

# GMIT Library

## Referencing with Microsoft Word



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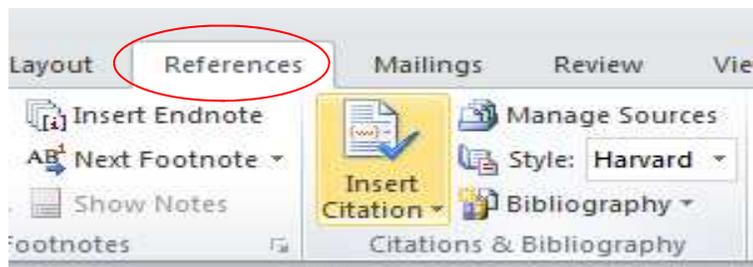
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## EndNote vs M.S. Word References Tool

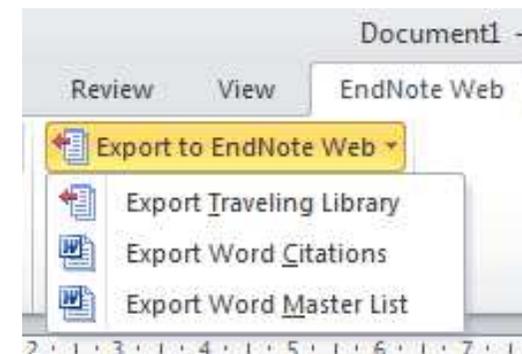
The MS Word referencing tools are really only useful if you have a limited number of references in your assignment and are happy to choose one of the 14 citation styles available. If this is not the case, then use Bibliographic Software such as EndNote or EndNote Online.

With EndNote, you can also export citations directly from online databases, library catalogues and online journals and you can also capture reference information from websites without having to manually enter all the information yourself.

### Transfer of MS Word references to EndNote

References created in MS Word can be imported into EndNote or EndNote Online.

- Check that you have the EndNote plug-in installed as a tab in MS Word
- Open the document you want to import from
- Click the EndNote tab on the toolbar and log-in to EndNote
- Select 'Export to EndNote web' option from the EndNote menu
- Choose 'Export Word Citations' or 'Export Word Master List' from the drop-down menu
- Your references should appear in your unfiled group of references in End-Note



## Moving between computers:

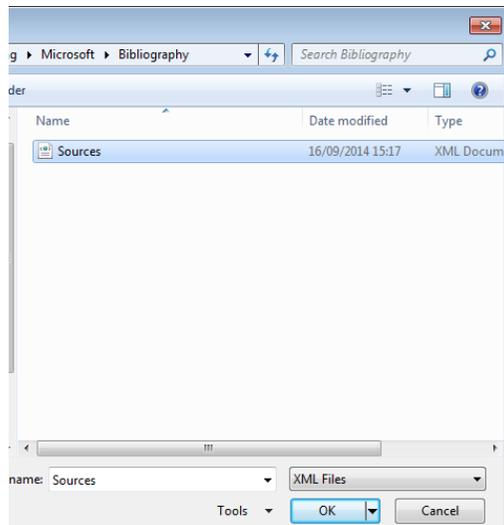
If you are using several different computers, you will not have access to your 'Master list' automatically without doing one of the following options:

### 1. Saving the document with the sources

- Save the document on a USB
- On the new computer, open the document
- Click 'Manage Sources' in the References tab in MS Word
- Highlight the sources you require in the 'Current list' and click 'Copy' to add them to the Master list
- Open a new document and click 'Manage Sources'. You will now see all the sources in the Master list. You can copy whichever sources you need into the Current list

### 2. Saving the Master list

- Open a document and click 'Manage Sources'
- In the Manage Sources box, click 'Browse'
- Right click on the Sources.xml file and choose 'Copy'
- Paste the file to a USB. You can now use this file on another computer.
- In the new computer, open a MS Word document and click 'Manage Sources'
- Click 'Browse'
- Find your saved Sources.xml file on your USB > Ok. You will now see your sources in the Master list where you can copy them to the 'Current list'.



A Bibliography or Reference list is a list of sources that you consulted or cited in creating the document. Microsoft Word 2007, 2010 or 2013 allows you to create Citations and a Reference list in your document automatically based on the reference information you provide for the document. You do this by using the References tab on its toolbar. This guide shows you how to use this tool with the [Harvard Referencing style](#).

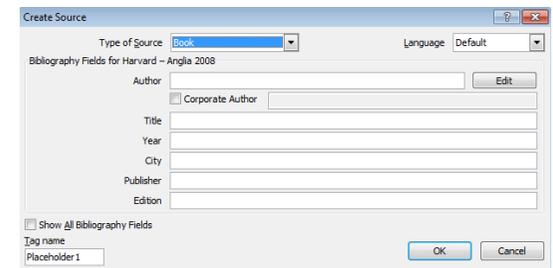
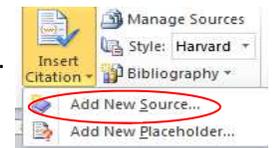
## MS Word Reference Tool or EndNote?

The Microsoft Word Referencing Tool is useful if you only have a small number of references in your assignment. Each reference has to be inputted manually in MS Word vs. direct export options in EndNote. However, any references created using MS Word can be imported into EndNote (see page 11).

## How to Insert a Citation in your Text

Whenever you use information from one of your sources, you need to give credit to them by citing them.

- Put the cursor where you want your citation to appear in your document
- Click 'References' tab in MS Word
- Click 'Insert Citation' and you will see a list of options
- If you have created a reference (i.e. Source) already, select the required source from the list and your citation will appear straight away
- If you have not already created the Source, choose 'Add New Source'. A 'Create Source' box will open. Enter the appropriate details in this box and the citation will appear in your document.



## Types of Sources

When you are creating a new source, you need to first select what type of source it is so that you will include the correct details for that particular reference type. Below are the types of sources listed:

• Book	• Website	• Film
• Book section	• Document from web site	• Interview
• Journal article	• Electronic source	• Patent
• Article in a periodical	• Art	• Case
• Conference proceedings	• Sound recording	• Miscellaneous
• Report	• Performance	

### Example: Book Reference

**Create Source**

Type of Source: Book

Bibliography Fields for Harvard – Anglia 2008

Author: Tompkins, James  
 Corporate Author

Title: Facilities Planning

Year: 2003

City: Hoboken

Publisher: Wiley

Edition: 3rd

Show All Bibliography Fields

Tag name: Example: 2nd  
 Tom03

Author's surname should be entered first, followed by a comma and then Christian name or initial(s). If there is more than one author, the authors' names should be separated by a semi-colon.

Ex.: Smith, Maeve; Doyle, Ronan T.

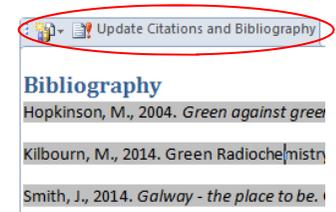
- Tick the box to the left of Author. Your citation now has the author removed from inside the brackets.



## Updating your Citations and Bibliography

If you have updated details in your reference sources or if you have added in more citations since the time you created your reference list or bibliography, you will need to update them using the MS Word toolbar.

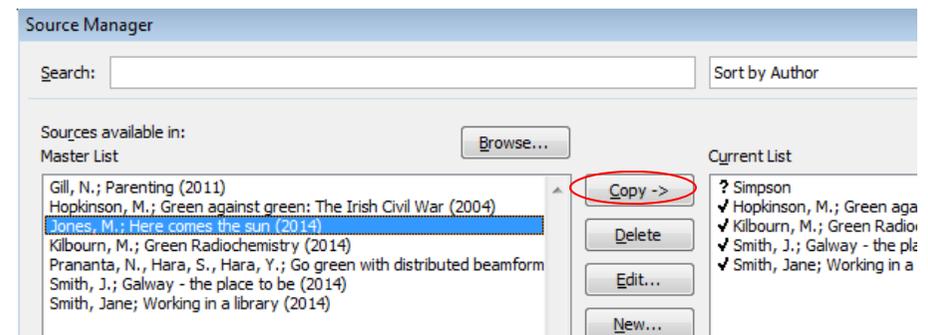
- Click anywhere in your Bibliography and a link to 'Update Citations and Bibliography' will appear just above the list
- Click this Update link



## Re-using References from other documents

It is possible with MS Word to re-use references or sources that you have inputted in other documents already.

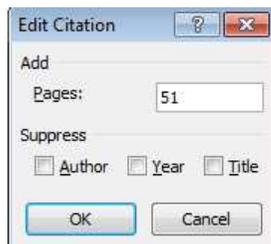
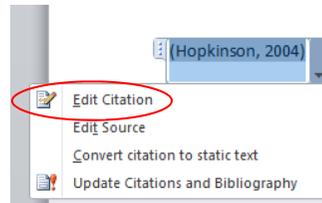
- Click 'Manage Sources' in the References tab. You will see all the sources that you have added in various documents that you created on that computer in the Master List
- Highlight the ones you want in this document and click 'copy' to transfer them into the 'Current List'



## Adding Page Numbers to a Citation

It is necessary to include a page number to a citation if you have used a quotation, a figure or table in your assignment.

- Click on the citation you want to edit in your document (a blue box will surround it with a drop down box)
- Click 'Edit Citation' in the drop down menu
- Type the appropriate page number in the 'Pages' box > Ok.



(Hopkinson, 2004, p. 51)

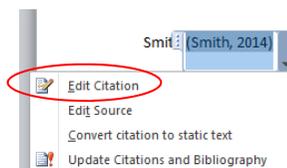
## Removing Author &/or Year from Citations

In your writing, you will often integrate the author's name into your sentence followed by the date and page numbers, if applicable, in brackets:

Ex. Smith (2014) argues ...

In this case, you do not repeat the authors' names in the citation in brackets.

- Type in whatever it is you wish to reference (i.e. Smith argues ...)
- Insert your Citation in the normal way (i.e. putting cursor after 'Smith' and then inserting the citation)
- Highlight this citation and click on the drop down menu
- Choose 'Edit Citation'



When you put your cursor in each field of the Create Source box, a suggestion will appear at the bottom of the box showing you an example of the information to enter. This will include any punctuation that you may need.

Ex: How to Write Bibliographies

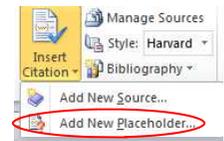
If the author of your source is an organisation, tick the 'Corporate Author' option and fill in this field.

Ex: World Health Organisation

## Using Placeholders

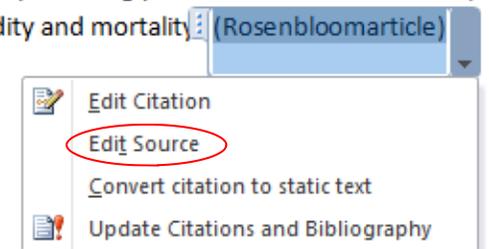
You may not always have all the details of your reference to hand when writing your assignment, but wish to indicate to yourself that a citation and reference needs to be inputted later. In this case, you can use a placeholder to mark where this needs to go.

- Put the cursor in your document where you want the citation to appear
- Click 'Insert Citation' and 'Add New Placeholder'
- A placeholder name box will appear
- Type in a name for your placeholder (try and make this something specific that will remind you which reference you need later). The name cannot have any spaces in it.



To enter the source details later:

- Click on the placeholder in the document
- Click on the drop-down menu beside this placeholder
- Choose 'Edit Source'
- Type in the details of the reference as necessary.



## Setting the Bibliographic Style

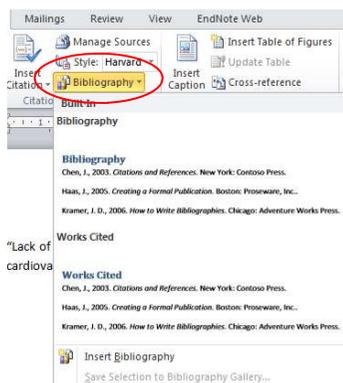
This guide shows you how to reference with the 'Harvard' citation style. However, MS Word has a small range of alternative options, if you need a different style for your assignment.

- Click the drop down arrow beside 'Style' on the References tab
- Choose the style you require



## How to create a Reference List

- Put the cursor in your document where you want the Reference List or Bibliography to appear
- Click the drop-down arrow beside 'Bibliography' in the References tab
- Use your mouse to hover over 'Bibliography' or 'Works Cited' and click to select your choice. Your reference list will then appear.



### Bibliography

Hopkinson, M., 2004. *Green against green: The Irish Civil War*. Dublin: Gill & McMillan.

Kilbourn, M., 2014. *Green Radiochemistry*. *Nuclear Medicine and Biology*, 41(8), pp. 651-652.

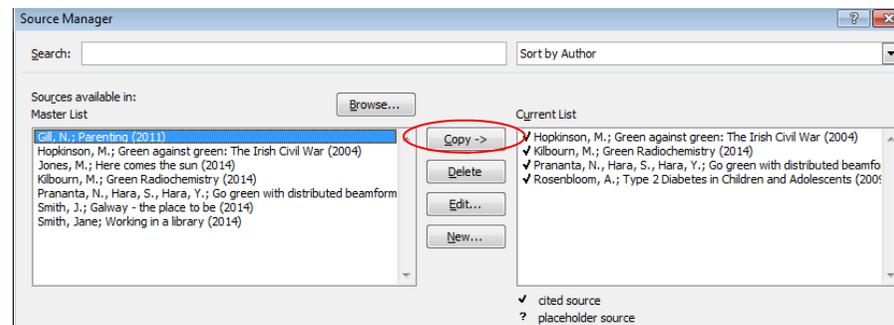
Prananta, N., Hara, S. & Hara, Y., 2011. *Go green with distributed beamforming*. Brest, IEEE, pp. 1-5.

Rosenbloom, A., 2009. *Type 2 Diabetes in Children and Adolescents*. *Pediatric Diabetes*, 10(12), pp. 24-30.

The only difference between Bibliography and Works Cited is the title that Word gives your list. Both of the lists created will include all the sources that you have in the 'current list' for your document. You can check this list anytime by clicking on 'Manage Sources'.

Any sources typed in on a different occasion which appear in your 'Master

list', but not the 'Current list' can be copied over to the current list by clicking copy->.



If you require a Reference List only, check your 'Current list' to ensure that only the references that you actually cited in your document are listed there. Sources in the 'Current List' which have a tick next to them have been cited in the text.

## Managing Sources

If you need to edit a source at a later stage, to add in more details to hand or change any incorrect spelling etc, click 'Manage Sources'.

- Highlight the source you want to edit. Placeholders have a question mark beside them.
- Click 'Edit'
- Enter the correct details in the pop-up box that appears
- To remove any unwanted references from the 'Current List', highlight them and Click 'Delete'.

