

# Add citations and create a bibliography

In the **Word app** (NOT Word online), you can easily add citations when writing a document where you need to cite your sources. Citations can be added in various formats, including **APA**, **Chicago**-style, and **MLA**. Afterwards, you can create a bibliography of the sources you used to write your paper.

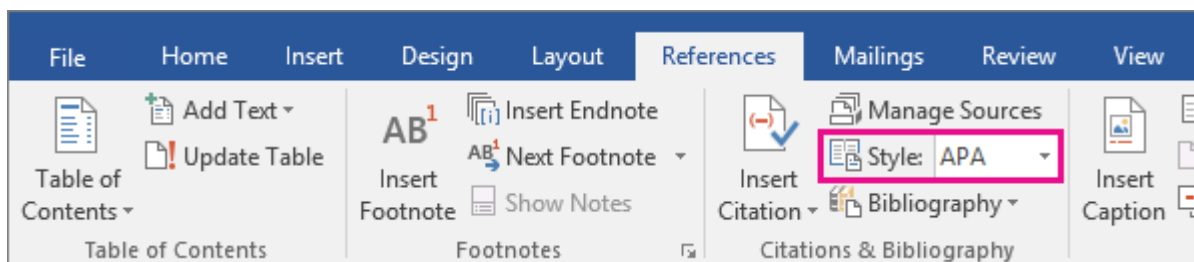
Before you can create a bibliography you need to have at least one citation and source in your document that will appear in your bibliography. If you don't have all of the information that you need about a source to create a complete citation, you can use a placeholder citation, and then complete the source information later.

Note:

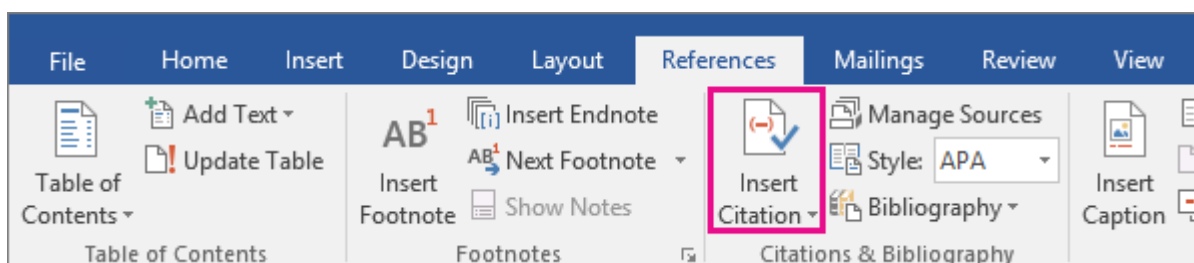
- Placeholder citations do not appear in the bibliography.
- **Pre-generated citations** (the citations that you get from databases like EBSCO or Gale, or from a citation generating website) **cannot be added this way**. Copy and paste these and hit the “Merge Formatting” icon when pasting (the middle option).

## Add a new citation and source to a document

1. On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style**.



2. Click the style that you want to use for the citation and source. For example, social sciences documents usually use the MLA or APA styles for citations and sources.
3. Click at the end of the sentence or phrase that you want to cite.
4. On the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation**.



5. Do one of the following:
  - To add the source information, click **Add New Source**, then begin to fill in the source information by clicking the arrow next to **Type of source**. For example, your source might be a book, a report, or a Web site.
  - To add a placeholder, so that you can create a citation and fill in the source information later, click **Add New Placeholder**. A question mark appears next to placeholder sources in Source Manager.
6. Fill in the bibliography information for the source.

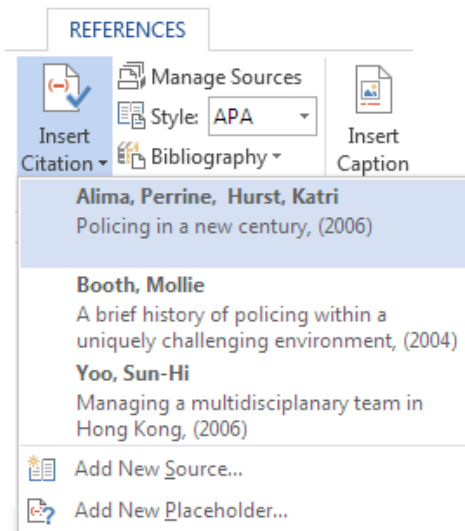
To add more information about a source, click the **Show All Bibliography Fields** check box.

Now you can create your bibliography.

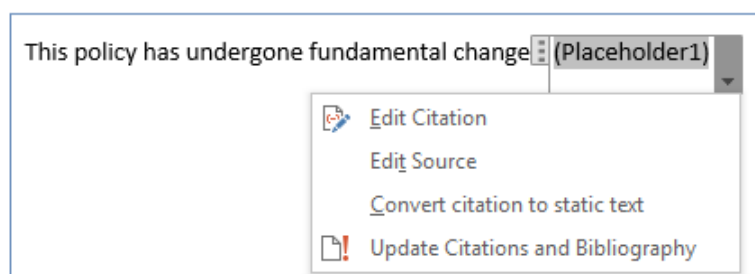
## Add additional citations from a previously used source

You can easily access citations you added previously. In fact, you can reuse them throughout your document. It's simple.

1. Place the cursor where you want to insert a citation, and click **References > Insert Citation**.
2. Find the citation by the **Author** or **Tag name**, and select the citation.



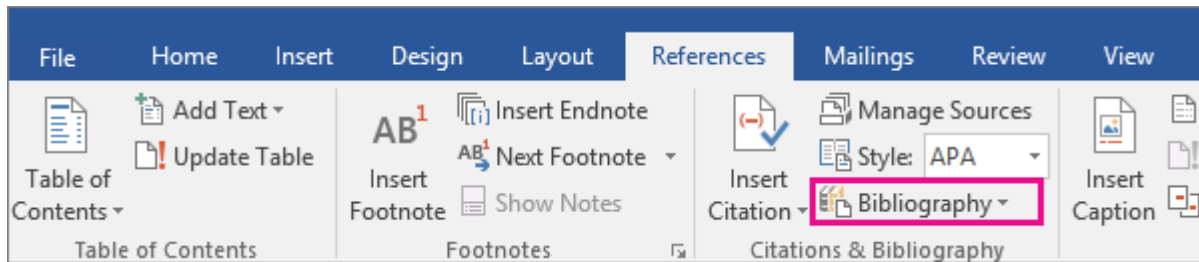
**Tip:** You can insert a placeholder if you need to look up a citation later. Click **References > Insert Citation**. Click **Add New Placeholder**, and create a unique **Tag name**. Find the **Placeholder** in your content, and click the text to **Edit Source** details.



# Create a bibliography

Now that you've inserted one or more citations and sources in your document you can create your bibliography.

1. Click where you want to insert a bibliography, usually at the end of the document.
2. On the **References** tab, in the **Citations & Bibliography** group, click **Bibliography**.

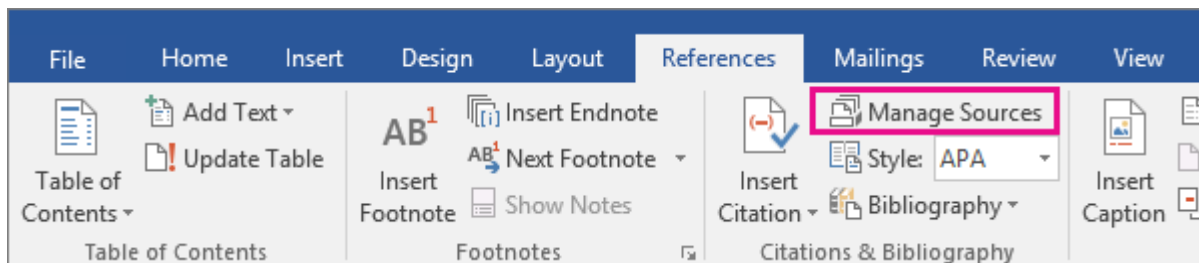


3. Click a predesigned bibliography format to insert the bibliography into the document.

## Find a source

The list of sources that you use can become quite long. At times you might search for a source that you cited in another document by using the **Manage Sources** command.

1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



If you open a new document that does not yet contain citations, all of the sources that you used in previous documents appear under **Master List**.

If you open a document that includes citations, the sources for those citations appear under **Current List**. All the sources that you have cited, either in previous documents or in the current document, appear under **Master List**.

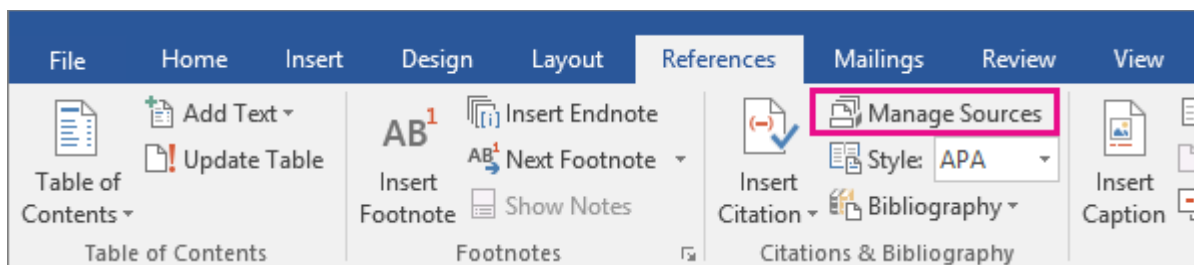
2. To find a specific source, do one of the following:
  - o In the sorting box, sort by author, title, citation tag name, or year, and then search the resulting list for the source that you want to find.

- In the **Search** box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.

**Note:** You can click the **Browse** button in **Source Manager** to select another master list from which you can import new sources into your document. For example, you might connect to a file on a shared server, on a research colleague's computer or server, or on a Web site that is hosted by a university or research institution.

## Edit a source

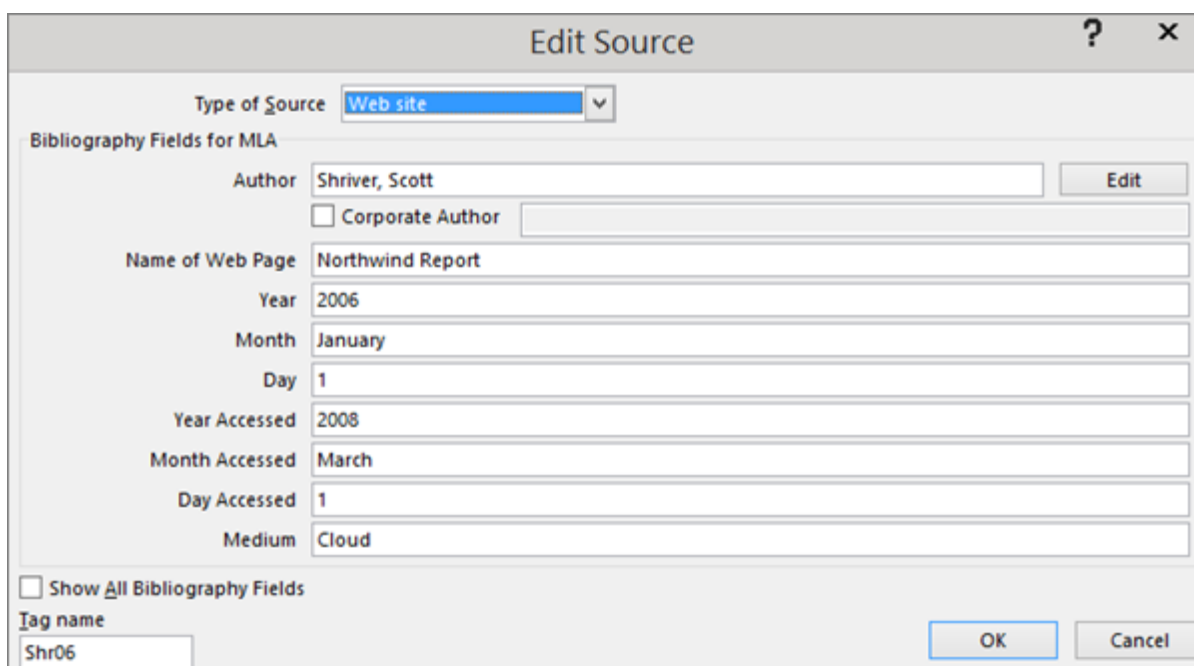
1. On the **References** tab, under **Citations & Bibliography**, click **Manage Sources**.



2. In the **Source Manager** dialog box, under **Master List** or **Current List**, select the source you want to edit, and then click **Edit**.

**Note:** To edit a placeholder to add citation information, select the placeholder from **Current List** and click **Edit**.

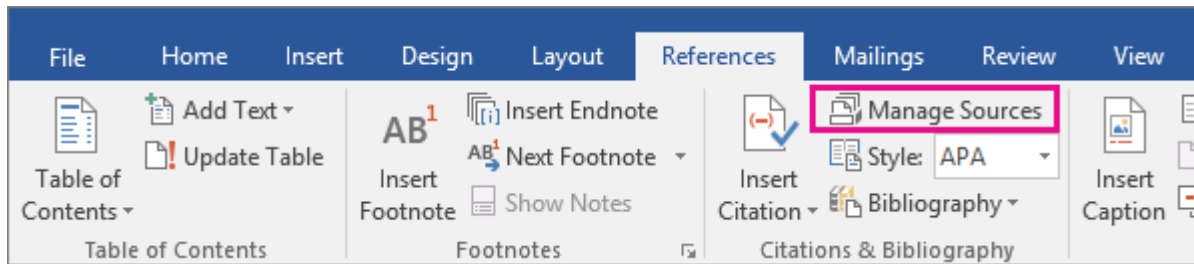
3. In the **Edit Source** dialog box, make the changes you want and click **OK**.

A screenshot of the 'Edit Source' dialog box in Microsoft Word. The title bar reads 'Edit Source'. The 'Type of Source' dropdown menu is set to 'Web site'. Below this, the 'Bibliography Fields for MLA' section contains several text input fields: 'Author' (Shriver, Scott), 'Name of Web Page' (Northwind Report), 'Year' (2006), 'Month' (January), 'Day' (1), 'Year Accessed' (2008), 'Month Accessed' (March), 'Day Accessed' (1), and 'Medium' (Cloud). There is an 'Edit' button next to the Author field and a 'Corporate Author' checkbox. At the bottom, there is a 'Show All Bibliography Fields' checkbox (unchecked), a 'Tag name' field (Shr06), and 'OK' and 'Cancel' buttons.

# Edit a citation placeholder

Occasionally, you may want to create a placeholder citation, and then wait until later to fill in the complete bibliography source information. Any changes that you make to a source are automatically reflected in the bibliography, if you have already created one. A question mark appears next to placeholder sources in Source Manager.

1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



2. Under **Current List**, click the placeholder that you want to edit.

**Note:** Placeholder sources are alphabetized in Source Manager, along with all other sources, based on the placeholder tag name. By default, placeholder tag names contain the word **Placeholder** and a number, but you can customize the placeholder tag name with whatever tag you want.

3. Click **Edit**.
4. Begin to fill in the source information by clicking the arrow next to **Type of source**. For example, your source might be a book, a report, or a Web site.
5. Fill in the bibliography information for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.