Managing Sources in Microsoft Word 2016 for Windows

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When do I need to do this?

There are two main occasions when you might need to manage your sources:

1. If you have put citations for sources into one document that you then wish to use in another document;

2. When you have finished a piece of work, to remove sources from your bibliography that you have not directly cited in your work. This will not always be necessary – check with your teacher.
Moving sources from one document to another

If you are creating your new document on the same computer or network that you created your old one on, it is likely that the sources you need are already in your master list, so you can skip straight to Step B. If you find that they are not there, it is easy to transfer them over (see Step A).

Step A: Transferring sources from your old document to your master list

1. Open the document that contains the citations you want to use and, from the References tab, select Manage Sources.

2. This will open the Source Manager dialogue box. If there are any sources that you will want to use in your new document in the Current List (on the right hand side of the page) that do not exist in the Master List (on the left hand side), select the source you want and click on Copy to add them to the Master List.

Notice how I have added New York State Education Department to my Master List, below.

When you have all the sources you need, you can Close the dialogue box and the document.
Step B: Transferring sources from your master list to your new document

1. Now open the document that you want to use these sources in. You might be creating a new document. Select Manage Sources from the References tab as before.

2. Select the sources you want from the Master List and copy them across to your Current List.

You can see that the New York State Education Department source that I have copied now appears in my Current List

and if I close this dialogue box and choose Add Citation from the References tab I can now insert a citation for this source, as well as the other two sources I already had in this document.
Removing sources you haven’t used from your bibliography

In most cases, sources should not appear in your bibliography if you have not referred to them at all in your work (check this with your teacher if you are uncertain). However, if a source appears in your Current List then it will appear in your bibliography, regardless of whether you have actually cited that source or not. This could happen if you have transferred sources into your document intending to use them but not done so, or if you have previously inserted a citation but removed it during editing. Whenever you finish a piece of work containing citations, you should check the Source Manager and remove any unused sources.

1. Open the Source Manager using Manage Sources from the References tab.

2. Check the symbols on the left hand side of the Current List. If there is a tick then you have cited that source (and will not be able to delete it from the document). If there is not, then you have not cited the source anywhere in this document and should delete it. Before deleting a source, check it is in the Master List on the left (if not then Copy it across first) so that you can retrieve it if you need it.

To delete the source, simply select it in the Current List and click Delete. It will not now appear in your bibliography.

Other sheets in this series

- Citing and referencing in Word 2016 for Windows or for Mac
- Creating a Table of Contents in Word 2016 for Windows

Electronic copies of these resources, along with the Academic Writing Template (and OakhamAPA v3 for the IB Extended Essay) are available in R:\FOSIL\4 ICT helpsheets and templates. If you need any further help or advice please contact Mrs Toerien (jat@rutland.sch.uk) in the Library.