Creating Citations and a Bibliography in Microsoft Word 2016 for Mac

“Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations and of any facts or opinions not generally known” (Pollak, 2006, p. 14).

Introduction

Acknowledging your scholarly debt to others requires you to identify the sources of your debt in both your text and your Bibliography (see below), which is a list of all your sources arranged alphabetically by author’s surname.

Identifying a source requires a citation, which is a code that serves two purposes:

- it marks what is being acknowledged, whether “quoted” or paraphrased;
- it links to the source’s full entry in your bibliography.

The default citation style at Oakham School is called Oakham APA¹, and the Oakham APA code for a citation is some combination of the author, date and page of the source (in parentheses). In terms of citation, the following four examples are identical, although each is different in terms of emphasis:

“Tomorrow’s illiterate will not be the man who can’t read; he will be the man who has not learned how to learn” (Toffler, 1971, p. 414).

According to Toffler, who is quoting psychologist Herbert Gerjuoy, “tomorrow’s illiterate will not be the man who can’t read; he will be the man who has not learned how to learn” (1971, p. 414).

Toffler (1971), quoting Gerjuoy, argues that the illiterate of the future will no longer be those who cannot read, but those “who [have] not learned how to learn” (p. 414).

As early as 1971, Toffler was arguing that literacy would need to be understood more broadly as the ability to learn independently (p. 414).

Bibliography


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¹ Oakham APA is based on the citation style used by the American Psychological Association (APA). APA is a formalisation of the Harvard approach to citations, which is the approach that you are most likely to encounter at university.
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Creating Citations in Microsoft Word

Word has the facility to construct a Bibliography automatically from your citations, provided that you have used Word to construct your citations. This is relatively easy to do and the value of doing this, in terms of time and academic rigour, cannot be overstated.

1. To cite a new source, determine where your citation needs to go and select the References tab. Check that the Style is APA, then click on Insert Citation.

2. Select the Type of Source, which in this case is a Book.

3. Fill in the required Bibliography Fields, paying careful attention to the Examples for each Field, then click OK.

4. Your citation will appear as “...has not learned how to learn” (Toffler, 1971). In order to add the page number(s) to your citation, click on the citation, then click on the drop-down box and select Edit this Citation.
4. Add the page number(s) and Suppress the Title as it is practically never necessary in APA.

Depending on the structure of your sentence, you may also need to Suppress the Author and/or Year.

NB: Page numbers are not required for Web sites.

Click OK and your citation will now appear as “...has not learned how to learn” (Toffler, 1971, p. 414).

5. If you want to cite a source that you have cited before in this document, then select the References tab as before and click on Citations.

Double click on the source that you want to insert from the Citations pane on the right. You can also add and remove new sources using the + and – buttons on this pane.

Creating a Bibliography in Microsoft Word

1. Your Bibliography will normally appear on a separate page. To select from a range of Page and Section Breaks, select the Layout tab, then select the Breaks drop-down box and then select Page.

NB: Selecting Next Page from Section Breaks would allow you to change the orientation of the page(s) in that section without affecting the orientation of the page(s) in the previous section; this is particularly useful for tables, charts and graphs.
2. Toggling the **Show all nonprinting characters** feature on the **Home** tab will reveal paragraph marks and other hidden formatting symbols, including the location of your page and/or section breaks. This is useful if the formatting of your document appears odd.

3. Having selected the **References** tab, click on the **Bibliography** drop-down box and then select **Bibliography**.

Word will automatically create a Bibliography that conforms to the style requirements of APA Sixth Edition (see below).

4. A further significant advantage of creating your citations and Bibliography in Word is that the Bibliography can be updated as citations are added, or even removed. To do so, click on the **Bibliography** drop-down box, then select **Update Citations and Bibliography**.

**NB:** The benefits of citing and referencing your sources in Word become particularly obvious when using Web sites and subscription databases.

**Conclusion**

Taking the trouble to create your citations in Word as you go along is well worth the effort.

For further guidance on citing and referencing, please see the “Research and Referencing Guide” in the front of your Organiser or ask a Librarian.