How to Reference using Microsoft Word 2010

How to create a citation

1. On the References tab, in the Citations & Bibliography group, click the arrow next to Style, select the style you want to use.

2. Click at the end of the sentence or phrase that you want to cite.

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

4. To add the source information, click Add New Source.

5. Fill in the source information by clicking the arrow next to Type of source.

6. For more information about a source, click the Show All Bibliography Fields check box.

7. Click Close when you have finished add in your sources.
How to insert a bibliography

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

8. Click where you want to insert a bibliography, usually at the end of the document.


To update your sources, Click on Manage Source

If you open a new document that does not yet contain citations, all of the sources that you used in previous documents appear under Master List. Copy over the sources you wish to add to your Current List. You can also create new citations here- Click on New... repeats steps 5-6.

10. In your word document, click on Update Citation and bibliography. This will automatically update your bibliography.