Using Citation tools in Microsoft Word 2007

If you are having difficulty formatting the references and in-text citations, please note that Word 2007 will actually do it for you once you type in the information! Here is how:

Create a New Source

![Image of Microsoft Word interface with references and citations tools highlighted]

1) Within Word 2007, click on the ‘References’ tab to pull up that ribbon.
2) You will notice a Citations & Bibliography grouping, be sure to have Style: set to APA.
3) Click on Manage Sources.
4) Within the dialog box that opens up, click on the ‘New’ button in the middle.
5) A new dialog box will appear for you to type in all the necessary fields. Be sure to check the ‘Show All Bibliography Fields’ checkbox at the bottom.
6) Fill in all the necessary fields (examples will appear at the bottom of the window when you click in the textbox to type):
   a. Author – (e.g. Beekman, George; Quinn, Michael – separate authors with semi-colon)
   b. Title – (e.g. Tomorrow’s technology and you)
   c. Year – (e.g. 2008)
   d. City – (e.g. Upper Saddle River)
   e. State – (e.g. NJ)
   f. Publisher – (e.g. Pearson Custom Publishing)
   g. Edition – (e.g. 1st)
   h. Page numbers – do not include page numbers at this time [recommended].
7) Click OK. You should now see it in your master list and your current list. Click Close to close the Source Manager Dialog box.
8) Repeat steps 1-6 for each new source. You are required as a minimum to use your textbook as a source. If you also use internet sources, other books, etc., you must create a new entry for each source.

Note #1: Once you create the entry for the first time, if you open up the Manage Sources dialog box in any subsequent document that you create, the source will appear within the Master List section and all you will need to do is select it and click on Copy --> to the Current List to allow the current document to use it as well. So you only have to type the textbook information in once at the very beginning of the class, then you can keep reusing it!

Note #2: Your information may vary based upon your course and the textbook you have. Be sure to look at and use the information within the textbook to ensure you are entering the correct information and not just copying and pasting from the given examples of each entry.
Inserting a Source citation

As you work through your essay, you must insert an in-text citation after any sentence that you quote from the source, or if you paraphrase information from that source in your own words. You can easily do this by:

1) Type out the sentence.
2) When the sentence is complete, click on the Insert Citation button [Reference Ribbon > Citation & Bibliography grouping] to get to the drop down menu.
3) Select the ‘Beekman, George...’ [or other source] citation at the top of the menu. If it is not there, go into Manage Sources and make sure it is on the Current List. If no source is available, then please refer to the Create a New Source section of this tutorial.
4) A new in-text citation will appear with the correct formatting.

If you want to add page numbers to your citation [recommended], follow these directions:

1) Click within the in-text citation and you should now see it highlighted and a box appear around it.
2) Click on the element with the little black arrow on the right hand side to get a drop down.
3) Select Edit Citation.
4) Within the dialog box that appears type in the page number(s), and then click OK.
5) The citation will now be updated to reflect the page numbers.
Inserting References

At the end of every essay, you will need to place a References section [sometimes called Works Cited] that contains all the necessary information about your sources. This is easily done by:

1) Go to the end of your essay and insert a line between the last paragraph and the cursor.
2) Go to the References ribbon > Citation & Bibliography grouping > click on Bibliography to get the drop down menu.
3) Select the Works Cited option as chosen in the image to the right.
4) Select and Highlight the words ‘Works Cited’ in the title and type in the word ‘References’.
5) You now have the source(s) cited and formatted correctly.