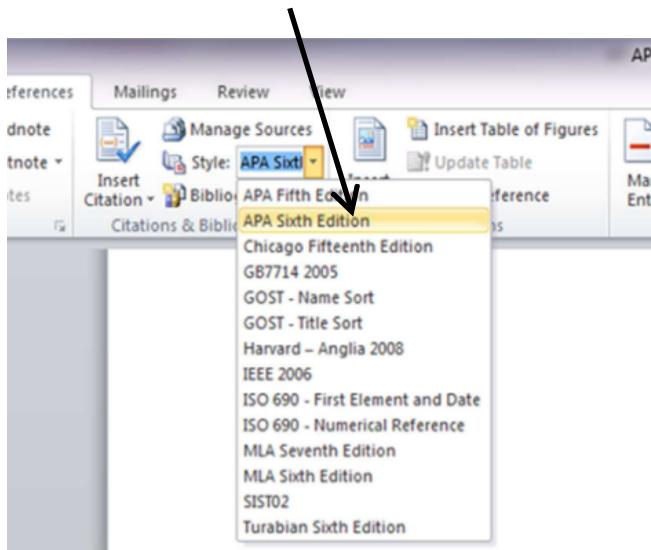
Use the guidelines provided below for inserting In-text citations and creating a Reference list:

For in-text citations:

1. Go to the **References** tab in your word document

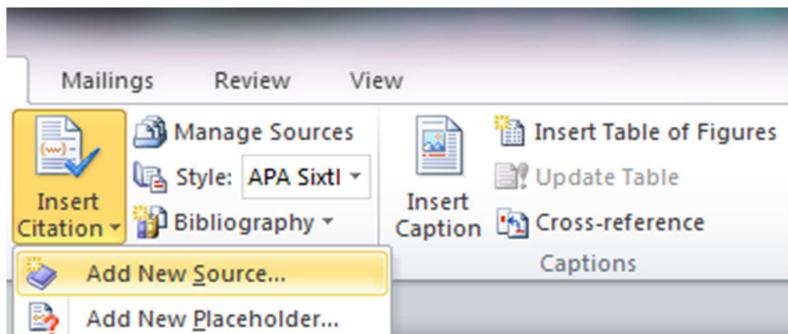


2. Select **APA Sixth Edition** from the style drop down menu

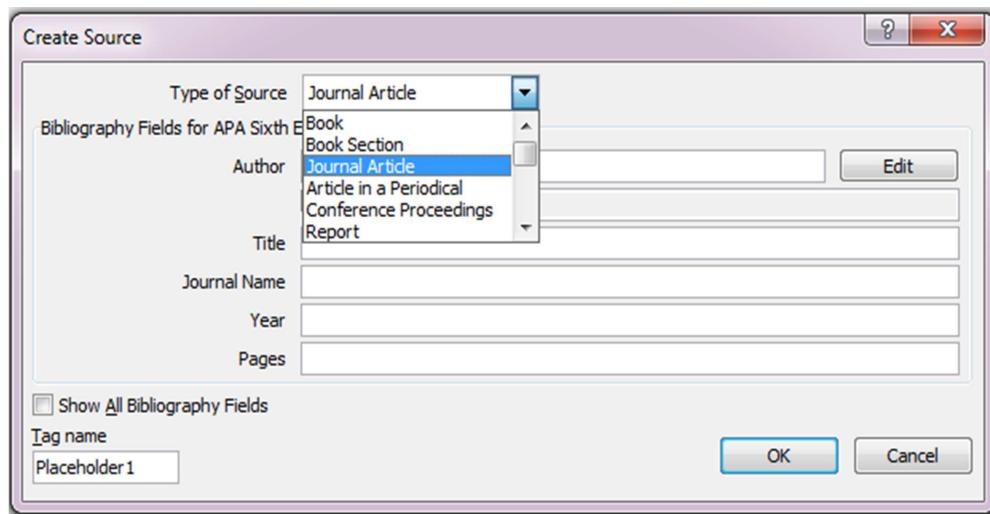


3. Click at the point in your text where you want your citation to appear.

4. Click ***Insert Citation*** and ***Add New Source***



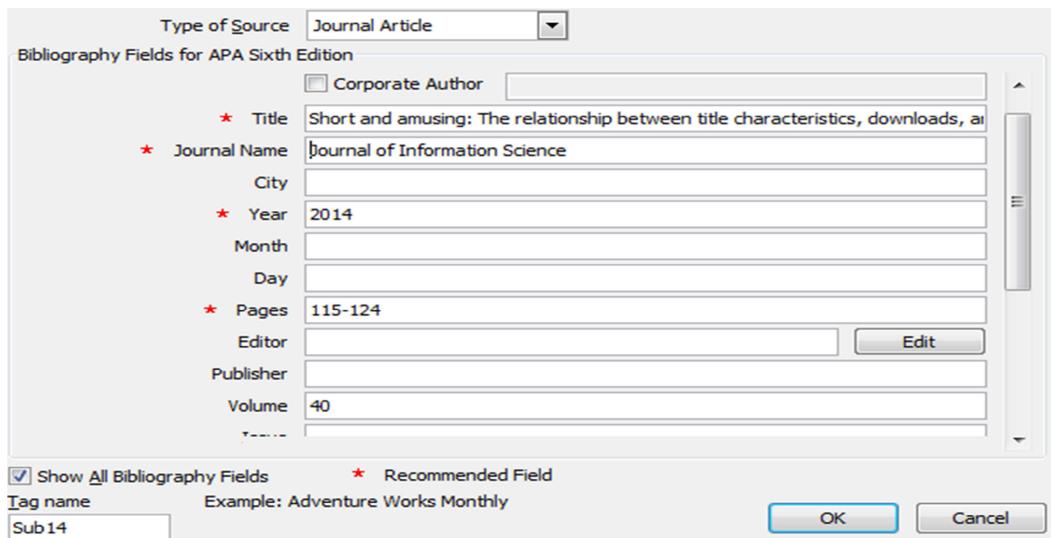
5. Click on the appropriate ***Type of Source*** from the drop-down list. Based on the type of source you choose; different fields will be required.



6. Type in the all the appropriate reference details.

Note: Select **Show All Bibliography Fields**

to enable you to enter the volume number, issue number etc. of a journal article

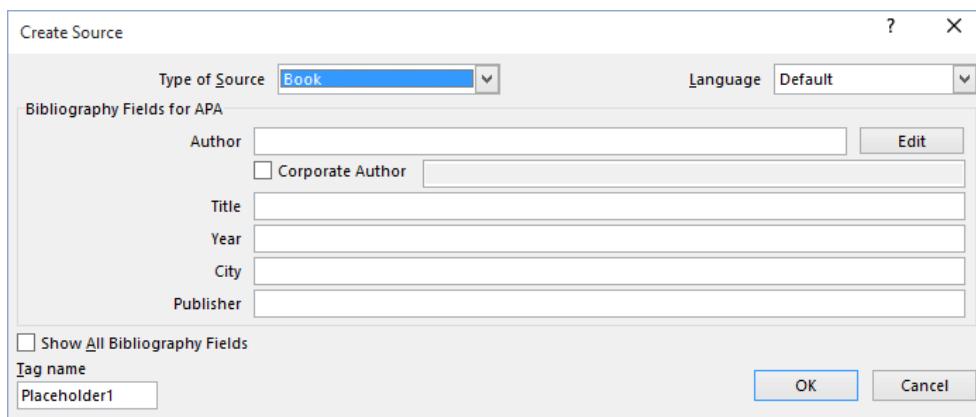


Once you have done this, the reference is added to the **Insert Citation** menu for you to use in your assignment

What is a Corporate author?

When you are researching, you will come across two broad categories of authors. The most common will be individuals. This means the source that you are using has been written by someone who has both the first and the last name e.g. Jane Smith.

The other broad category is Corporate author. This means the source that you are using has been written by a company or a government organisation. You may not know their first or last name, so you need to use the company name. Within Word, if you are using a source written by a corporate author, you must ensure that you click the Corporate author check box which is located under author.

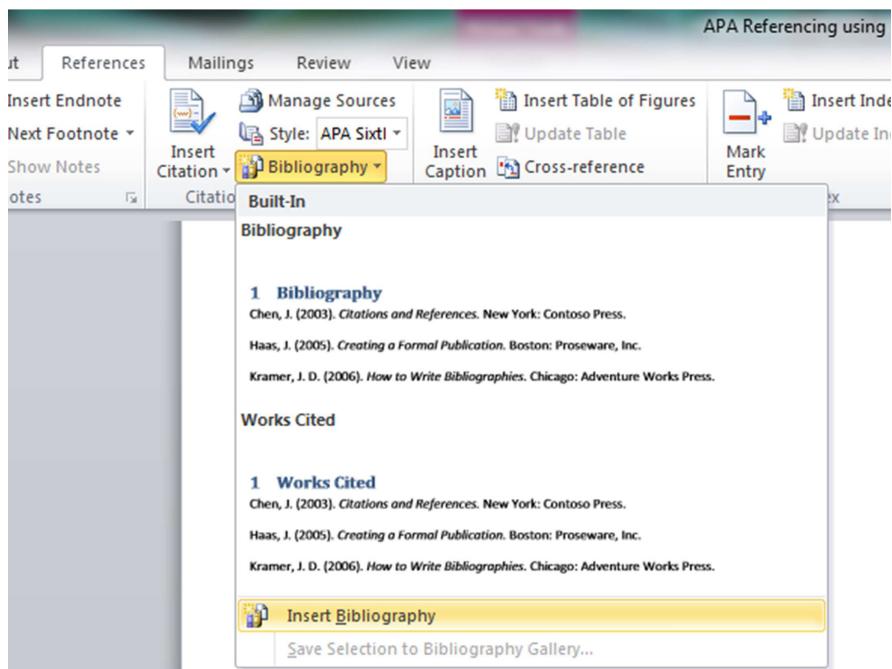


For creating your Reference list:

Once you have inserted all the in-text citations, you can create your reference list.

1. Click where you want your Reference list to begin.
2. Go in to the **References** tab, click on **Bibliography** and select **Insert Bibliography** in the drop-down menu

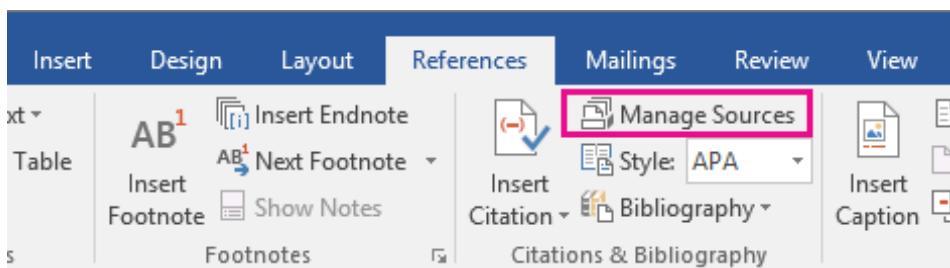
3. Your reference list is ready; correctly formatted and punctuated.



Find a source

The list of sources that you use can become quite long. At times, you might need to search for a source that you cited in another document.

1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



If you open a new document that does not yet contain citations, all the sources that you used in previous documents appear under **Master List**.

If you open a document that includes citations, the sources for those citations appear under **Current List**. All the sources that you have cited, either in previous documents or in the current document, appear under **Master List**

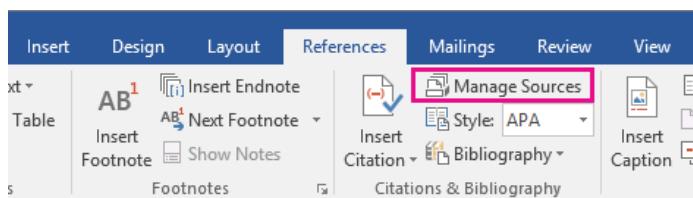
2. To find a specific source, do one of the following:

- In the sorting box, sort by author, title, citation tag name, or year, and then look for the source that you want in the resulting list.
- In the **Search** box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.

Note: You can click the Browse button in Source Manager to select another master list from which you can import new sources into your document

Edit a source

1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



2. In the **Source Manager** dialog box, under **Master List** or **Current List**, select the source you want to edit, and then click **Edit**.

Note: To edit a placeholder to add citation information, select the placeholder from Current List and click Edit.

3. In the **Edit Source** dialog box, make the changes you want and click **OK**.

