

Creating Citations and a Bibliography in Microsoft Word 2013 for Windows

“Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations and of any facts or opinions not generally known” (Pollak, 2006, p. 14).

Introduction

Acknowledging your scholarly debt to others requires you to identify the sources of your debt in both your text and your **Bibliography** (see below), which is a list of all your sources arranged alphabetically by author’s surname.

Identifying a source requires a **citation**, which is a code that serves two purposes:

- it marks what is being acknowledged, whether “quoted” or paraphrased;
- it links to the source’s full entry in your bibliography.

The default citation style at Oakham School is called Oakham APA¹, and the Oakham APA code for a citation is some combination of the **author**, **date** and **page** of the source (in parentheses). In terms of citation, the following four examples are identical, although each is different in terms of *emphasis*:

“Tomorrow’s illiterate will not be the man who can’t read; he will be the man who has not learned how to learn” (Toffler, 1971, p. 414).

According to Toffler, who is quoting psychologist Herbert Gerjuoy, “tomorrow’s illiterate will not be the man who can’t read; he will be the man who has not learned how to learn” (1971, p. 414).

Toffler (1971), quoting Gerjuoy, argues that the illiterate of the future will no longer be those who cannot read, but those “who [have] not learned how to learn” (p. 414).

As early as 1971, Toffler was arguing that literacy would need to be understood more broadly as the ability to learn independently (p. 414).

Bibliography

Pollak, O. B. (2006). The Decline and Fall of Bottom Notes, op. cit, loc. cit., and a Century of the Chicago Manual of Style. *Journal of Scholarly Publishing*, 14-30.

Toffler, A. (1971). *Future Shock*. New York: Bantam Books.

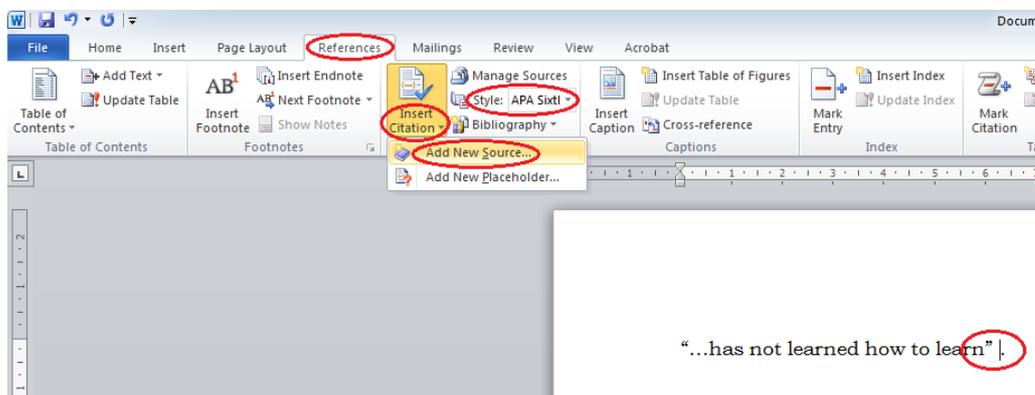
¹ Oakham APA is based on the citation style used by the American Psychological Association (APA). APA is a formalisation of the Harvard approach to citations, which is the approach that you are most likely to encounter at university.

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Creating Citations in Microsoft Word

Word has the facility to construct a Bibliography automatically from your citations, provided that you have used Word to construct your citations. This is relatively easy to do and the value of doing this, in terms of time and academic rigour, cannot be overstated.

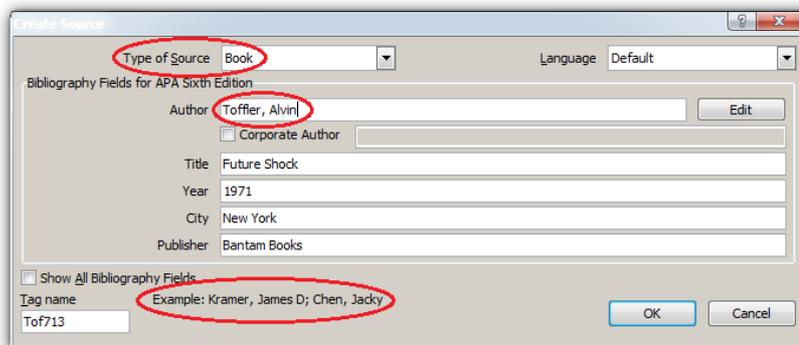
1. Determine where your citation needs to go and select the **References** tab.



Check that the **Style** is **APA Sixth Edition**, then click on the **Insert Citation** drop-down box and then select **Add New Source...**

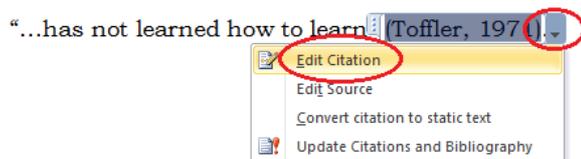
2. Select the **Type of Source**, which in this case is a **Book**.

“...has not learned how to learn” |.



Fill in the required **Bibliography Fields**, paying careful attention to the **Examples** for each **Field**, then click **OK**.

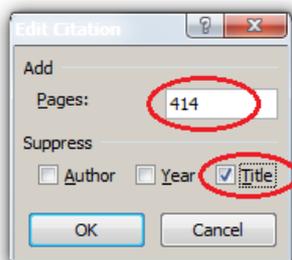
3. Your citation will appear as “...has not learned how to learn” (Toffler, 1971). In order to add the page number(s) to your citation, click on the citation, then click on the drop-down box and select **Edit Citation**.



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4. Add the page number(s) and **Suppress** the **Title** as it is practically never necessary in APA.

“...has not learned how to learn” (Toffler, 1971).



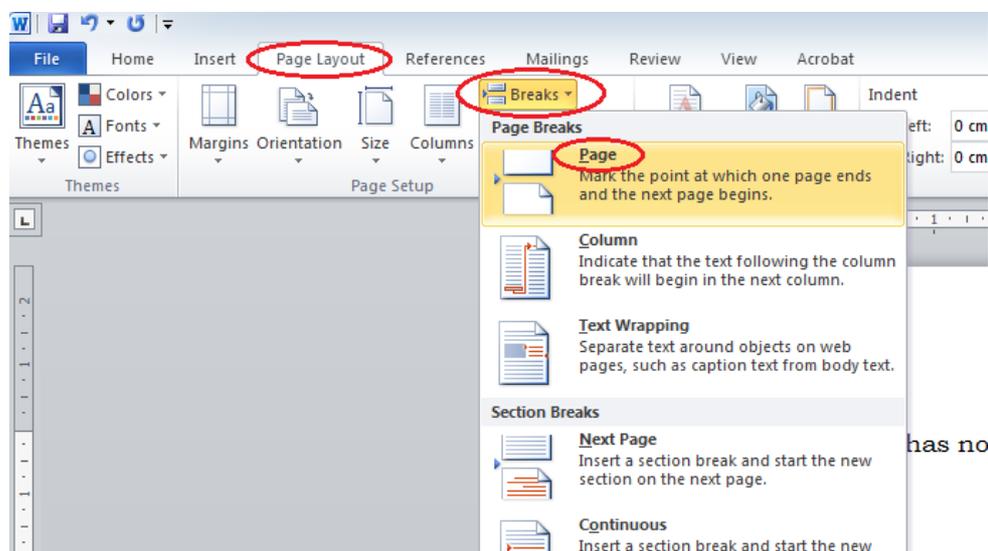
Depending on the structure of your sentence, you may also need to **Suppress** the **Author** and/or **Year**.

NB: Page numbers are not required for Web sites.

Click **OK** and your citation will now appear as “...has not learned how to learn” (Toffler, 1971, p. 414).

Creating a Bibliography in Microsoft Word

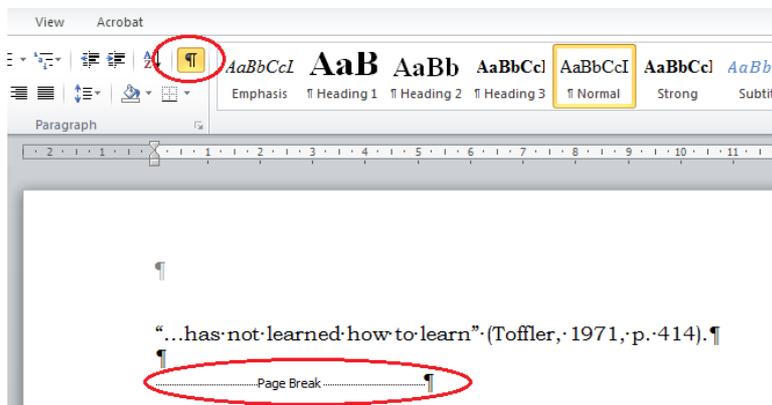
1. Your Bibliography will normally appear on a separate page. To select from a range of **Page** and **Section Breaks**, select the **Page Layout** tab, then select the **Breaks** drop-down box and then select **Page**.



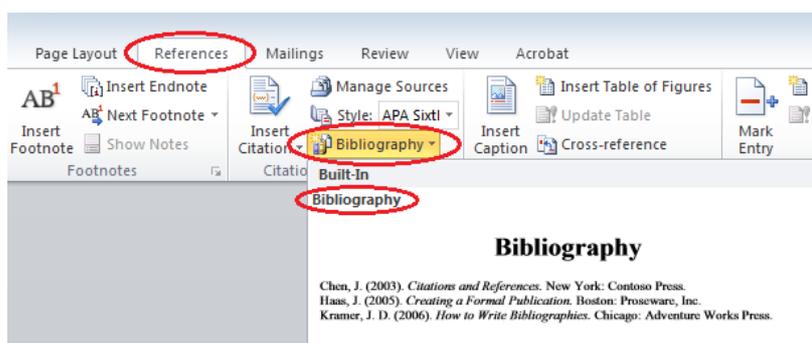
NB: Selecting **Next Page** from **Section Breaks** would allow you to change the orientation of the page(s) in that section without affecting the orientation of the page(s) in the previous section; this is particularly useful for tables, charts and graphs.

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2. Toggling the **Show/Hide** feature will reveal paragraph marks and other hidden formatting symbols, including the location of your page and/or section breaks. This is useful if the formatting of your document appears odd.

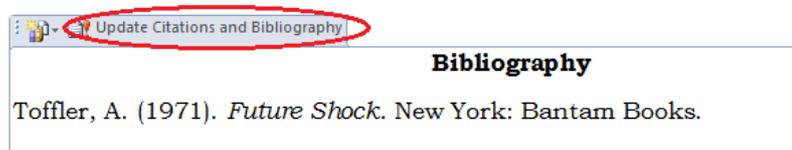


3. Having selected the **References** tab, click on the **Bibliography** drop-down box and then select **Bibliography**.



Word will automatically create a Bibliography that conforms to the style requirements of APA Sixth Edition (see below).

4. A further significant advantage of creating your citations and Bibliography in Word is that the Bibliography can be updated as citations are added, or even removed. To do so, click on the Bibliography, then click on **Update Citations and Bibliography**.



NB: The benefits of citing and referencing your sources in Word become particularly obvious when using Web sites and subscription databases.

Conclusion

Taking the trouble to create your citations in Word as you go along is well worth the effort.

For further guidance on citing and referencing, please see pages 25-27 of your Organiser or ask a Librarian.