

Using the References Function in Microsoft Word 2007

Please keep in mind that this function is not perfect. It is useful, but make sure you double check all your citations and reference list/works cited entries after they have been created to ensure they are correct.

To insert parenthetical (in-text) citations first time you use a source:

1. Place the cursor where you want the citation to appear in the text
2. Select the **References** tab
3. In the **Citations & Bibliography** box, select the correct **Style** (e.g. MLA, APA)
4. click **Insert Citation**
5. The first time you use a source, click **Add New Source**
6. Select the correct **Type of Source**
7. Enter the correct information in the prompts. If you have more information (e.g. volume number, editors, etc), select **Show All Bibliography Fields**
If you are entering a journal article, Word does not require volume and issue number. However, these are required in MLA, APA and Chicago, so be sure to include them.
8. Click OK. The citation should appear at the cursor's location in the proper style.

To insert parenthetical citations after a source has been created:

1. Place the cursor where you want the citation to appear in the text
2. Select the **References** tab
3. In the **Citations & Bibliography** box, click **Insert Citation**
4. Select the source you are citing from the dropdown menu

To include page numbers in parenthetical citations

1. Hover over the in-text citation. When a grey box surrounds it, click.
2. Click on the **arrow** that appears on the right. In the dropdown menu, select **Edit Citation**
3. Enter the **Pages** you are citing. Click OK

To create the Works Cited/Reference List

4. Type your section title (e.g. Works Cited, References, or Bibliography)
5. Press **enter** to place the cursor on the next line
6. Select the **References** tab
7. In the **Citations & Bibliography** box, click **Bibliography**
8. In the dropdown menu, select **Insert Bibliography**
9. This will create your list of references in the style you selected

**** Please note: APA requires a DOI number for articles found through an online database. There is NO FIELD for this in Word's references function. You will have to manually insert DOI numbers after you have created the reference list.**