Using Microsoft Word to Create Bibliographies and Citations

Some Tips

Many students have discovered the References feature of Microsoft Word. Although this feature might appear to be an easy way to handle the many steps to create a bibliography and citations when typing research papers, it is not foolproof. This often tedious exercise that is required to avoid plagiarism can trip up many students. If your instructor has assigned a research paper or other assignment with full bibliography and in-text citations using the References feature requires some additional work. Don’t lose points and lower your grade because you didn’t take these additional steps!

Basics

Is this the first time you are writing a research paper? If so, the most important tip is to start early and spend some time learning the process. The ACM Libraries have resources to help you. For advice and links to the process of writing a research paper, see the ACM Library web page here.

Be sure to keep records of all resources you use in your research. You will need to refer to this source information to set up your bibliography so save time later by keeping records of all of your sources as you go along. Many students like to print them out, and keep them in a separate folder, or if you are working from online, you might prefer to use a flash drive or save to a special file in your hard drive.

If you are using articles from online databases, be sure to keep copies of the “Detailed Record,” including all of the publication information (author(s), article title, journal or magazine title (Source), volume number, issue number, page numbers, accession numbers, etc.,) as well as the full-text of the article itself.

Creating your Bibliography

Be sure the style format your instructor requires is the one you are using when you start typing your paper in Word. Most ACM instructors require either APA (American Psychological Association, the latest edition is Sixth) or MLA (Modern Language Association, the latest edition is Seventh).

1. When you are ready to set up your paper, click on the References tab at the top of the Word window:

2. Choose your style format from the menu: (Note the following example is from Word 2010, later editions of Word might not have the same choices, so use what is applicable.)
3. Once you have selected a style format, begin constructing your bibliography by clicking on the Manage Sources option. For my example, I chose APA, Sixth ed., and got a window that looks like this:

![Manage Sources window]

4. Click on New...and you will get a Create Source window that looks like this:
5. You are now ready to set up your first bibliography entry. For an example I am going to cite an article from an academic journal that I located via an online database, Academic Search Complete from EBSCO.

Here is the copy of the detailed record of the journal article from the database:

**Rethinking Influence by Reading with Austen.**

**Authors:** Murphy, Olivia

**Source:** Women’s Writing, Feb 2013, Vol. 20 Issue 1, p100-114. 15p.

**Document Type:** Essay

**Subject Terms:** "INFLUENCE (Literary, artistic, etc.)

**Reviews & Products:** EMMA (Book: Austen)

**Discipline:** (Book: Shakespeare)

**People:** AUSTEN, Jane. 1775-1817

**BRUNTON, Mary**

**SHAKESPEARE, William. 1564-1616**

**Abstract:** The Romantic concept of artistic influence—arising in the eighteenth century and finding new expression in Harold Bloom’s concept of “anxiety”—presupposes a genealogical model of literary evolution and development, one in which the great achievements of revered ancestors at once overshadow and inspire their literary descendants. This is hardly less sentimentally paternalistic than the actual system of patrilineal inheritance consolidated in the eighteenth century, forming the backbone of the British economy and its law, and providing the historical background to Jane Austen’s novels. Austen’s position as just another dispossessed daughter of the gentry class no doubt fueled her critical, even uncritical view of her society, its shortcomings and hypocrisies. This essay argues that her attitude towards literature was equally critical. Paying particular attention to the way in which Austen’s Emma (1815) ’read’ literature as diverse as Shakespeare’s Twelfth Night and Mary Brontë’s Shirley (1849), this essay demonstrates Austen’s lifelong preoccupation with the nature and practice of reading, and her attempts to train an ideally critical reader. It is through such active, critical, objective reading that Austen developed her methodology for a new kind of novel in the face of ongoing cultural conservatism—a form which, unbaptised by the influence of heroic predecessor, could maintain its connections with a rich literary heritage without suffering from the creativity-killing anodyne of poetic influence.

**[Abstract from Publisher]**

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**Accession Number:** 8524737

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TIP: ***Important: be sure to click on the Show All Bibliography Fields option. Otherwise you will have incomplete citations!***

Be sure to click here

>>>>>>>>>>
From this detailed record of the article, I typed in the applicable information into the appropriate fields of the Create Source window. **TIP:** It is important to note that Word’s asterisks for “recommended fields” are not necessarily accurate. For example, a journal article entry requires a volume and an issue number, but these are not marked with asterisks.

Don’t assume that Word is accurate. **Always, double-check against another style format guide to determine what is required.** We highly recommend the following to double check against:

1) Online Writing Lab (OWL) from Purdue University for both APA and MLA

Or


Here is my completed Create Source window from the example database article record above:

![Create Source Window](image)

Here is the bottom of the window scrolled down:
TIP: Note that as you key in the information in each field, an example will appear in the lower part of the window. This example may or may not be accurate in terms of capitalization and other rules! Do not trust it...but double-check against one of the style guides mentioned above. You might need to edit your entry to follow the rules.

6. To format, click on the OK. Your Bibliography entry will appear in the preview window below.

NOTE: Word created the bibliography entry for me in the preview window. However, in the example, when I checked against the APA capitalization rules, I noticed that the article title should be capitalized as in a sentence, so I had to go back into the above window and click on the Edit to correct the word “Influence” to lower case. Of course, I left “Austen” in upper case because it is a proper noun.
7. Continue to add all of your sources in this method. Here is what my Source Manager window looks like after adding another bibliography entry (a book).

8. Select the option to sort them by author so that they will appear in alphabetical order.
Creating In-text Citations

When you are typing the text of your paper and need to cite this source, you can just click on the Insert Citation on the top tool bar. Your source(s) will appear in a menu you can select from. For example if I want to cite a specific idea on page 101 of the Murphy article, I might type:

In discussing Jane Austen, it has been noted that …. [Click on Insert Citation and choose Murphy] and the following will appear: (Murphy, 2013 ]

TIP: Once again, don’t trust that the format is accurate. You must edit the citation (by right-clicking) in order to add the specific page cited. I did that to put the following in the text of my paper:

In discussing Jane Austen, it has been noted that …. (Murphy, 2013, p. 101)

You will need to do this every time you create an in-text citation in the body of your paper.

Creating your Final Bibliography

To create your final bibliography at the end of your paper, click on the Bibliography option under the References toolbar, and then click on Insert Bibliography. Your sources will appear but, once again, you must do some editing. You must add the appropriate title, e.g. References for APA and Works Cited for MLA. You might also need to edit the list; don’t assume that Word will do it for you! Once again, you must check against a guide such as the OWL and/or any of your instructor’s specific instructions. For example, you might need to add lines in between entries or indent the second lines of each entry. Be sure to consult an example of a typed paper or ask your instructor what is required.

This is what my example Bibliography looks like:


table

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
</table>

Note: I had to add the References title and center it. I also had to edit the capitalization in the title of the book.
Other advice:

Using APA no longer requires that the online database be mentioned where an article was located. It is optional but adding this extra information can save time for your instructor in tracking down your original source. Since we here at ACM use the full-text articles from databases often, I recommend that the phrase, “Retrieved from Database Name (Accession number)” be added to your APA citations even though it is not required officially. For example:


Instructors, consider requesting that your students add this extra information to their bibliography entries so that it will save time to retrieve the original articles. Students, check with your instructor before making this change.

Do you have further questions? Ask a librarian for assistance in creating your citations and bibliography.

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