

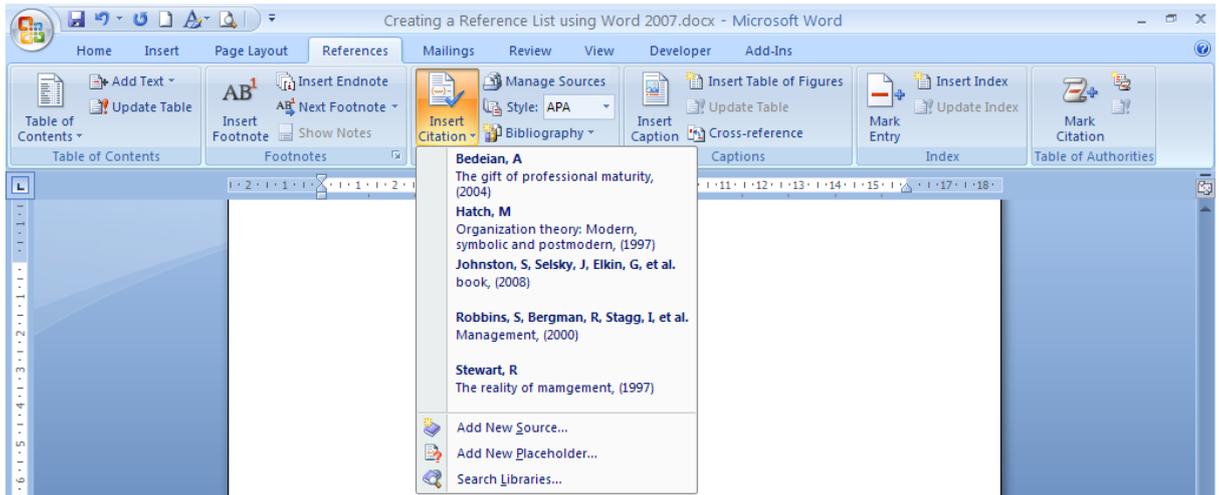
Creating a Reference List using Word 2007

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Citations

To add a citation:

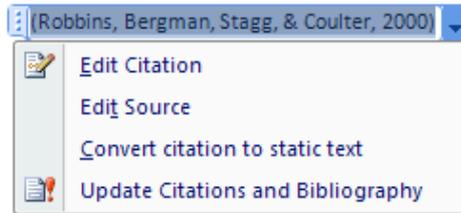
- Choose the style e.g. APA from the **References ribbon**→**Style**.
- Click where you want the citation to go.
- Select **Insert Citation**.



- If you have already added the source information just click the entry
- To enter the source information click **Add New Source**.
- Choose the Type of source and fill in the information.
- If you just want to use a placeholder and enter all of the information later, select **Add New Placeholder**. It will appear as **e.g. (Placeholder1)**.
- To add more information about a source, click the **Show All Bibliography Fields** check box
- Click OK

A screenshot of the 'Create Source' dialog box. The 'Type of Source' dropdown is set to 'Book'. Below it, a list of source types is shown: 'Book', 'Book Section', 'Journal Article', 'Article in a Periodical', 'Conference Proceedings', and 'Report'. The 'Language' is set to 'Default'. There are input fields for 'Author', 'Title', 'Year', 'City', and 'Publisher'. An 'Edit' button is next to the Author field. At the bottom, there is a checkbox for 'Show All Bibliography Fields' and a 'Tag name' field containing 'Placeholder1'. 'OK' and 'Cancel' buttons are at the bottom right.

The citation will appear in your text surrounded by a blue box. The down arrow provides options for managing the citation and the source.

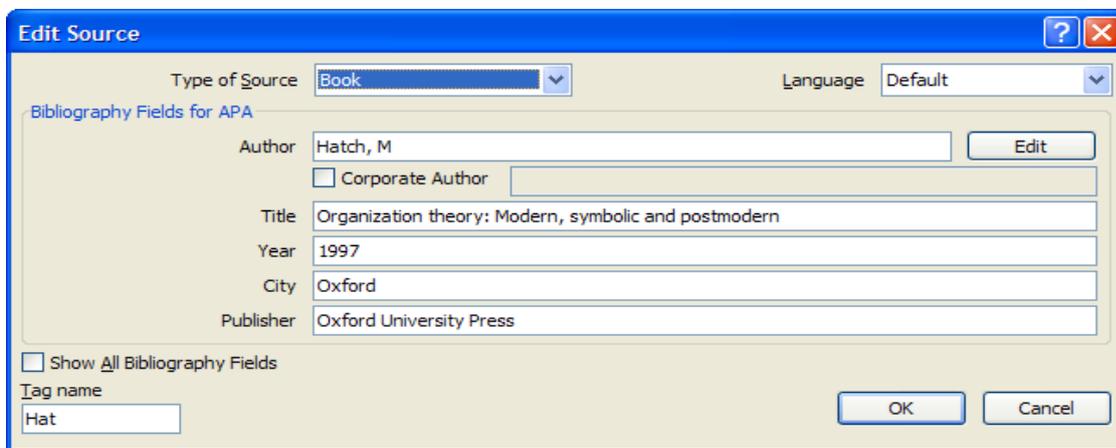


Inserting Citations

The following gives some examples of how to use the Create Source dialogue. How it would appear in the Reference list is shown in red underneath each one

Book with one author

(Hatch, 1997).

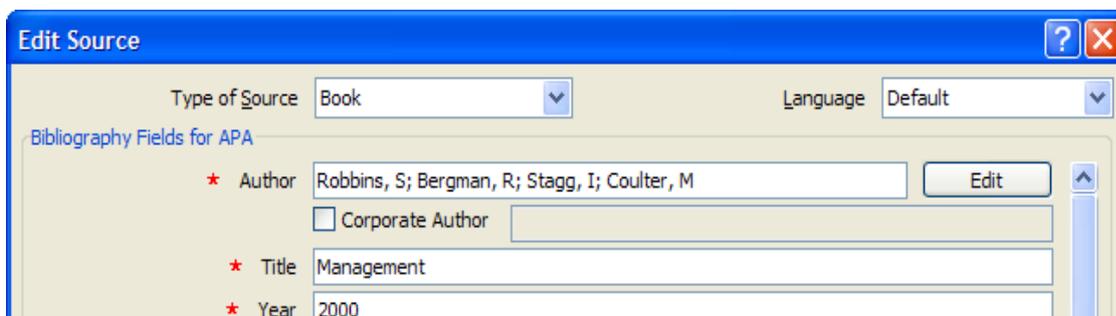


Hatch, M. (1997). *Organization theory: Modern, symbolic and postmodern*. Oxford: Oxford University Press.

More than one author

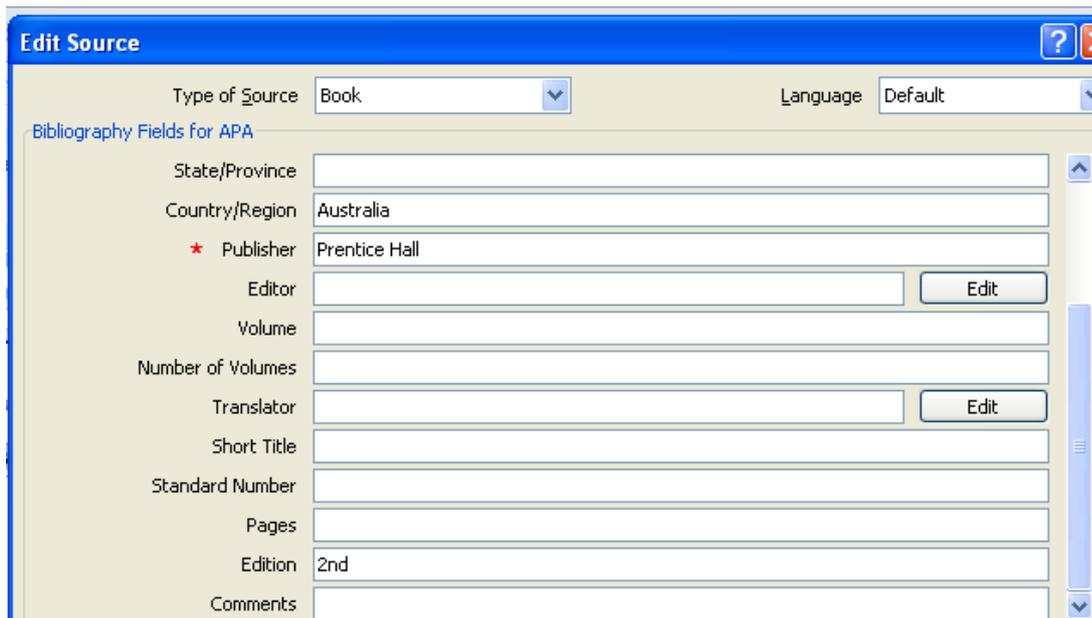
If there is more than one author separate them with a semi colon

(Robbins, Bergman, Stagg, & Coulter, 2000)



Robbins, S., Bergman, R., Stagg, I., & Coulter, M. (2000). *Management (2nd ed.)*. Australia: Prentice Hall.

Note that clicking the **Show All Bibliography Fields** check box allows you to enter the edition.



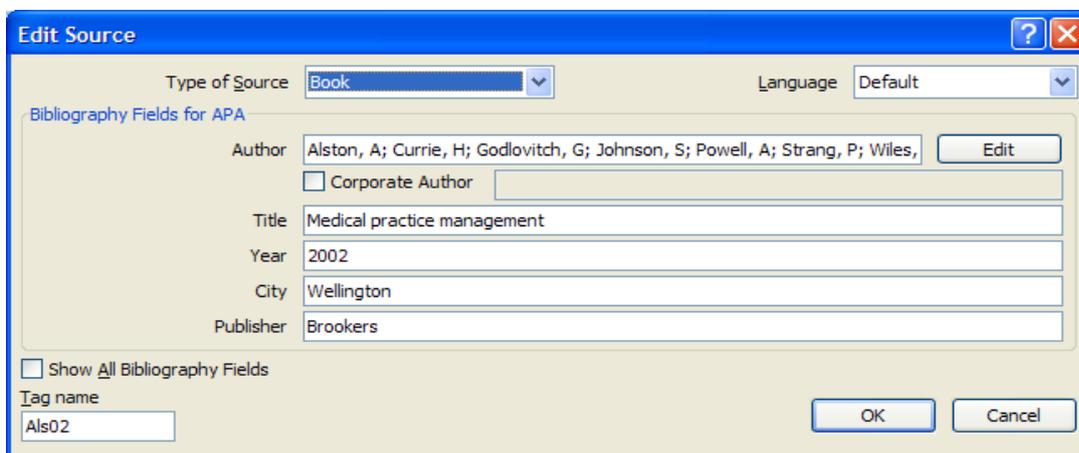
The screenshot shows the 'Edit Source' dialog box with the following fields and values:

Field	Value
Type of Source	Book
Language	Default
State/Province	
Country/Region	Australia
Publisher	Prentice Hall
Editor	
Volume	
Number of Volumes	
Translator	
Short Title	
Standard Number	
Pages	
Edition	2nd
Comments	

More than six authors

If there are more than six authors it will show it as et al.

(Alston, et al., 2002)



The screenshot shows the 'Edit Source' dialog box with the following fields and values:

Field	Value
Type of Source	Book
Language	Default
Author	Alston, A; Currie, H; Godlovitch, G; Johnson, S; Powell, A; Strang, P; Wiles,
Corporate Author	<input type="checkbox"/>
Title	Medical practice management
Year	2002
City	Wellington
Publisher	Brookers
Show All Bibliography Fields	<input type="checkbox"/>
Tag name	Als02

Alston, A., Currie, H., Godlovitch, G., Johnson, S., Powell, A., Strang, P., et al. (2002). *Medical practice management*. Wellington: Brookers

Journal article

(Bedeian, 2004)

The screenshot shows the 'Edit Source' dialog box with the following fields and values:

- Type of Source: Journal Article
- Language: Default
- Corporate Author:
- Title: The gift of professional maturity
- Journal Name: Academy of Management and Learning Education
- City:
- Year: 2004
- Month:
- Day:
- Pages: 92-98
- Editor:
- Publisher:
- Volume: 3
- Issue: 1
- Tag name: Bed04
- Show All Bibliography Fields:
- Recommended Field:

Bedeian, A. (2004). The gift of professional maturity. *Academy of Management and Learning Education*, 3 (1), 92-98.

Web document

(Findlay, 2003)

The screenshot shows the 'Edit Source' dialog box with the following fields and values:

- Type of Source: Document From Web site
- Language: Default
- Author: Findlay, T
- Corporate Author:
- Name of Web Page: Marketing and promoting a family business
- Name of Web Site:
- Year: 2003
- Month:
- Day:
- Year Accessed: 2004
- Month Accessed: February
- Day Accessed: 1
- URL: http://www.countrylook.co.nz
- Show All Bibliography Fields:
- Tag name: Fin03
- Recommended Field:

Findlay, T. (2003). *Marketing and promoting a family business*. Retrieved February 1, 2004, from <http://www.countrylook.co.nz>

Web reference beginning with the title of the document

Note that you may need to include a short title if necessary

(Cycling performance tips, n.d.)

The screenshot shows the 'Edit Source' dialog box. At the top, 'Type of Source' is set to 'Document From Web site' and 'Language' is 'Default'. Under 'Bibliography Fields for APA', the following fields are visible: 'Production Company' (empty), 'Year' (n.d.), 'Month' (empty), 'Day' (empty), 'Year Accessed' (2002), 'Month Accessed' (November), 'Day Accessed' (11), 'URL' (http://cptips.com/age.htm), 'Version' (empty), 'Short Title' (Cycling performance tips), 'Standard Number' (empty), and 'Comments' (empty). A checkbox for 'Show All Bibliography Fields' is checked. A 'Tag name' field contains 'Cycnd'. 'OK' and 'Cancel' buttons are at the bottom right.

Cycling performance tips: Aging and physical performance. (n.d.). Retrieved November 11, 2002, from <http://cptips.com/age.htm>

In order to put quotations around the shortened title you will need to make the citation static.



("Cycling performance tips", n.d.)

You will also need to make the citation static if you want to cite more than one author. Write in any additional authors manually.

(Bedeian, 2004; Findlay, 2003)

Wikipedia

Include the name of the web page and the name of the web site

(Management, 2008)



The screenshot shows a citation form titled "Bibliography Fields for APA". The "Type of Source" is set to "Document From Web site" and the "Language" is "Default". The form contains the following fields:

Author		Edit
<input type="checkbox"/> Corporate Author		
Name of Web Page	Management	
Name of Web Site	Wikipedia	
Year		
Month		
Day		
Year Accessed	2008	
Month Accessed	May	
Day Accessed	20	
URL	http://en.wikipedia.org/wiki/Business_management	

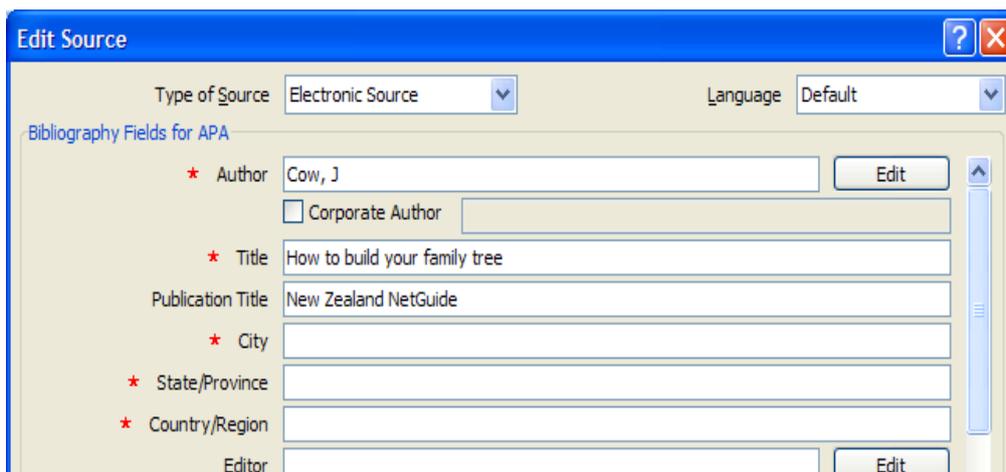
Management. (2008). Retrieved May 20, 2008, from Wikipedia:
http://en.wikipedia.org/wiki/Business_management

Online Journal article

This requires two steps:

- Type of Source –**Website**: Enter year, month and day accessed and the URL
- Type of Source -**Electronic Source**: Enter the rest of the details

(Cow, 2002)



The screenshot shows an "Edit Source" form titled "Bibliography Fields for APA". The "Type of Source" is set to "Electronic Source" and the "Language" is "Default". The form contains the following fields:

* Author	Cow, J	Edit
<input type="checkbox"/> Corporate Author		
* Title	How to build your family tree	
Publication Title	New Zealand NetGuide	
* City		
* State/Province		
* Country/Region		
Editor		Edit

Cow, J. (2002). How to build your family tree. *New Zealand NetGuide*, 69. Retrieved June 28, 2008, from <http://www.netguide.co.nz/magazine/pulp/69/familytree.php>

Accessed from a database

(Fleishman, 2005)

The 'Edit Source' dialog box is titled 'Edit Source' and has a blue header bar with a help icon and a close button. It contains the following fields and options:

- Type of Source: Web site (dropdown menu)
- Language: Default (dropdown menu)
- Bibliography Fields for APA:
 - Author: Fleishman, G (text field) with an 'Edit' button to its right.
 - Corporate Author (checkbox)
 - Name of Web Page: Extend your wireless reach (text field)
 - Name of Web Site: Computer Source database (text field)
 - Year: 2005 (text field)
 - Month: (text field)
 - Day: (text field)
 - Year Accessed: 2007 (text field)
 - Month Accessed: February (text field)
 - Day Accessed: 5 (text field)
 - URL: (text field)
- Show All Bibliography Fields (checkbox)
- Tag name: Fle05 (text field)
- OK and Cancel buttons at the bottom right.

Fleishman, G. (2005). Extend your wireless reach. *Macworld*, 22, 82-83. Retrieved February 5, 2007, from Computer Source database.

Corporate author

(Alcohol Advisory Council of New Zealand, n.d.)

The 'Edit Source' dialog box is titled 'Edit Source' and has a blue header bar with a help icon and a close button. It contains the following fields and options:

- Type of Source: Miscellaneous (dropdown menu)
- Language: Default (dropdown menu)
- Bibliography Fields for APA:
 - Author: (text field) with an 'Edit' button to its right.
 - Corporate Author (checkbox) with the text 'Alcohol Advisory Council of New Zealand' in a text field to its right.
 - Title: (text field)
 - Publication Title: Alcohol: Facts & effects [brochure] (text field)
 - Year: n.d. (text field)
 - Month: (text field)
 - Day: (text field)
 - City: Wellington (text field)
 - State/Province: (text field)
 - Country/Region: (text field)
 - Publisher: Author (text field)
- Show All Bibliography Fields (checkbox)
- Tag name: Alcnd (text field)
- OK and Cancel buttons at the bottom right.

Alcohol Advisory Council of New Zealand. (n.d.). *Alcohol: Facts & effects* [Brochure]. Wellington: Author.

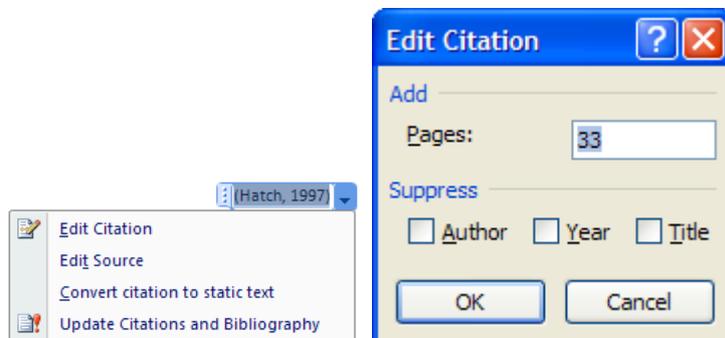
Alcohol: facts & Effects is actually a brochure. Adding [Brochure] after the title entry adds this detail to the reference list.

Citing examples

Add page numbers for a quote

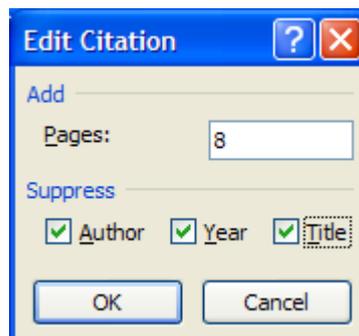
- Insert the citation
- From the down arrow select **Edit Citation**
- Write in the page number

“Blah, blah, blah” (Hatch, 1997, p. 33)



Add just the page number

- Suppress the author, year and title
“Blah, blah, blah” (p. 8)

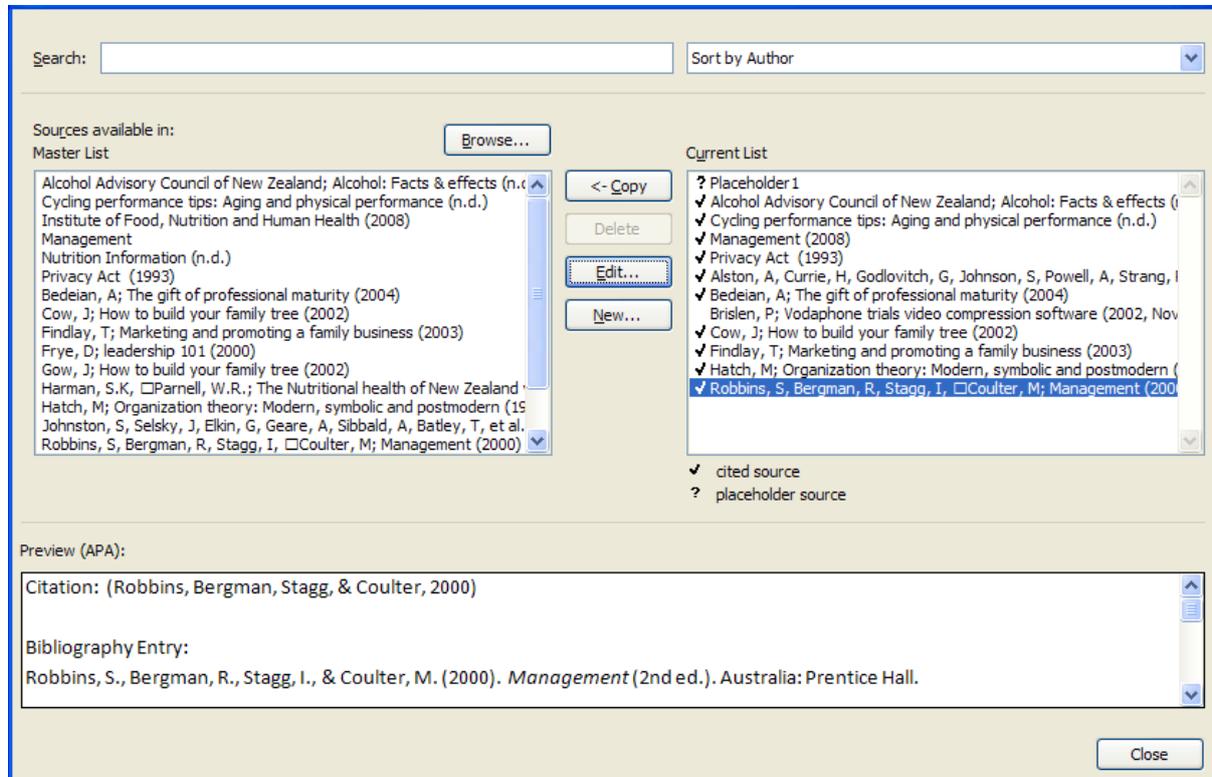


Add just the date

- Suppress the author and title
Hatch (1997)

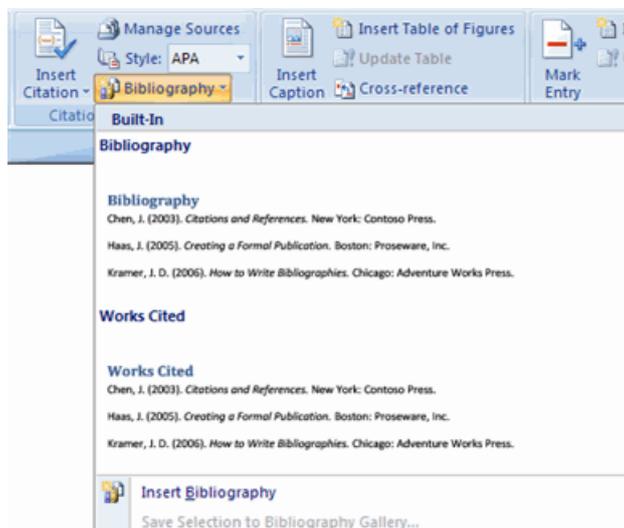
Manage Sources

To see all of the sources listed in your document, select **Manage Sources** on the References ribbon. This dialogue lets you view, edit, remove, preview, search, sort, and add sources.



Inserting a Reference list (or Bibliography)

- Place your cursor where you want the Reference List or Bibliography to go
- Select **Bibliography** on the References ribbon



Reference List

- Alcohol Advisory Council of New Zealand. (n.d.). *Alcohol: Facts & effects* . Wellington: Author.
- Alston, A., Currie, H., Godlovitch, G., Johnson, S., Powell, A., Strang, P., et al. (2002). *Medical practice management*. Wellington: Brookers.
- Bedeian, A. (2004). The gift of professional maturity. *Academy of Management and Learning Education* , 3 (1), 92-98.
- Brislen, P. (2002, November 11). Vodaphone trials video compression software. *Computerworld new Zealand* , 766, 13.
- Cow, J. (2002). How to build your family tree. *New Zealand NetGuide* , 69 . Retrieved June 28, 2008, from <http://www.netguide.co.nz/magazine/pulp/69/familytree.php>
- Cycling performance tips: Aging and physical performance*. (n.d.). Retrieved November 11, 2002, from <http://cptips.com/age.htm>
- Findlay, T. (2003). *Marketing and promoting a family business*. Retrieved February 1, 2004, from <http://www.countrylook.co.nz>
- Fleishman, G. (2005). Extend your wireless reach. *Macworld* , 22 , 82-83. Retrieved February 5, 2007, from Computer Source database.
- Hatch, M. (1997). *Organization theory: Modern, symbolic and postmodern*. Oxford: Oxford University Press.
- Management*. (2008). Retrieved May 20, 2008, from Wikipedia: http://en.wikipedia.org/wiki/Business_management
- Robbins, S., Bergman, R., Stagg, I., & Coulter, M. (2000). *Management* (2nd ed.). Australia: Prentice Hall.

Notes

- The Reference list doesn't automatically indent from the second line so you will need to do this manually.
- Add paragraph spacing
- To update the Reference list either right-click it and select **Update Field** or use the F9 shortcut.

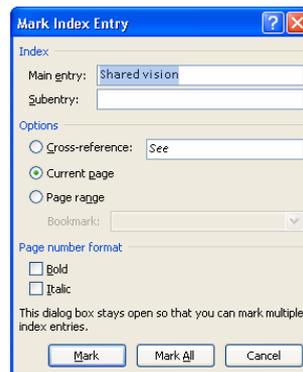
Reference List Final

- Alcohol Advisory Council of New Zealand. (n.d.). *Alcohol: Facts & effects* . Wellington: Author.
- Alston, A., Currie, H., Godlovitch, G., Johnson, S., Powell, A., Strang, P., et al. (2002). *Medical practice management*. Wellington: Brookers.
- Bedeian, A. (2004). The gift of professional maturity. *Academy of Management and Learning Education* , 3 (1), 92-98.
- Brislen, P. (2002, November 11). Vodaphone trials video compression software. *Computerworld new Zealand* , 766, 13.
- Cow, J. (2002). How to build your family tree. *New Zealand NetGuide* , 69 . Retrieved June 28, 2008, from <http://www.netguide.co.nz/magazine/pulp/69/familytree.php>
- Cycling performance tips: Aging and physical performance*. (n.d.). Retrieved November 11, 2002, from <http://cptips.com/age.htm>
- Findlay, T. (2003). *Marketing and promoting a family business*. Retrieved February 1, 2004, from <http://www.countrylook.co.nz>
- Fleishman, G. (2005). Extend your wireless reach. *Macworld* , 22 , 82-83. Retrieved February 5, 2007, from Computer Source database.
- Hatch, M. (1997). *Organization theory: Modern, symbolic and postmodern*. Oxford: Oxford University Press.
- Management*. (2008). Retrieved May 20, 2008, from Wikipedia: http://en.wikipedia.org/wiki/Business_management
- Robbins, S., Bergman, R., Stagg, I., & Coulter, M. (2000). *Management* (2nd ed.). Australia: Prentice Hall.

Creating an Index

There are many ways to create an index in Word. The following is probably the easiest and most commonly used method:

- Highlight the text that you want to use in the index.
- Select **Mark Entry** on the Index chunk of the References ribbon dialogue box



- Set entries and subentries for each topic e.g. in a recipe book's index you might see an entry for Chocolate, and then sub-entries for Chocolate Cake and Chocolate Chip Cookies
- Under Options, you can choose what will be listed as the reference for this index entry. You can choose a cross-reference e.g. the reference may say "See Chocolate" for Baked Chocolate Pie, the current page, a page range, or a bookmark.
- Select the Mark button to mark the text as an index entry (or select the Mark All button to mark all instances of this text in the document as an index entry). The dialogue box will stay open so you can select other index entries and click back into the box to repeat the entire process.
- Once the index entries are completed select Close. You will notice that Paragraph marking has been turned on; the Index entries are marked with XE and curly brackets.

Inserting and Updating an Index

- Make sure that paragraph markings are hidden.
- Click so your cursor is at the point that you want the index to appear and select **Insert Index**.

Here, you can control every aspect of your index's appearance.



If you add or remove index entries, right-click the index and select **Update Field**, or use the F9 shortcut. You can also use the Update Index command on the References ribbon.

Creating a Table of Figures

A table of figures lists all of the graphics, equations, and tables in a document. For a figure to be recognised, however, it must have a caption. To add a caption:

- Highlight the item and select the **Insert Caption** button on the References ribbon
- Once all figures have captions, select **Insert Table of Figures**.

Map, graph, table or chart

Often found as part of a book, a map, graph, table or chart is most often treated as a chapter in a book. Use the source type “Book Section”, and in the title field, insert the title of the diagram followed by its type in square brackets eg [map].

Edit Source

Type of Source: **Book Section** Language: **Default**

Bibliography Fields for APA

Author: Phillips, K. L.

Corporate Author

Title: A growing income disparity [chart]

Book Author: Phillips, K. L.

Book Title: Wealth and democracy: A political history of the American rich

Year: 2002

Pages: 129

City: New York

Publisher: Broadway

Show All Bibliography Fields

Tag name: KLP02

Citation: (Phillips, 2002)

Bibliographic entry: Phillips, K. L. (2002). A growing income disparity [chart]. In K.L. Phillips, *Wealth and democracy: A political history of the American rich* (p. 129). New York: Broadway.

Creating a Reference List using MS Word 2007

Guidelines and instructions provided by Anne Steele
(HUB lecturer)



with modifications by

Daphne Smithers and Maria Martin-Smith

Tai Poutini Polytechnic Library
2010

