Using Word for Referencing
## (Adapted from the MS help menu)

A bibliography is a list of sources, usually placed at the end of a document, that you consulted or cited in creating the document.

In Microsoft Office Word 2007, you can automatically generate a bibliography based on the source information that you provide for the document.

Each time that you create a new source, the source information is saved on your computer, so that you can find and use any source you have created.

### Before you start - Set Word correctly

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

2. Click the style 'ISO 690 – Numerical Reference'.
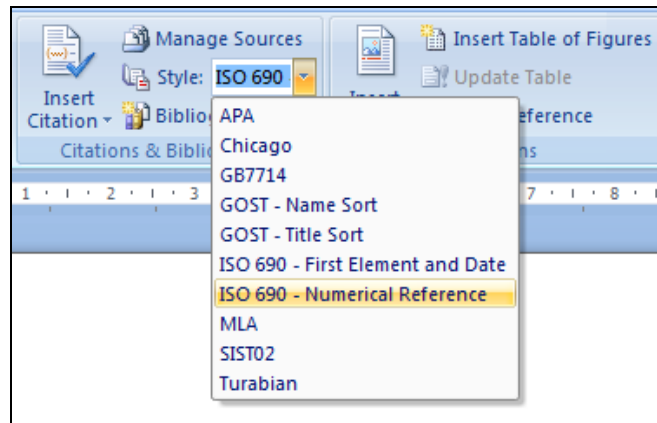
Add a new citation and source to a document

When you add a new citation to a document (within the text), you also create a new source that will appear in the bibliography (at the end of the document).
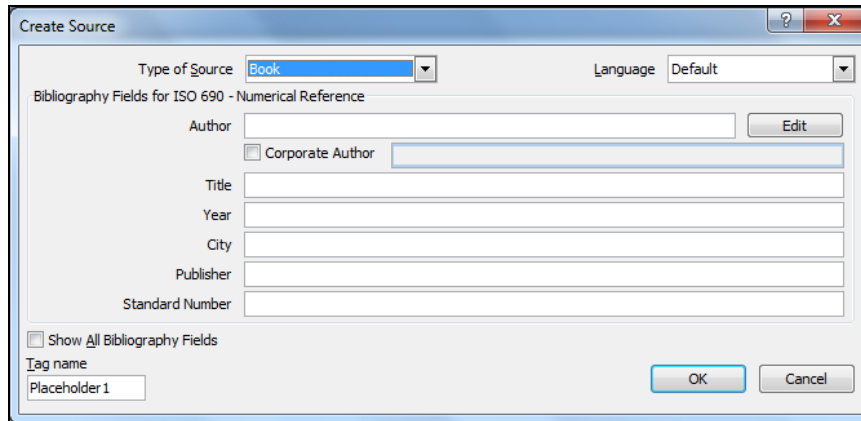
1. Click at the end of the sentence or phrase that you want to cite (place your cursor where you want to insert the number for the citation).

2. On the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation**.

3. Click **Add New Source**.
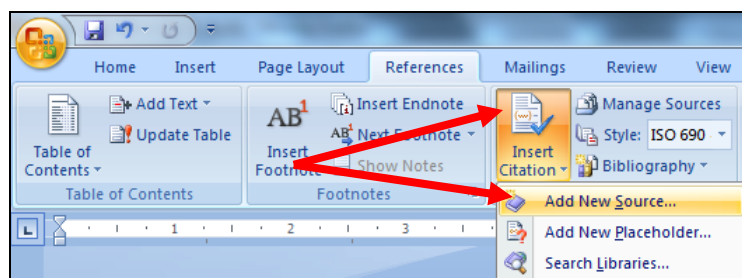
4. Begin to fill in the source information by clicking the arrow next to **Type of source**.
   Once you select a type, you are only asked for the details for they type
   For example, your source might be a book, a report, or a Web site.

   Fill in the bibliography information for the source.

5. References can be edited anytime using the **Manage Sources** option

Create a Bibliography

You can create a bibliography at any point after you insert one or more sources in a document.

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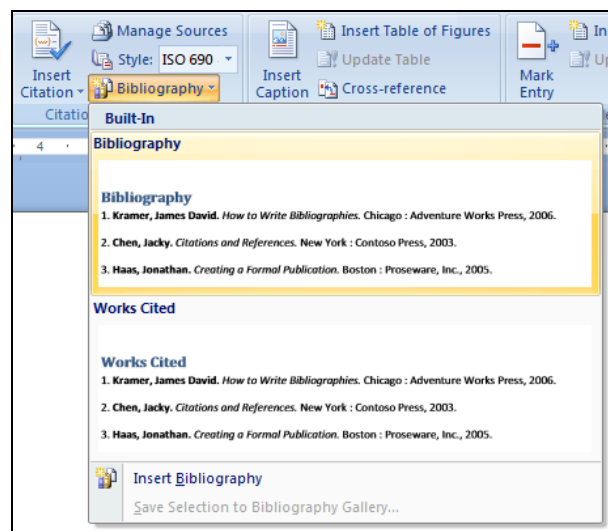
3. Click a predesigned bibliography format to insert the bibliography into the document.

If you make any changes within the document, you can update the bibliography by right-clicking on the bibliography and selecting 'update field'.