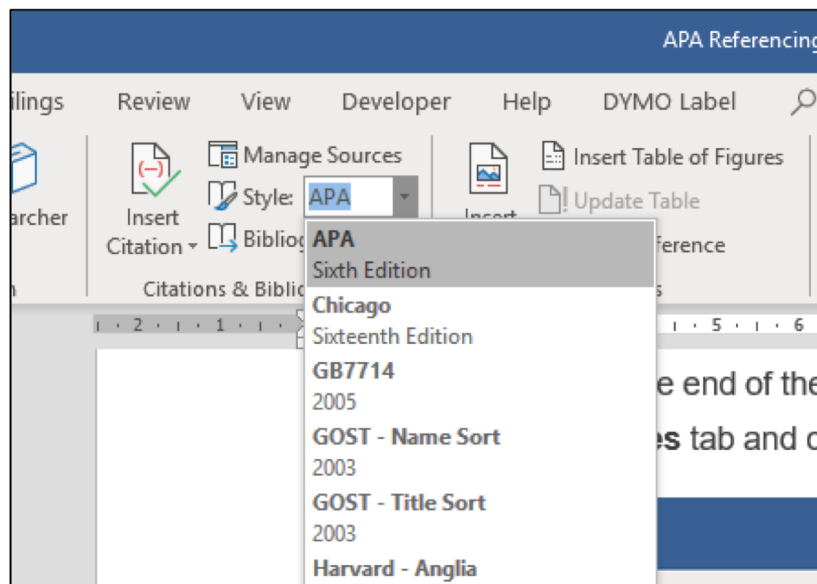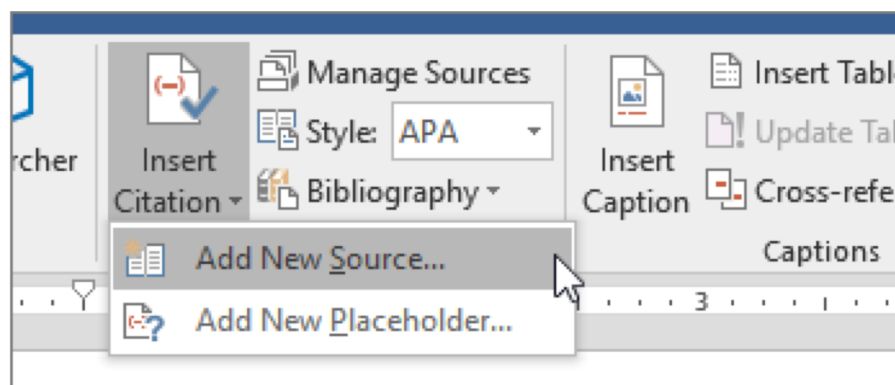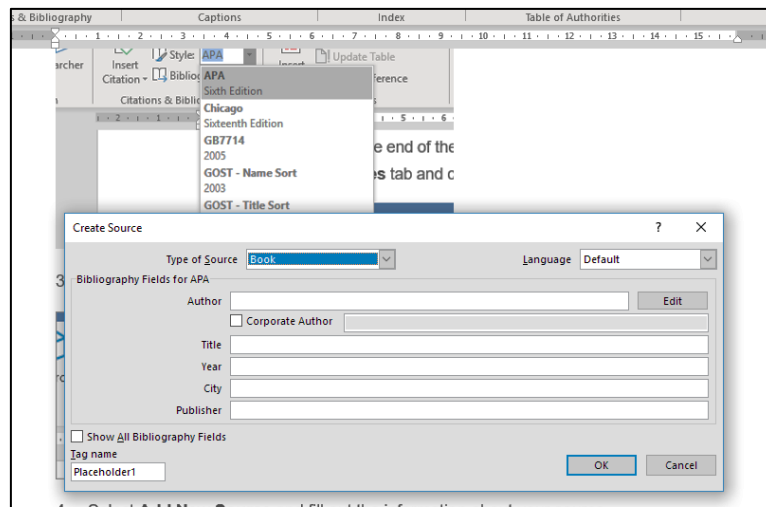# APA Referencing using Microsoft Word

1. Put your cursor at the end of the text you want to cite.

2. Go to the **References** tab and choose a citation style from the Style drop down list.
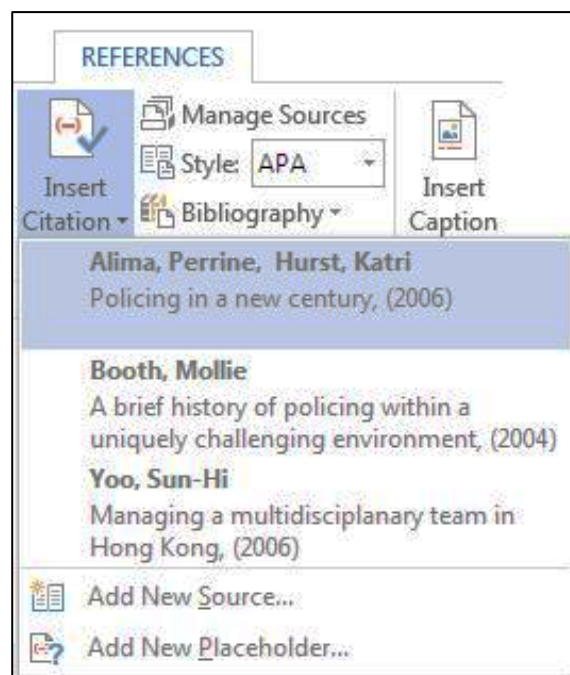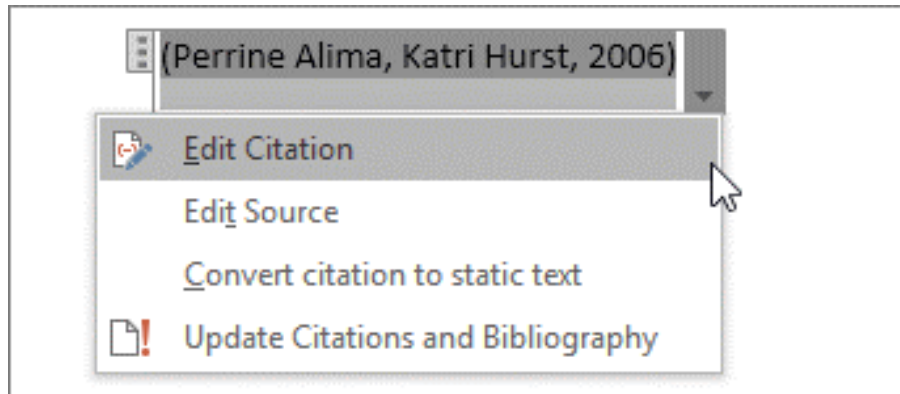

3. Select **Insert Citation**.

Once you've added a source to your list, you can cite it again:

1. Put your cursor at the end of the text you want to cite.

2. Go to **References** > **Insert Citation**, and choose the source you are citing.

3. To add details, like page numbers if you're citing a book, select **Citation Options**, and then **Edit Citation**.

Create a bibliography/ Reference List

With cited sources in your document, you're ready to create a bibliography.

1. Put your cursor where you want the bibliography.
2. Go to **References** > **Bibliography**, and choose a format.

Tip: If you cite a new source, add it to the bibliography by clicking anywhere in the bibliography and selecting **Update Citations and Bibliography**.