

Platform: Windows® PC
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Authors: J. Bossons

Creating a Bibliography in *Word*[®] 2007

What is a Bibliography?

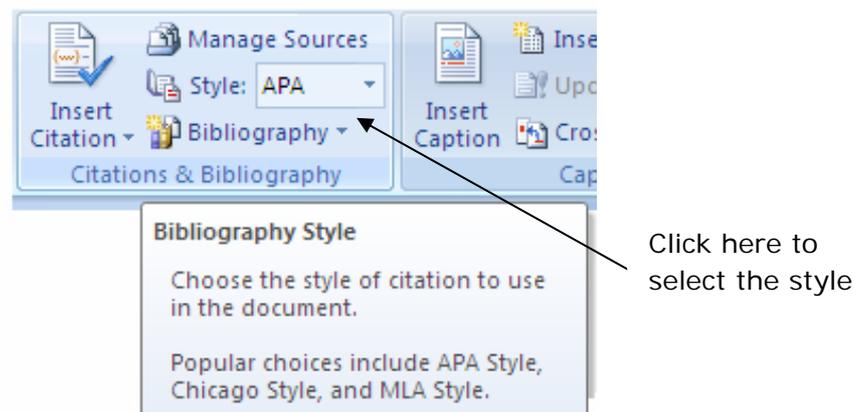
A bibliography is a list of the sources that you have consulted or cited in your *Word*[®] document, usually placed at the end.

In *Word*[®] 2007, you can automatically generate a bibliography based on the source information provided in your document.

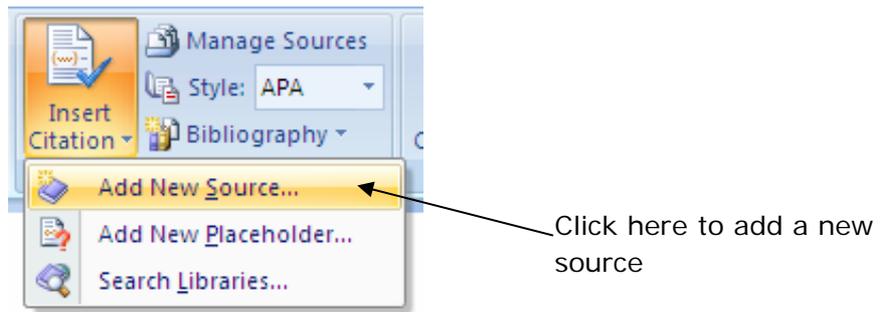
Before you can create a Bibliography you first need to add citations or sources to your document.

Adding a new Citation and Source to a document

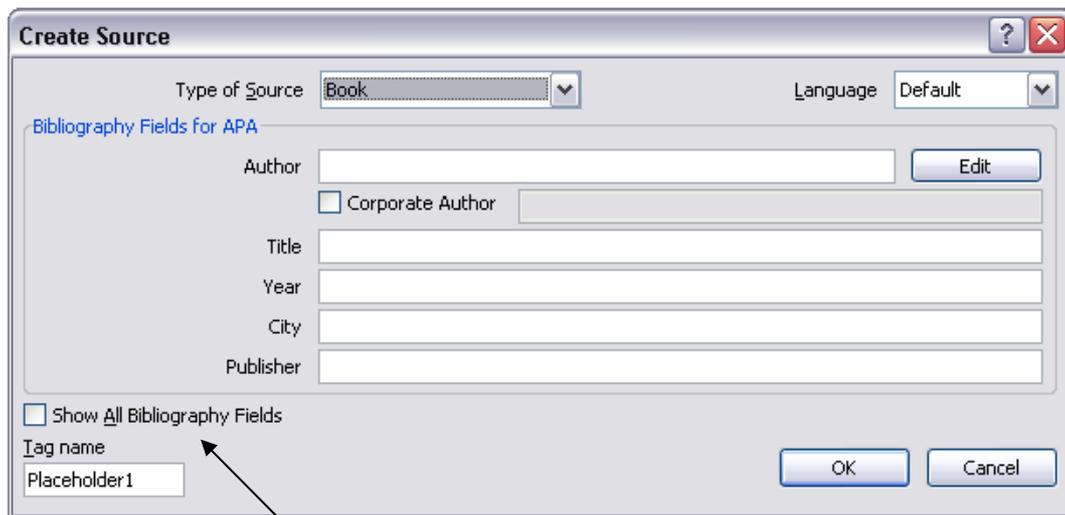
1. From the **references tab**, click the arrow next to the **style button** from the **citations and bibliography options** available.



2. Select the style you wish to use for the citation and source from the options available. Your course leader will help you with this if you are unsure which style to use.
3. Click at the end of the sentence or phrase that you want to cite.
4. From the **references tab** select **Insert Citation**.
5. Select **Add Source** to access the Create Source dialogue box.



6. Fill in the source information including Type of source, Author, Year and Publisher.



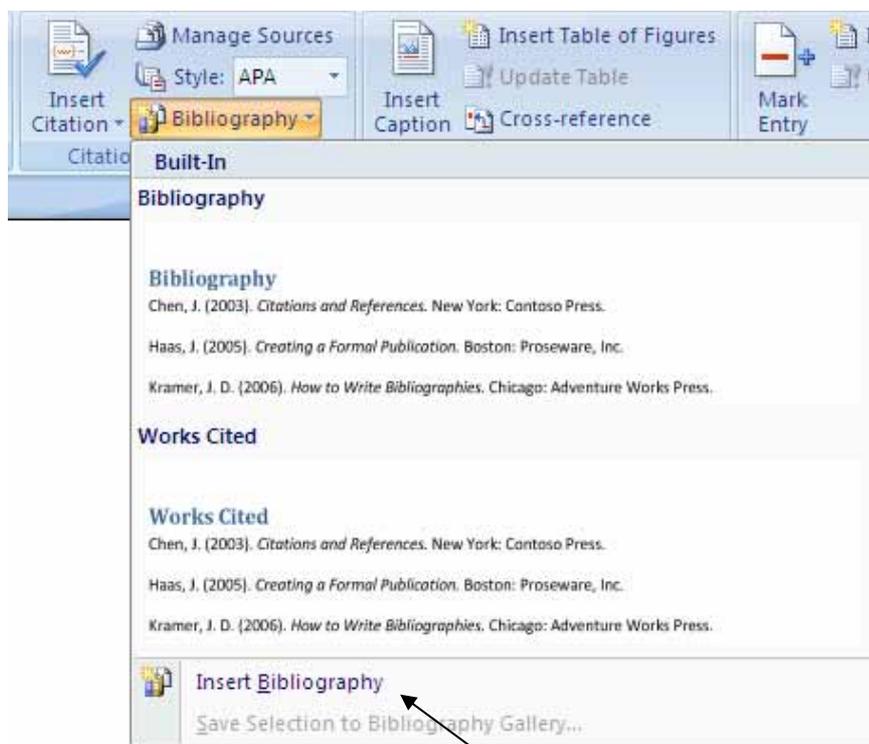
Check this box to show all the fields

7. To add more information check the **Show All Bibliography Fields** box.

• Creating a Bibliography

You can create a bibliography anytime after you have inserted one or more sources into your document.

1. Click where you want to insert the bibliography, usually at the end of the document.
2. From the **references tab**, select **Bibliography**.



Click here to insert your bibliography

3. Select a pre-designed bibliography and insert it into the document.

Tip: For help at any time press the F1 key to access the *Office*[®] help system.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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