HOW TO CREATE A REFERENCE LIST IN WORD

You can automatically generate a reference list on the source information that you provide for the document. Each time that you create a new source, the source information is saved on your computer, so that you can find and use any source you have created.

Open the References tab on the main tool bar.

In the Citations & Bibliography group, click the arrow next to Style and choose APA Sixth Edition.

Next, click on Manage Sources and open the New tab. Choose the Type of Source you are referencing e.g. website, book etc.

Enter the Author of the source. NB: You must first enter the author’s full surname and then first name. A semicolon must separate multiple authors. E.g. Chapman, Estelle; Elsworthy, Di.

Complete the rest of the fields.

CREATE A REFERENCE LIST

You can create a reference list at any point after you insert one or more sources in a document. If you don’t have all of the information that you need about a source to create a complete citation, you can use a placeholder citation, and then complete the source information later.

Once again, open the Manage Sources tab and select those resources which you wish to use in your bibliography.
1. Click where you want to insert a bibliography (usually at the end of the document).

2. On the References tab, in the Citations & Bibliography group, click References.

3. Click a reference format to insert the list into the document.

**IN-TEXT REFERENCING IN YOUR ASSIGNMENT**

1. Click the place in the sentence or phrase that you want to reference.

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

3. Click on the source you would like to reference.

4. Once it has been inserted, you may need to edit the information that is shown in your reference e.g. add in a page number. To do this, hover your mouse over the reference and left click on the arrow. Click on Edit Citation.