HOW TO REFERENCE YOUR ASSIGNMENTS IN MICROSOFT WORD

In-text Referencing

In MS Word in-text references are called citations.

To add a new citation/in-text reference to a document:

1. Click on the References tab.
2. Select a style from the drop down list (e.g. APA).
3. Click at the end of the sentence or phrase where you want to insert the in-text reference.
4. Click Insert Citation.
5. Click **Add New Source**.

6. Select the **Type of Source**. For example your source might be a book, a Web site or Journal Article.

7. Fill in the source details. To add more information about a source, tick the **Show All Bibliography Fields** check box.

8. Click OK.
To add another citation/in-text reference from a previously used source:

1. Click where you want to insert the in-text reference/citation, and then click References > Insert Citation.

2. Find the citation by the Author or title, and then click on it.

When you’ve finished writing your assignment you can create your Reference list.

Create a Reference List

1. Go to the end of your document and click where you want to insert the Reference list. Remember your Reference list should start on a new page.

2. On the References tab, click Bibliography.
3. There are different format options. Click on the one called References.

4. Check your Reference list for errors.

5. Submit your assignment!