# USING MS WORD REFERENCES

Please note: These instructions show you how to use the Microsoft Word tool for basic References. Please refer to the 'IPU New Zealand Referencing and Style Guide' for guidance about how your assignment should be presented, including in-text citations and references.
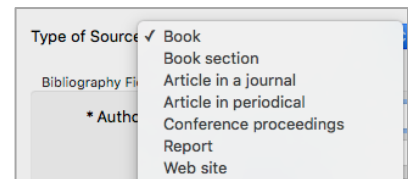
INSERTING NEW CITATIONS / REFERENCES

1. Set the cursor where you would like the in-text citation to show in your assignment. Next, click on **References** at the top of your Microsoft Word document:
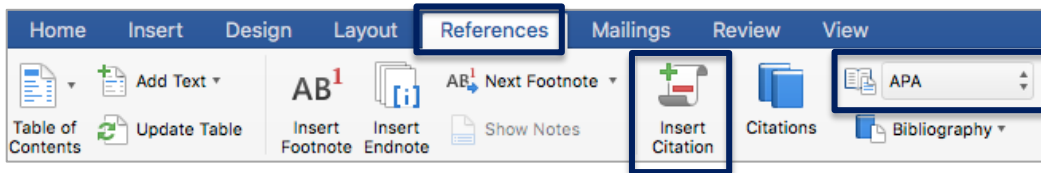
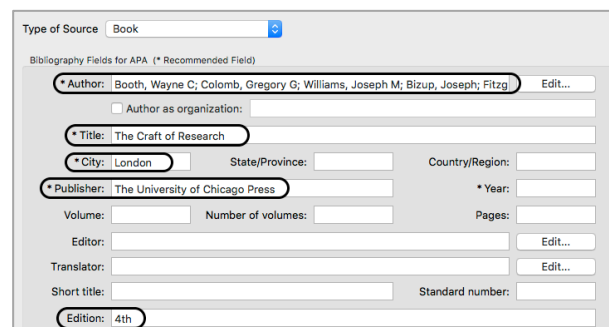2. Make sure the referencing style is on **APA**, then click on **Insert Citation**.

3. Using the drop down arrow at the top of the open box, select which type of **source** you are using, for example book, journal article... The choice you make here will determine which boxes you need to fill in next.
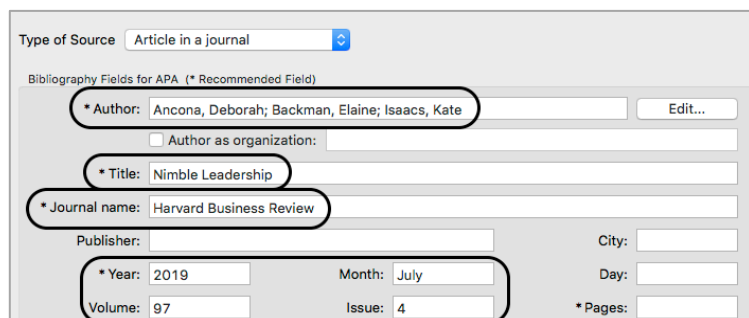

4. Fill out the relevant boxes:
    Author:
    *   click on **Edit** and add the possessive author(s) name(s) here to format them correctly.
    *   If it is an organisational author, tick the box (**Author as organization**) and enter the organisation's details.

   For a print journal article, the boxes would be slightly different:

5. Click on OK to save the reference.

   Once references have been added and saved in this way, you can use them throughout your assignment.

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INSERTING PREVIOUSLY USED CITATIONS / REFERENCES

1. Set the cursor where you would like the in-text citation to show in your assignment.

2. Click on the **Citations** button:
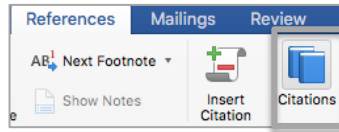
Your previously added citations / references will appear in a list - double click on the citation you would like you use.

Please check the in-text citations look the way they should by referring to page 5 of the 'IPU New Zealand Referencing and Style Guide.'
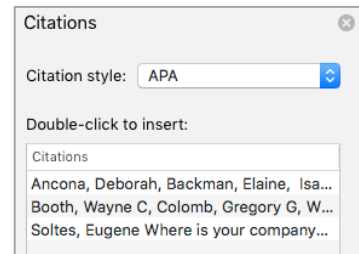
ADDING PAGE NUMBERS TO IN-TEXT CITATIONS

Sometimes it is necessary to add **page numbers** to an in-text citation, for example, when using a direct quotation. *Please see page 5 of the IPU New Zealand Referencing and Style Guide.*
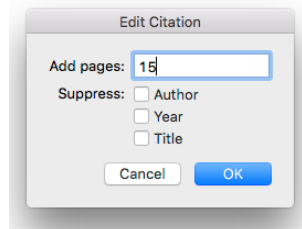
1. Click somewhere in the in-text citation that you need to edit. A blue box will appear around the citation with a **blue arrow** on the side:
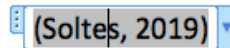
2. Click on the blue arrow and then on "**Edit This Citation**."
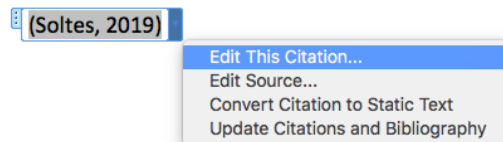
3. Add the page number (or anything else that is needed) and click OK. You don't need to type "p" as MS Word will add that automatically.

# INSERTING A REFERENCE LIST AT THE END OF AN ASSIGNMNT

Please see pages 9-22 of the 'IPU New Zealand Referencing and Style Guide' for reference list information.

1. Set the cursor to where you would like the Reference List to be in your assignment.
2. **Click on the arrow next to Bibliography and select "Works Cited."**
3. Click in the box and edit "Works Cited" to read "References".
4. Now you need to check your references very carefully using the IPU New Zealand Referencing and Style Guide. Make sure they match the guidelines in the booklet. MS Word References are a good starting point but you need to check them carefully for accuracy.
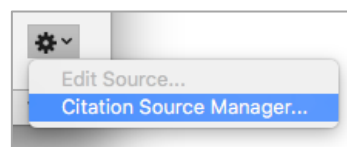
If you have used MS Word References for a number of different assignments, you will need to update the Current List of references to reflect the citations in your current assignment.

1. Click on **Citations** so that your Citations list opens:
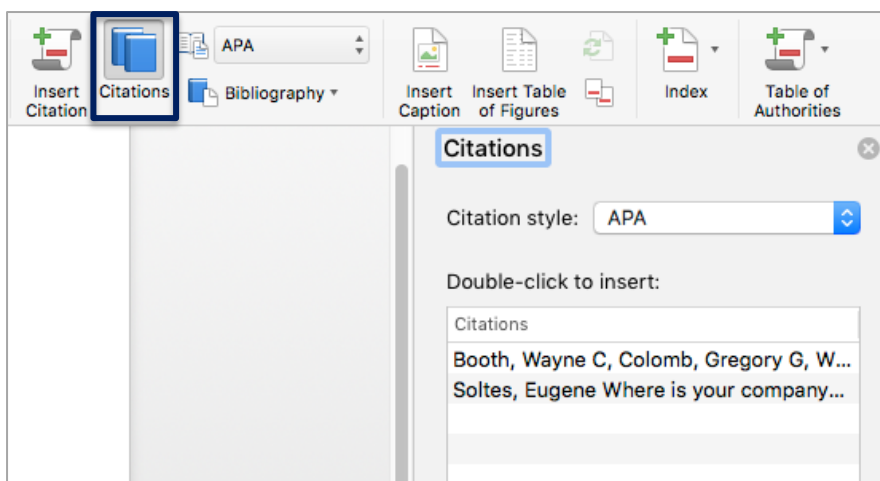
2. Scroll to the bottom of the page and click on the **cog**, followed by **Citation Source Manager**:

3. Check the **Current List** reflects the sources cited in your assignment. Remove any that shouldn't be in there by highlighting them on the list on the right and clicking Delete.