

Referencing with Microsoft Word

Chicago Style



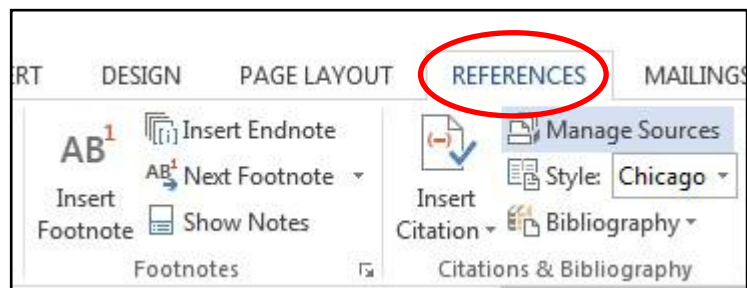
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EndNote vs M.S. Word References Tool

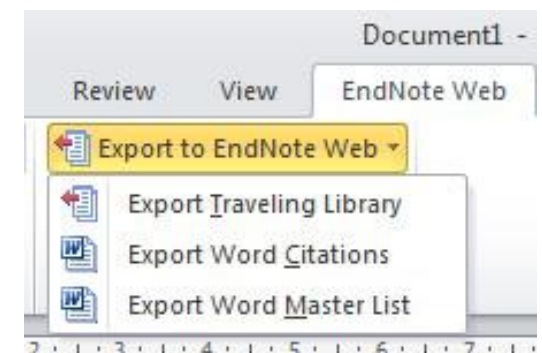
The MS Word referencing tools are really only useful if you have a limited number of references in your assignment and are happy to choose one of the 14 citation styles available. If this is not the case, then use Bibliographic Software such as EndNote or EndNote Online.

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 EndNote



Moving between computers:

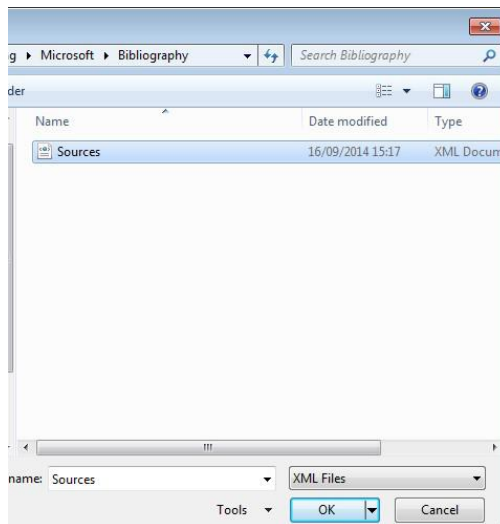
If you are using several different computers, you will not have access to your 'Master list' automatically without doing one of the following options:

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

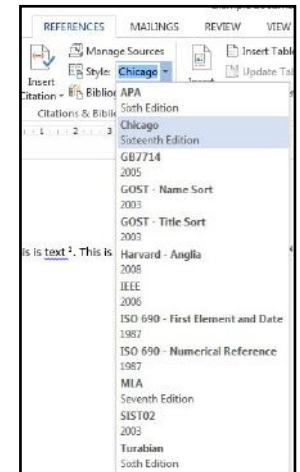
- Open a document and click 'Manage Sources'
- In the Manage Sources box, click 'Browse'
- Right click on the Sources.xml file and choose 'Copy'
- Paste the file to a USB. You can now use this file on another computer.
- In the new computer, open a MS Word document and click 'Manage Sources'
- Click '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'.



Setting the Bibliographic Style

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

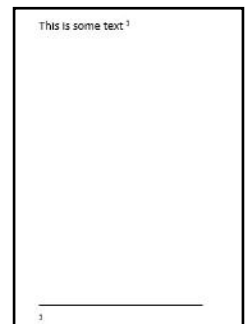
- Click the drop down arrow beside 'Style' on the References tab
- Choose the style you require



How to Insert a Citation in your Text



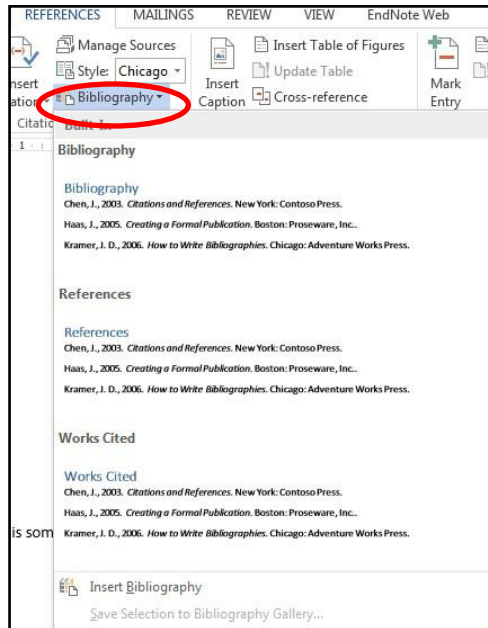
- Make sure you have chosen the Chicago style (see above).
- Put your cursor in your assignment where you want the footnote to appear.
- Go to the References tab and click 'Insert footnote'. A number will appear beside the text and at a footnote at the end of the page.
- Click 'Insert citation' and 'Add new Source'. You will be able to see any previous entries here above the 'Add a new source' button. A window will appear where you can type in the relevant information for your source (see Types of sources on p.6 for more information on filling in source information).



- The author and date will appear at the end of your page instead of the full reference, so you will need to adjust that after you do a Bibliography or Reference list (see below).

How to Create a Reference List

- Create a page break before you do the bibliography. i.e. Go to 'Insert' tab and then 'Page break'
- Click the drop-down arrow beside 'Bibliography' in the References tab
- Use your mouse to hover over 'Bibliography', 'References' or 'Works Cited' and click to select your choice. Your reference list will then appear on the next page.



References

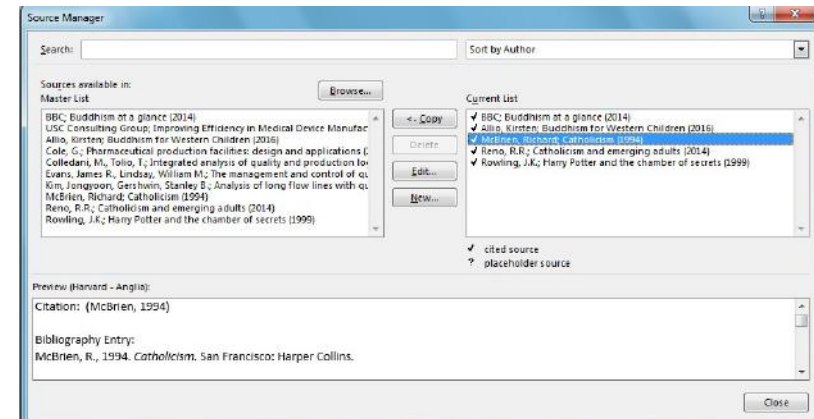
Allio, K., 2016. Buddhism for Western Children. *The Southern Review*, Spring, 52(2), p. 188.

BBC, 2014. *Buddhism at a glance*. [Online]
Available at: <http://www.bbc.co.uk/religion/religions/buddhism/ata glance/glance.shtml>
[Accessed 14 February 2017].

McBrien, R., 1994. *Catholicism*. San Francisco: Harper Collins.

Reno, R., 2014. Catholicism and emerging adults. *First Things: A Monthly Journal of Religion and Public Life*, June-July, Issue 244, p. 6.

Rowling, J., 1999. *Harry Potter and the chamber of secrets*. London: Bloomsbury.



Example of a Reference List

References

Allio, Kirsten. 2016. "Buddhism for Western Children." *The Southern Review* 52 (2): 188.

BBC. 2014. *Buddhism at a glance*. Accessed February 14, 2017.
<http://www.bbc.co.uk/religion/religions/buddhism/ata glance/glance.shtml>.

Kinsley, David R. 1986. *Hindu goddesses: visions of the divine feminine in the Hindu religious tradition*. London: University of California Press.

Marenbon, John. 2009. "The Medievals." In *The Oxford Handbook of Causation*, edited by Helen Beebe, C. Hitchcock and P. Menzies, 40-54. Oxford: Oxford University Press.

McBrien, Richard. 1994. *Catholicism*. San Francisco: Harper Collins.

Reno, R.R. 2014. "Catholicism and emerging adults." *First Things: A Monthly Journal of Religion and Public Life* (244): 6.

Rowling, J.K. 1999. *Harry Potter and the chamber of secrets*. London: Bloomsbury.

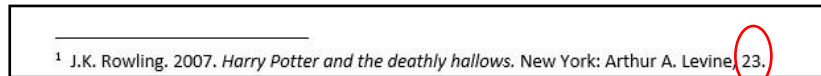
Adding Page Numbers to a Citation

It is important to give a page number in an in-text citation in the following circumstances:

- when quoting directly
- when referring to a specific detail in a text (for example, a specific theory or idea, an illustration, a table, a set of statistics)
- when giving a paraphrase from a text.

NB: Where no page or paragraph number can be given for a source, such as an online publication, 'n.p.' can be used to denote 'no pagination'.

- Click on the footnote citation you want to edit in your document



- You will need to manually type the page number in at the end of your footnote reference.

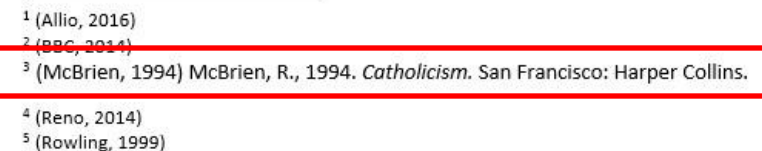
Re-using References from other documents

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

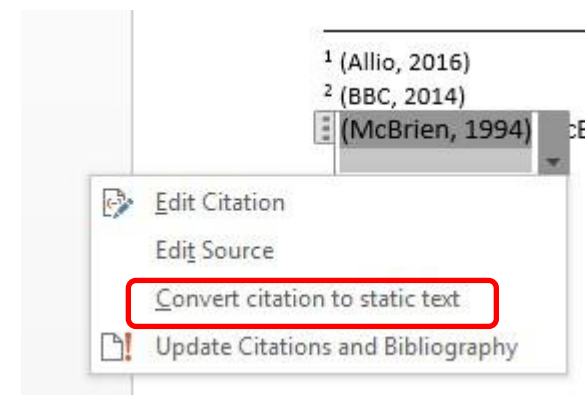
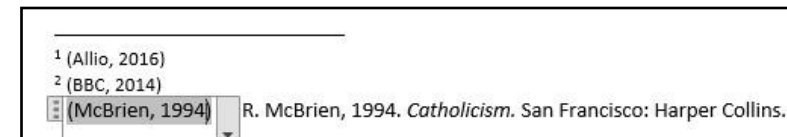
- Click 'Manage Sources' in the References tab. You will see all the sources that you have added in various documents that you created on that computer in the Master List
- Highlight the ones you want in this document and click 'copy' to transfer them into the 'Current List'

How to Edit your Footnote

- Go to the reference list and copy the information on the source you want to put in the footnote.
- Go back to your footnote at the bottom of the page and paste in this reference. The author's name will still be in the format of last name, first name, but you can manually edit this so that Christian name comes before surname in the footnote.



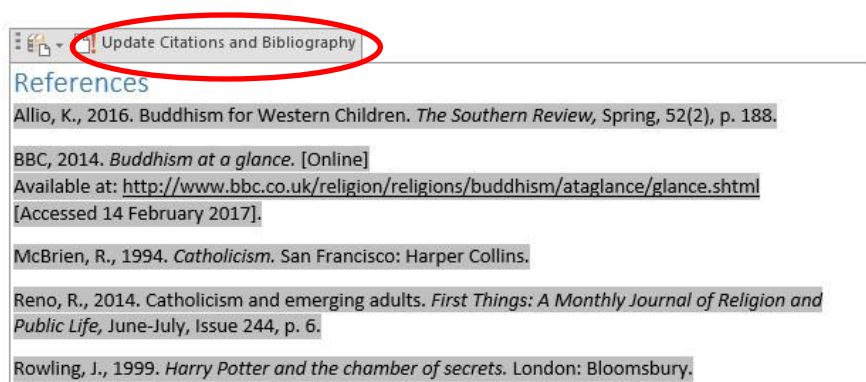
- You are still left with the author, date at the start of this footnote so here is what to do. Highlight the author date in brackets only. It should go grey and a drop down menu should appear. Click 'convert citation to static text'. You can delete the author date in brackets now.



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



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:

<ul style="list-style-type: none">• Book• Book section• Journal article• Article in a periodical• Conference proceedings• Report	<ul style="list-style-type: none">• Website• Document from web site• Electronic source• Art• Sound recording• Performance	<ul style="list-style-type: none">• Film• Interview• Patent• Case• Miscellaneous
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Example: Book Reference

Edit Source

Type of Source: Book Language: Default

Bibliography Fields for Harvard - Anglia

Author: McBrien, Richard Edit

☐ Corporate Author

Title: Catholicism

Year: 1994

City: San Francisco

Publisher: Harper Collins

Edition:

☐ Show All Bibliography Fields

Tag name: McB94

OK Cancel

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.

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

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.
- 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'.