Creating References and Bibliography Using the MS Word Toolbar "References"

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1. Where can I find the "References" toolbar?

In a MS Word document, references can be inserted, and the bibliography can be designed using the MS Word toolbar "References".

Clicking on the word "References" at the top of the screen will open the toolbar (see Figure 1.1).
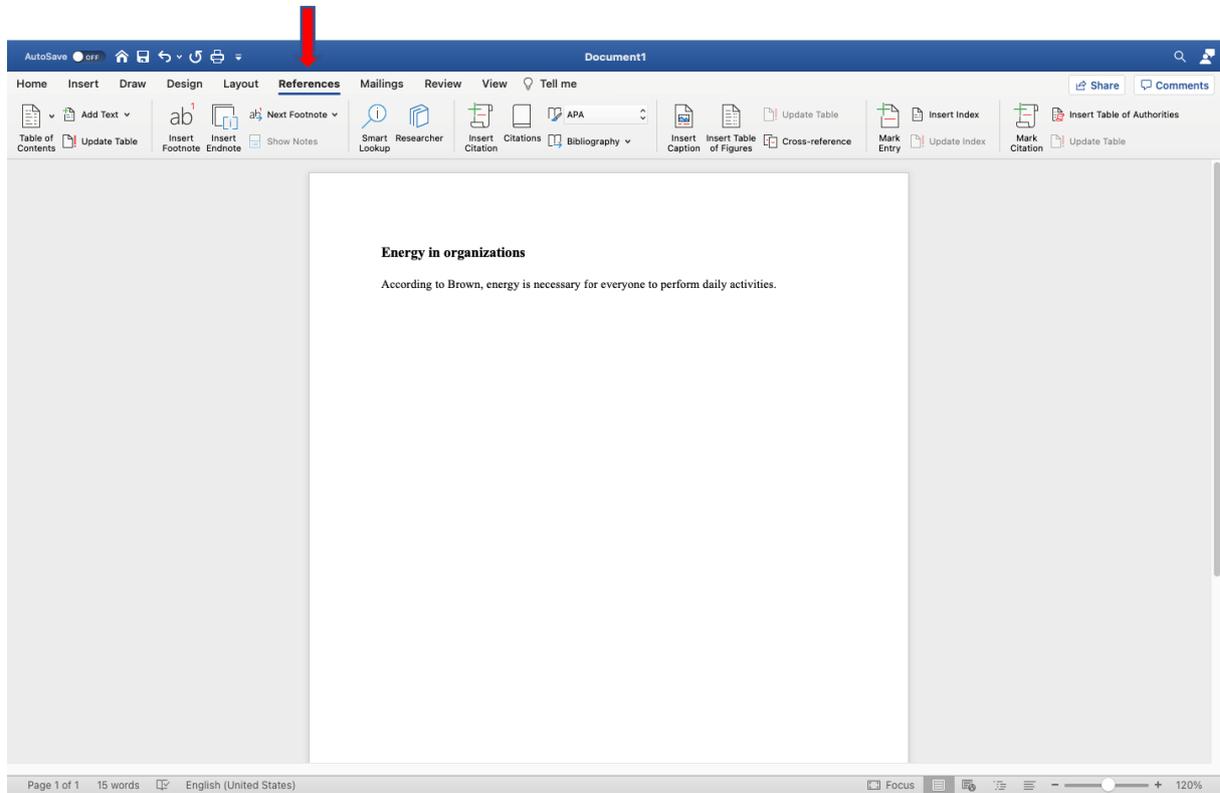

Figure 1.1. References toolbar.

2. Which bibliography style to choose?

Before starting work with references, you need to choose a bibliography style. RISEBA regulations insist on the use of the Harvard – Anglia style. You can select the style by clicking on the arrow in the small box in the middle of the "References" toolbar. Then choose from the list of available styles, see Fig.2.1.
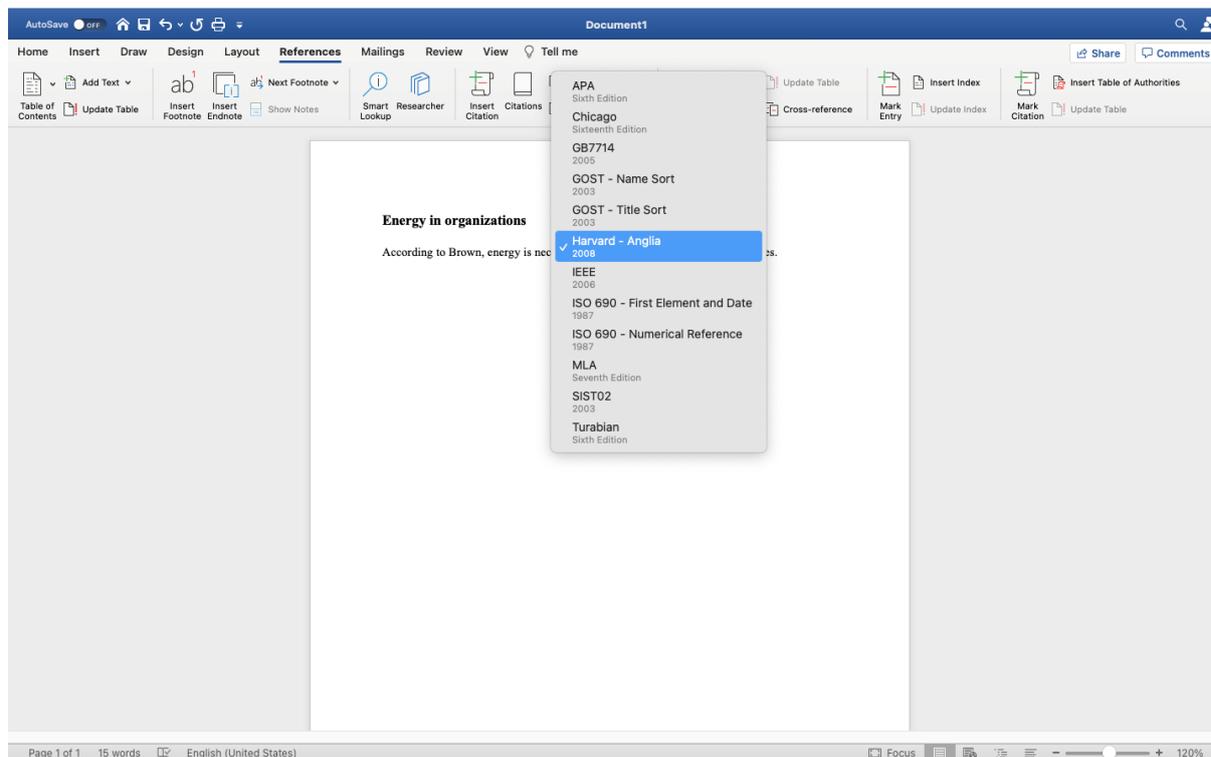

Figure 2.1. List of possible bibliography styles.

RISEBA regulations insist on the use of the 'Harvard - Anglia' style. However, even if you write your references in another (wrong) style, at the end of the job, or at any other time, you can change the reference formatting style with one click, and all references will be reformatted automatically.

3. How to add a new source?

To insert the required reference in the text, place the cursor in the text where you need to insert the reference and go to the command "Insert Citation", see Fig.3.1.
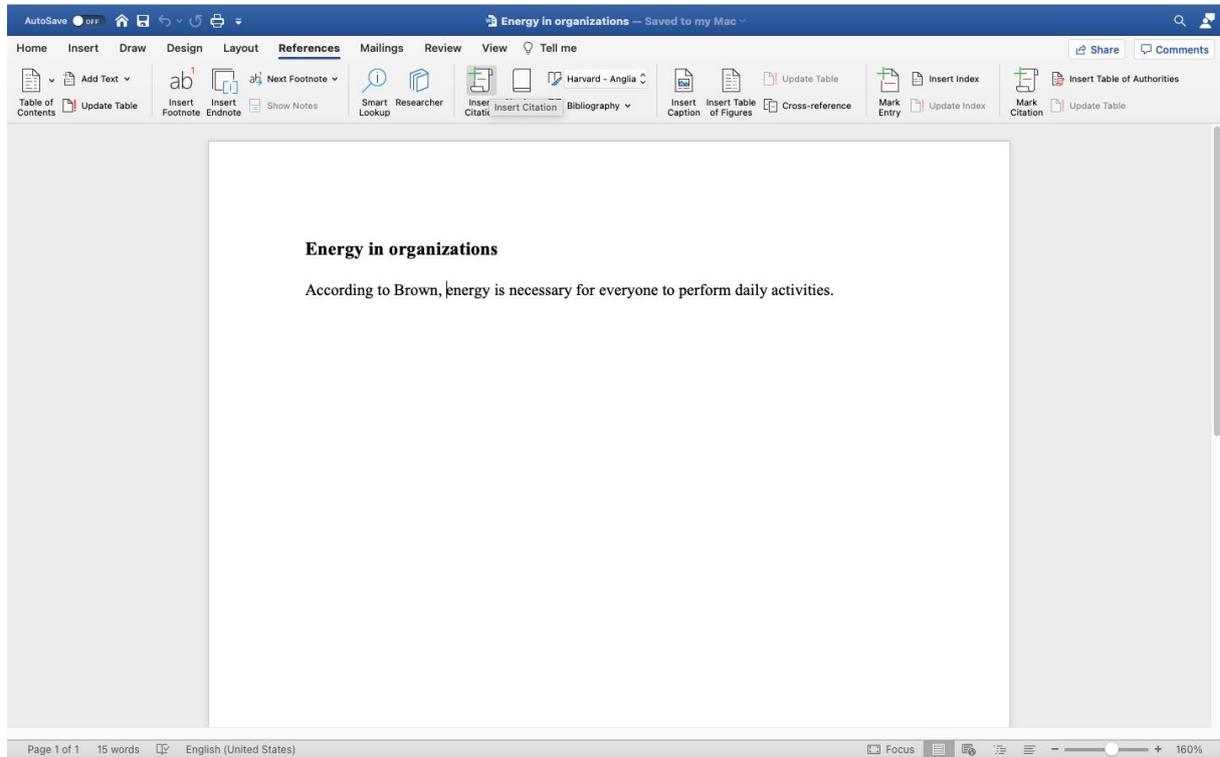

Figure 3.1. "Insert Citation" command.

Clicking on " Insert Citation" opens the "Create Source" window, see Fig. 3.2.
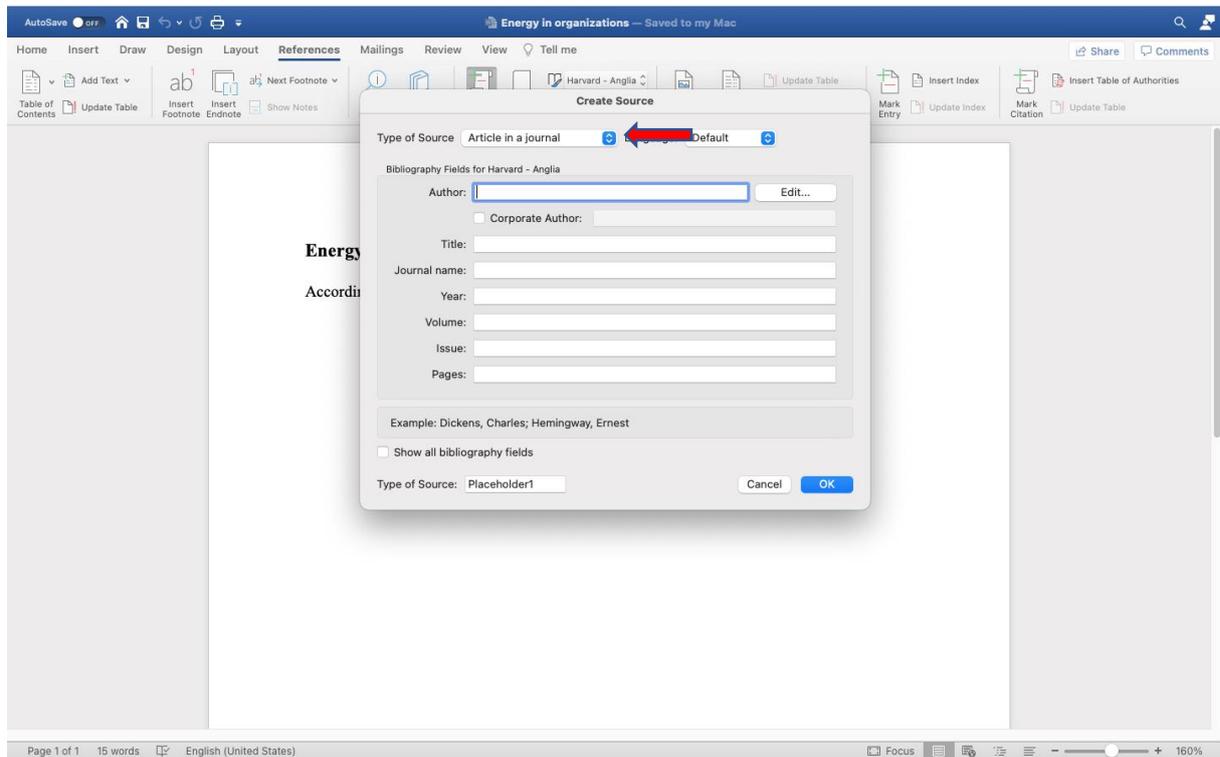
Figure 3.2. "Create Source" window.

In the "Type of Source" section you can choose which type of source you want to refer to. For example, the window above shows the source "Journal Article" and the sections correspond to the information you need to provide for journal articles.

4. Available source types.

Brown's work, which needs to be referred to here, is a book, so the source type should be changed to "Book", see Fig. 4.1. You can do this by clicking on the arrow beside the source type - the suggested source types will open. In this window, you must select the type of source you need. There is a wide selection of sources to choose from, including electronic sources.
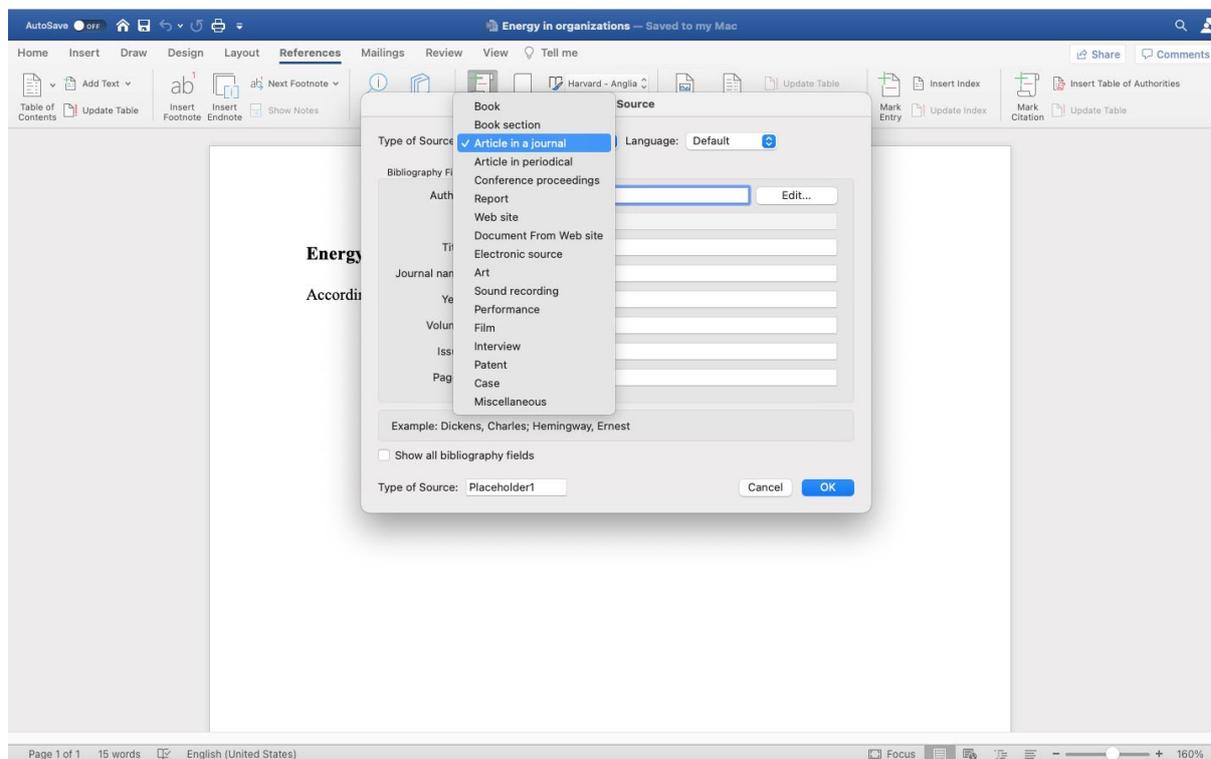

Figure 4.1. "Source type" menu

In this example, select "Book" - the window and the required information change accordingly.
The first piece of information requested is the author. Authors, in all cases where they are persons, must be entered one by one using the "Edit" button, see Fig. 4.2.
A window will open in which you have to enter the names of the authors one by one (for the Harvard system, it is enough to enter only the initials of the names).
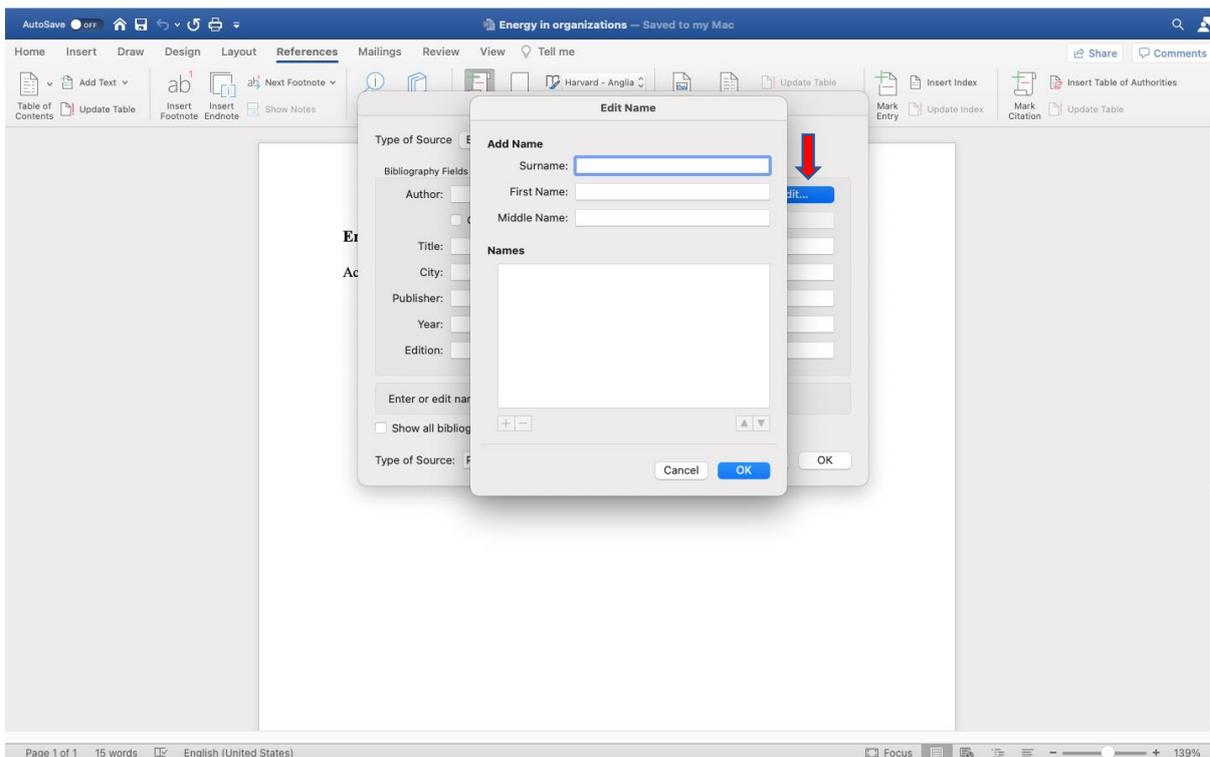
Figure 4.2. "Edit Author Name" window.

Once the first author's last name and first name have been entered, click on the plus icon (in some cases it can also be an "Add" button). If there are several authors, this must be done separately for each author.

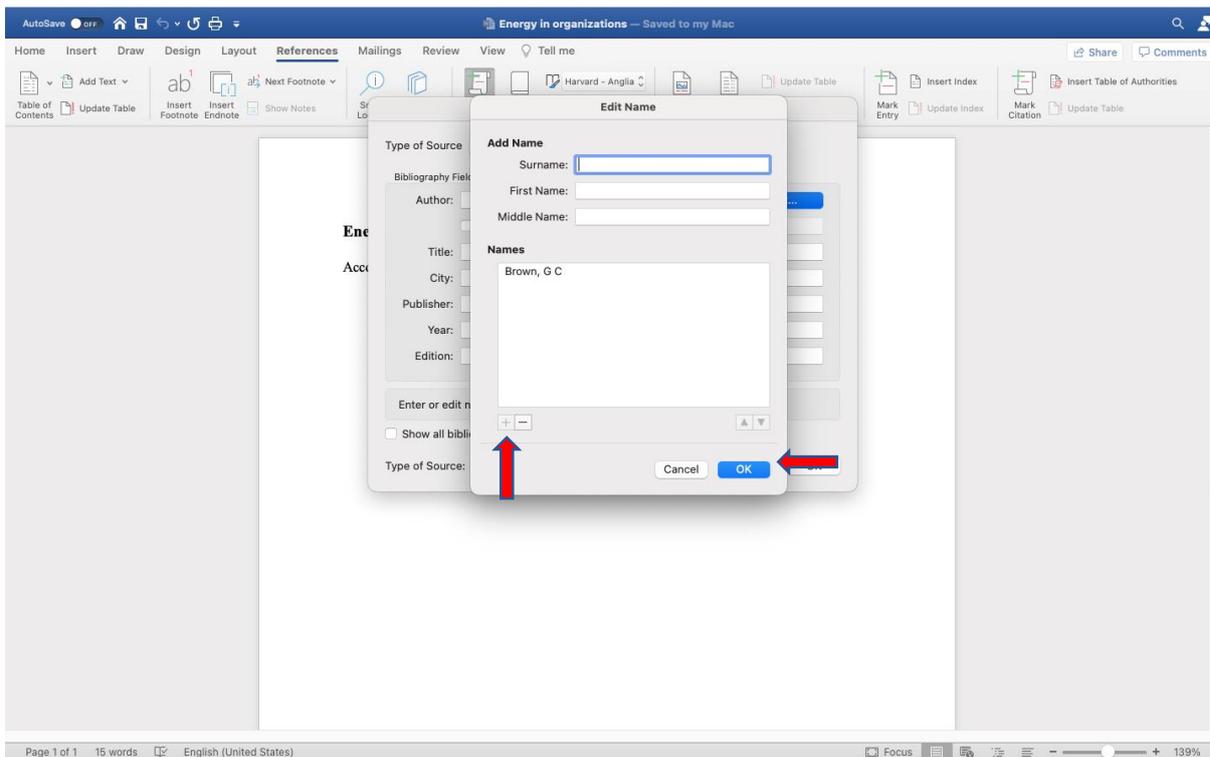When all authors have been entered, click "OK", see Fig. 4.3.

Figure 4.3. "Add Author Name" window

5. What to do if the author is an organization?

If the author of the source is an organization, the option "Corporate Author" should be used, see Fig. 5.1.

You must click on the appropriate box and enter the name of the organization in the window that becomes active beside the "Corporate Author" box.
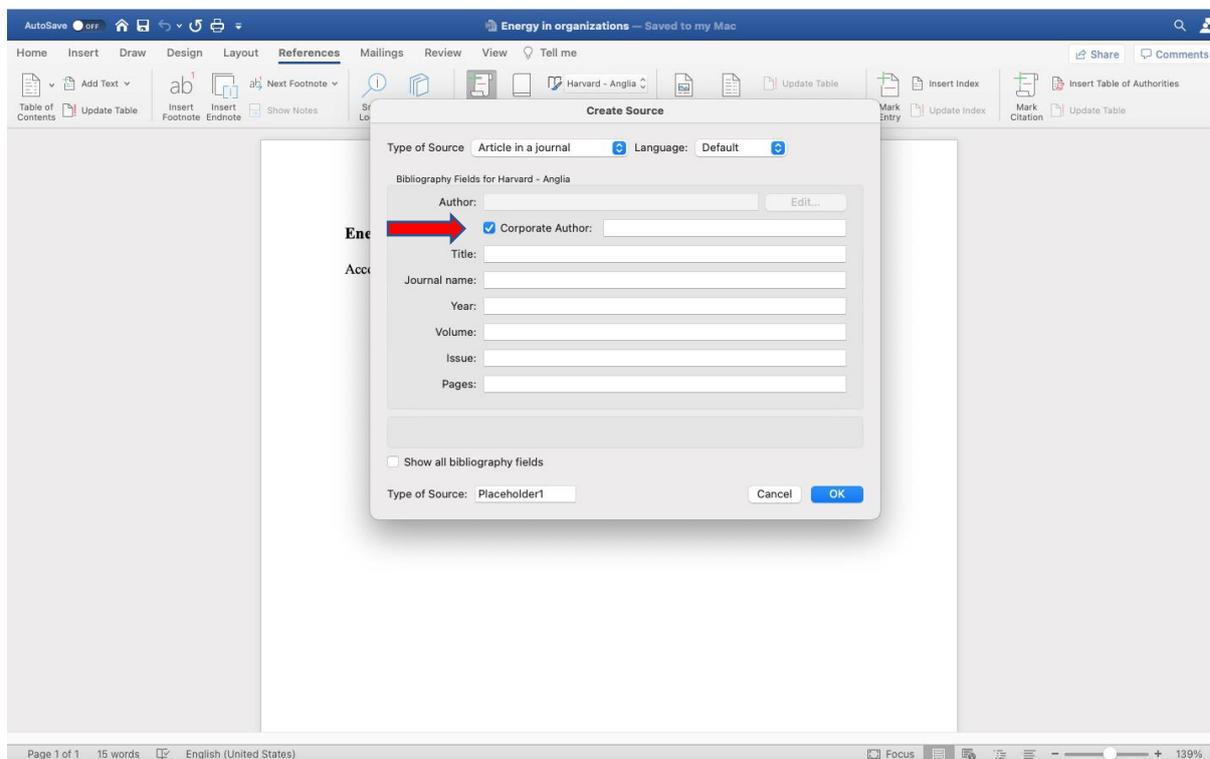

Figure 5.1. Corporate Author Window.

All required information about the source must be entered below, see Fig. 5.2.
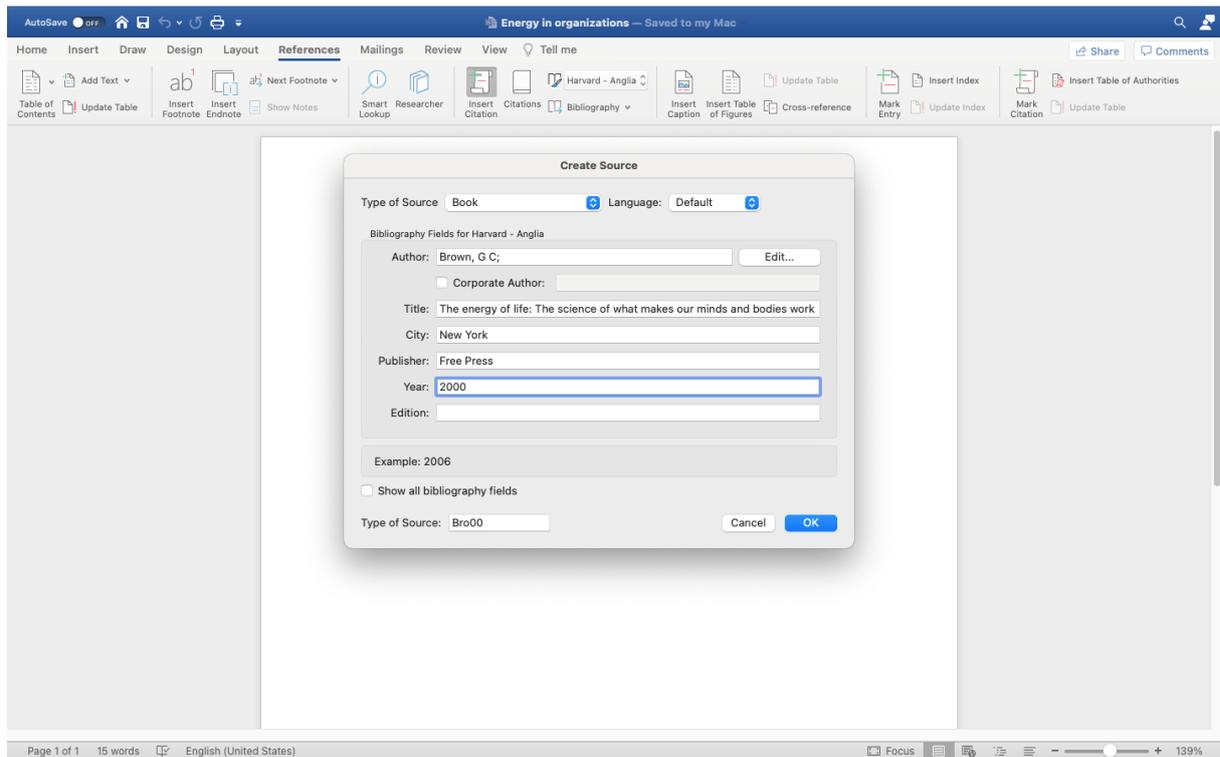
Figure 5.2. "Edit Source" window.

When everything has been filled in, click "OK". A reference to the source will appear in the text in accordance with the Harvard (author, year) system, see Fig. 5.3.
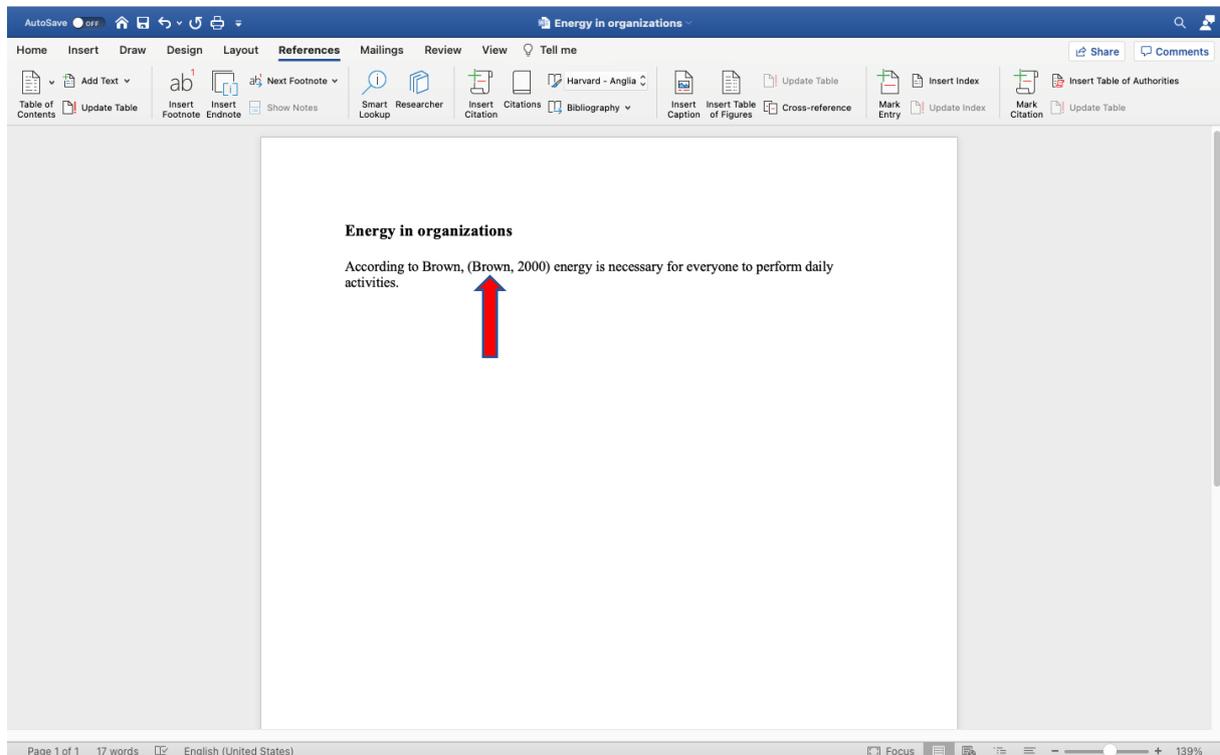

Figure 5.3. Text with the source in accordance with the Harvard system.

6. What to do if the source is a journal article with several authors?

The next reference in an example of a journal article with several authors. Authors must be entered using the "Edit" window one by one, clicking the plus icon after each author, see Fig. 6.1.

'Journal article' should also be selected if you have read this journal article online, such as EBSCO, Emerald, or other databases. This option should be selected whenever you know the title of the journal in which the article was published, regardless of how you access this article.
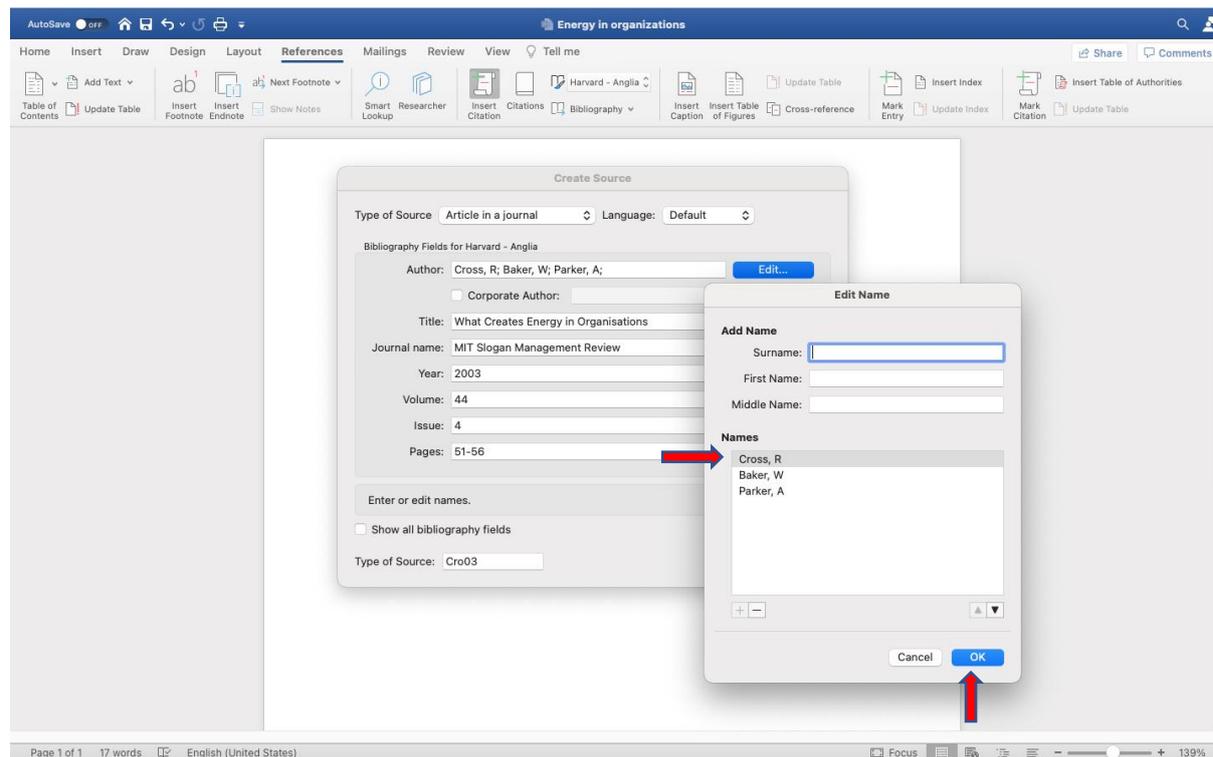

Figure 6.1. "Edit Name" window to add multiple author names.

When all the authors have been entered and they appear in the 'Names' window in the required order, click on 'OK', see Fig. 6.2.
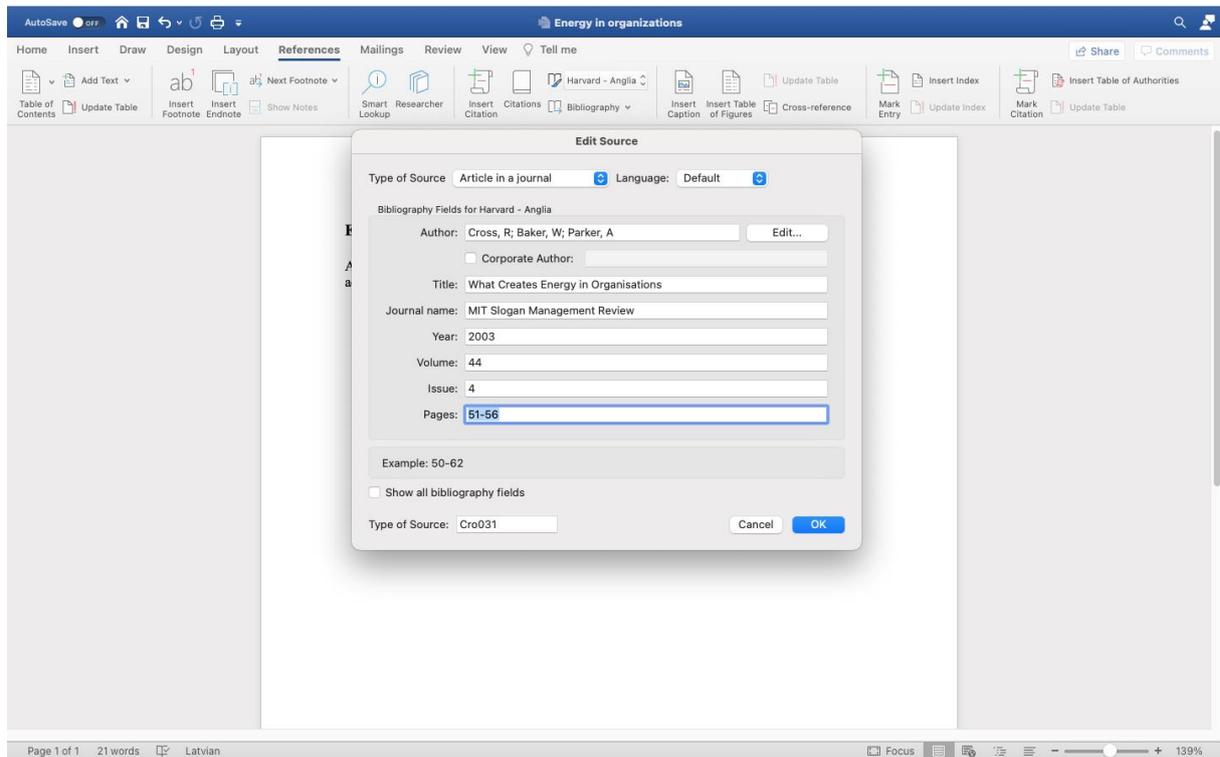
Figure 6.2. Confirmation of authors' names.

A reference in the Harvard style will appear in the text, see Fig. 6.3. As you continue to write, do the same for all references.

If there is nothing to write in any of the windows, for example, the issue of the journal is unknown, it can be left blank.
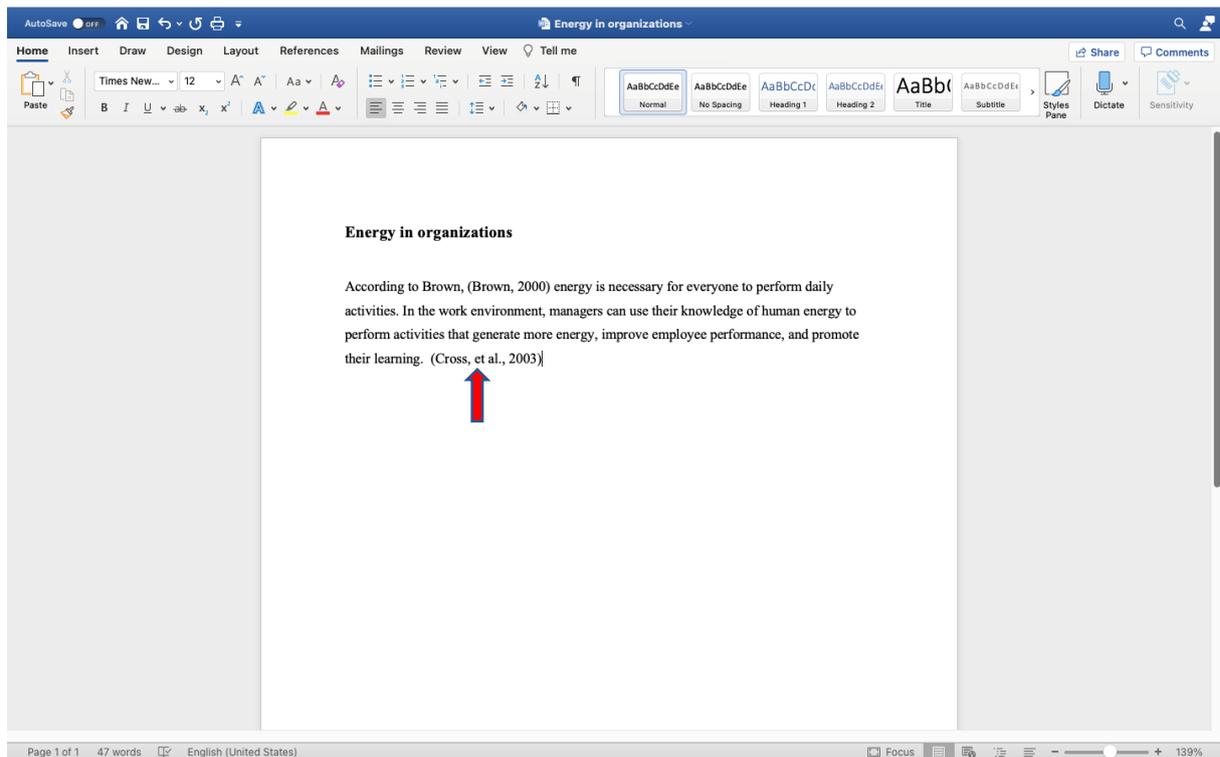

Figure 6.3. Text with reference in the Harvard style.

7. How to add a page number to the reference if it is a quotation?

Adding a page number to the reference, if the reference is a quote, can be done after the reference has been inserted into the text. By clicking on the reference, it turns gray and becomes active, see Fig. 7.1. Additional actions can now be taken, and corrections can be made to reference. You can add a page number (used for citations) or you can correct the reference (if an error has occurred) or you can convert the reference to static text (used if the author is part of a sentence and only the year needs to be left in the brackets).
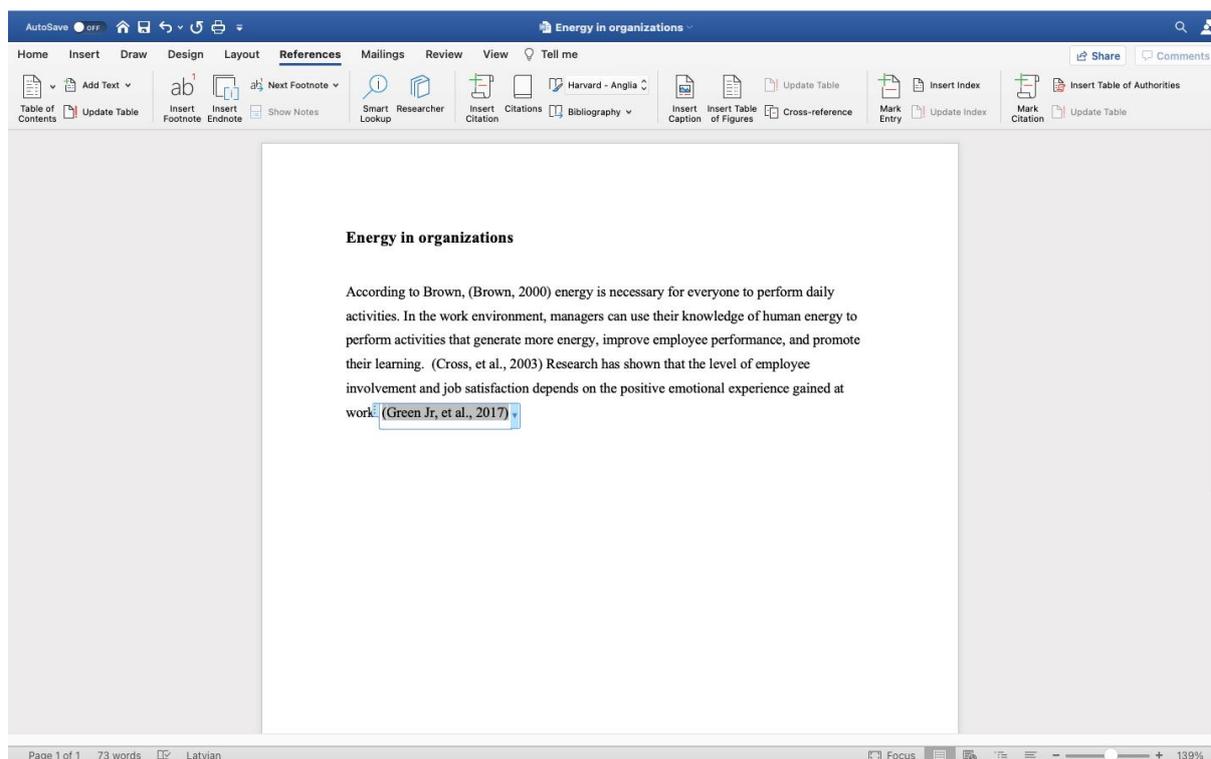

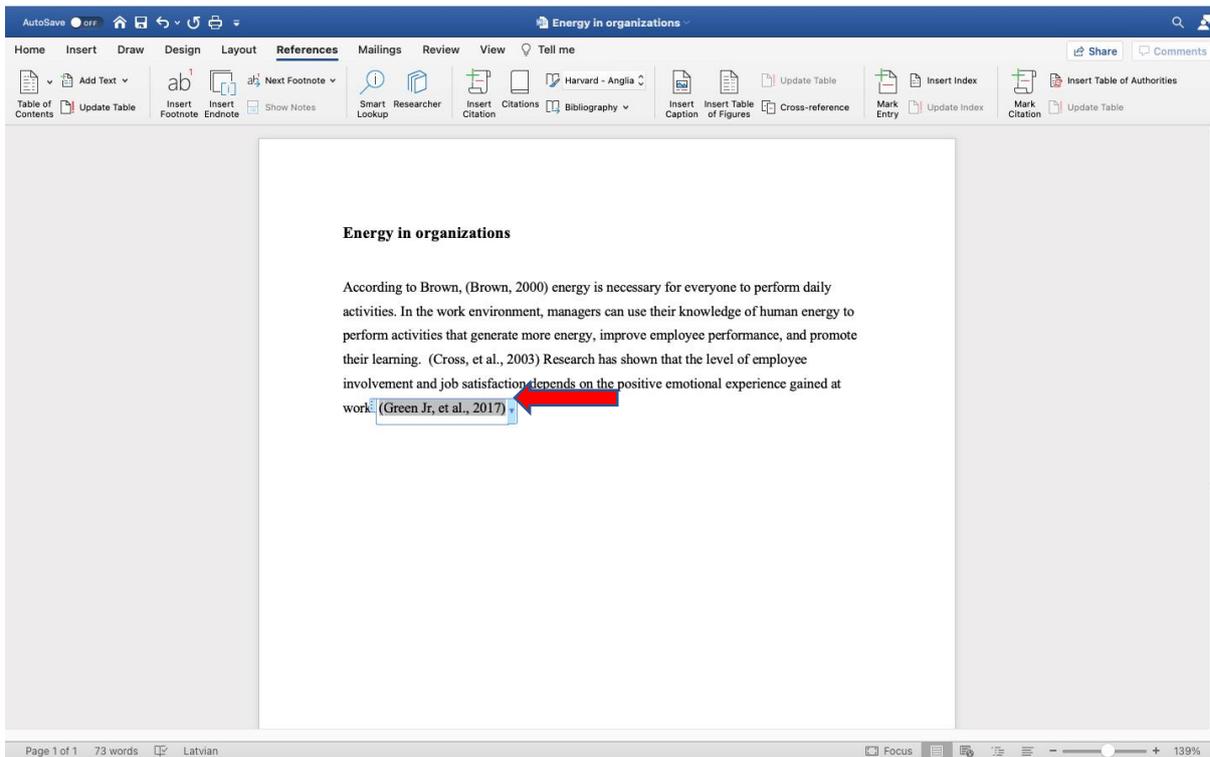Figure 7.1. Text with colored reference.

Figure 7.2. Text with "active" reference.

When you click on the reference, an arrow appears, see Fig. 7.3. Clicking on it opens a window where you can choose to either edit the source (this is used if you need to change something that has already been entered) or edit the citation.
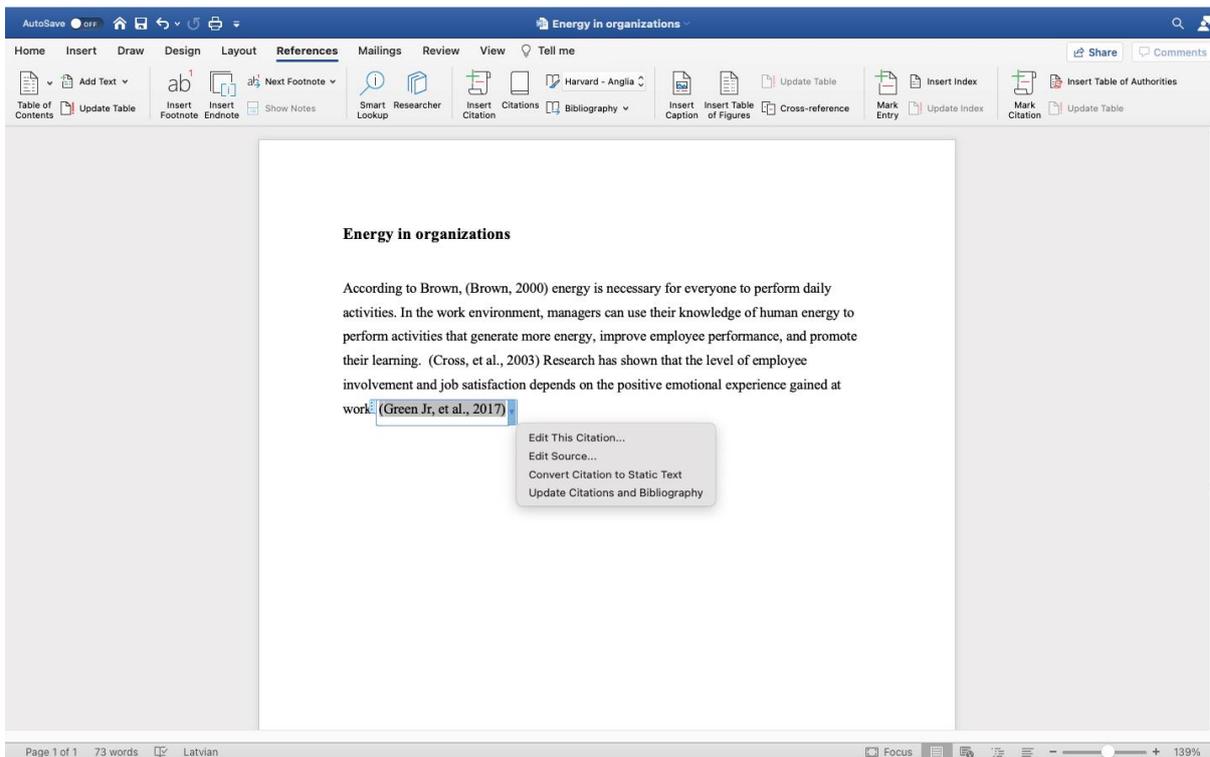

Figure 7.3. "Active" reference menu.

When clicking on "Edit Citation", see Fig. 7.4. A window opens in which you have to enter the page number that contains the text you want to reference (the page that contains the citation).
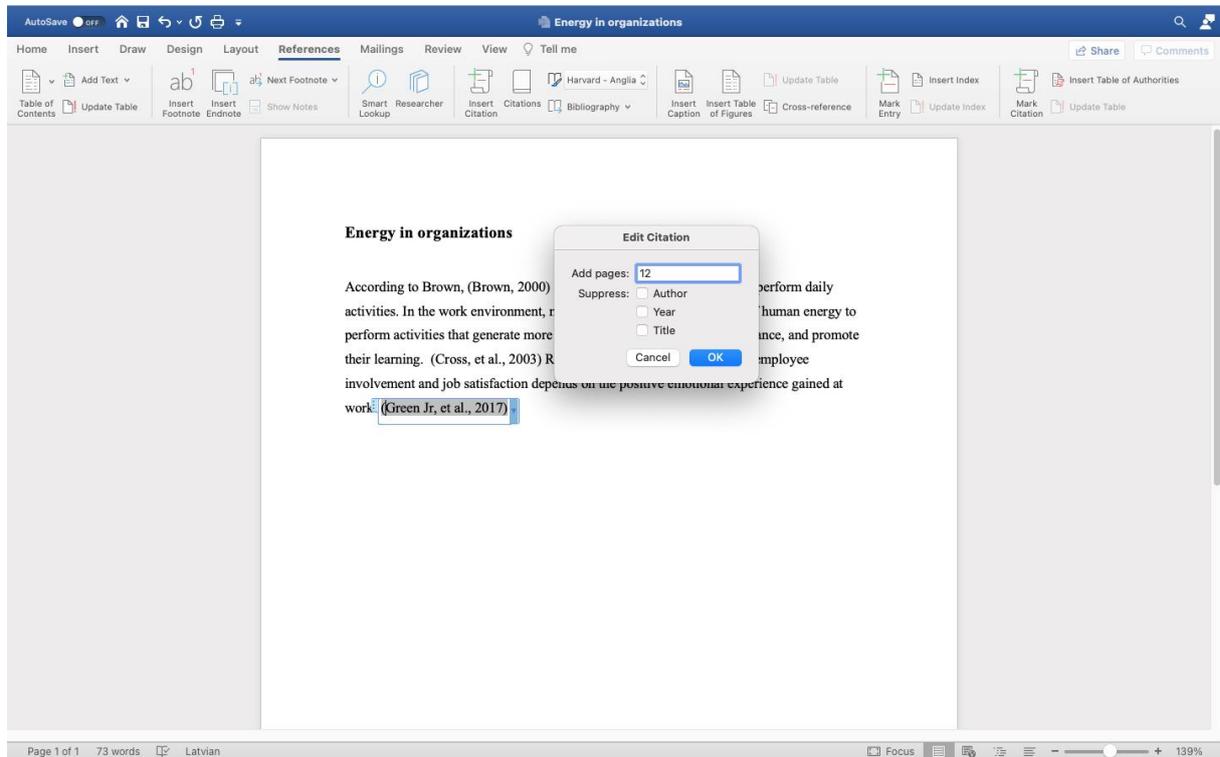

Figure 7.4. "Edit Citation" window where you can add a page number.

Clicking on the "OK" button will bring up a page in the text next to the reference, see Fig. 7.5.
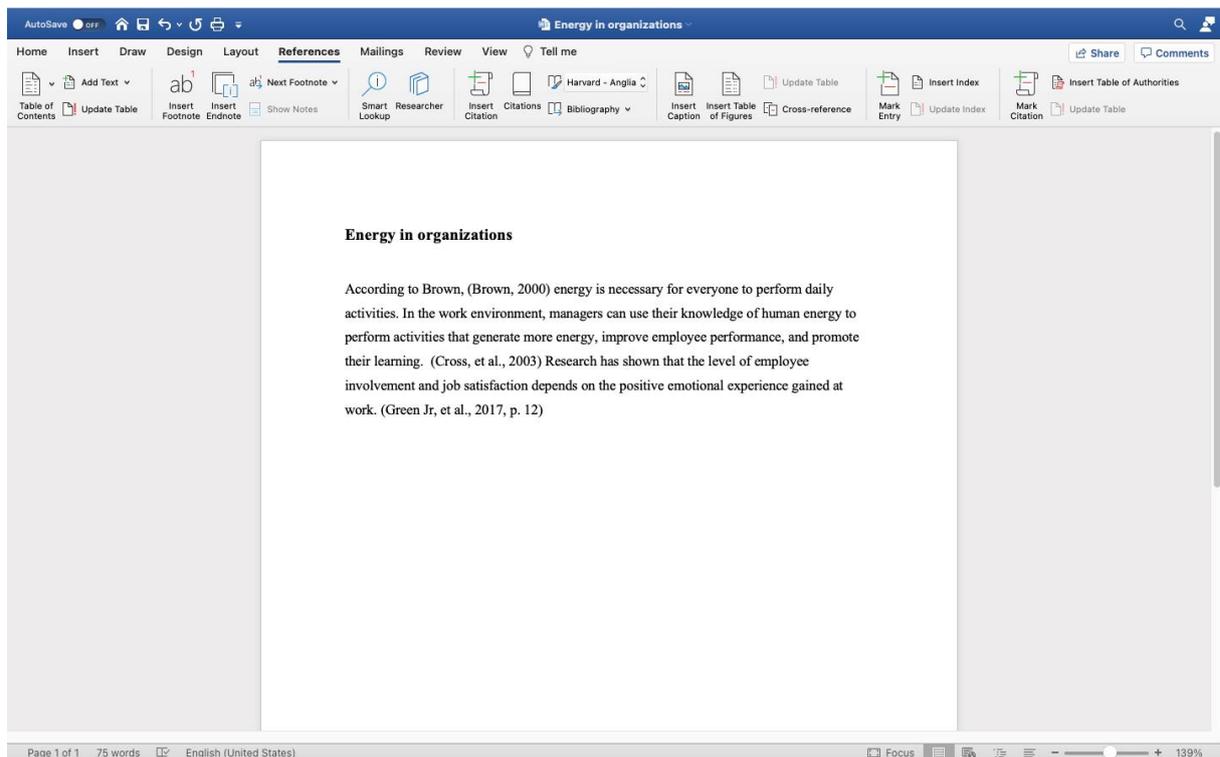
Figure 7.5. Text with reference that contains a page number.

Using the same method, the reference can be converted into static text. This can be used, for example, if the author's surname is a part of the sentence, or if several references have to be placed in one bracket - if the text refers to several sources.

8. What to do if a source needs to be referred to more than once?

If you need to refer to a source that has already been entered once in the same document, all you have to do is click on "Citations" in the top menu and a list of previously used references will appear on the side, see Fig. 8.1.
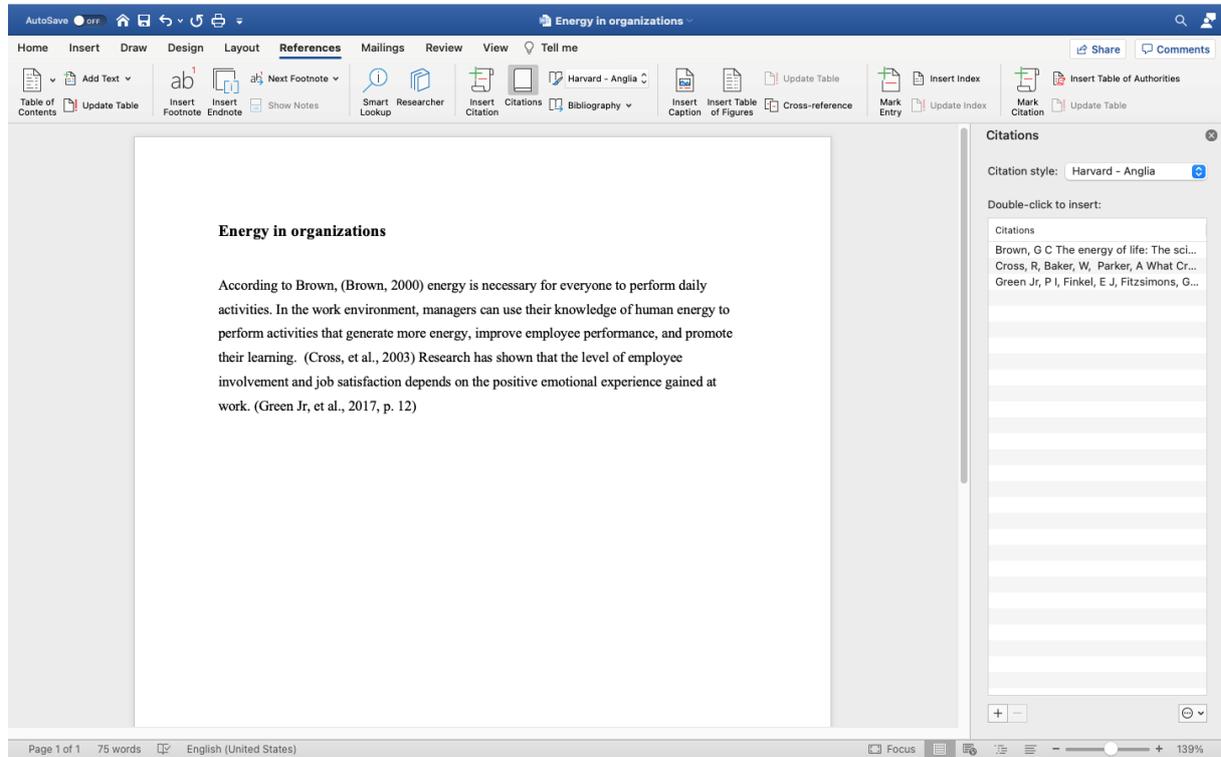

Figure 8.1. List of references used previously in the document.

The "Manage Sources" (that can also look like a button with an ellipsis on the bottom of the citations list) command allows you to copy sources that have been used in other documents and stored on your computer into the document. Sources that have already been used in other documents and entered on a computer are retained and can be used simply by copying them from the 'Master List' to the 'Current List', see Fig. 8.2. When sending a document by e-mail, the sources and their functionality in the respective document remain.

Use the "Copy" command to copy them to the relevant document - in the Current list.
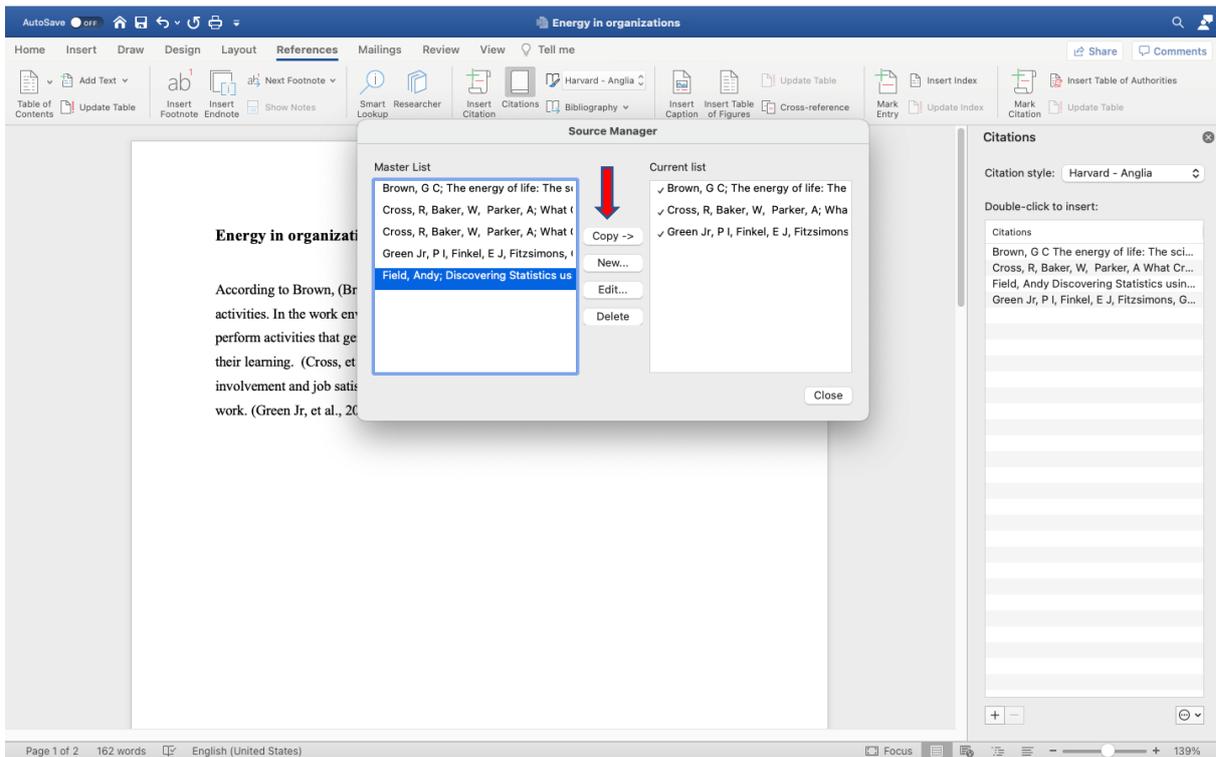
Figure 8.2. Source Manager window.

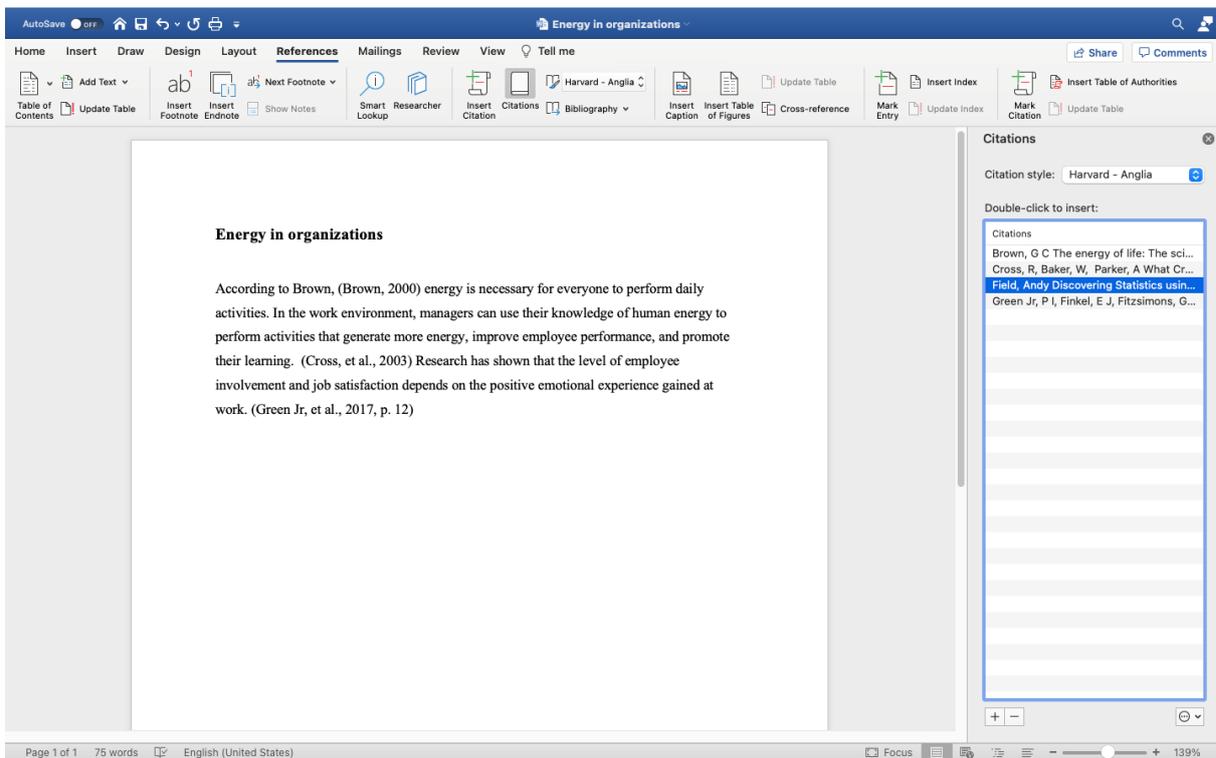When you open the "Citations" window, the copied source will appear in the list of choices.

Figure 8.3. List of document sources to be used.

9. How to make a bibliography?

To create a bibliography, click on the "Bibliography" command and select the format of the bibliography, see Fig. 9.1.
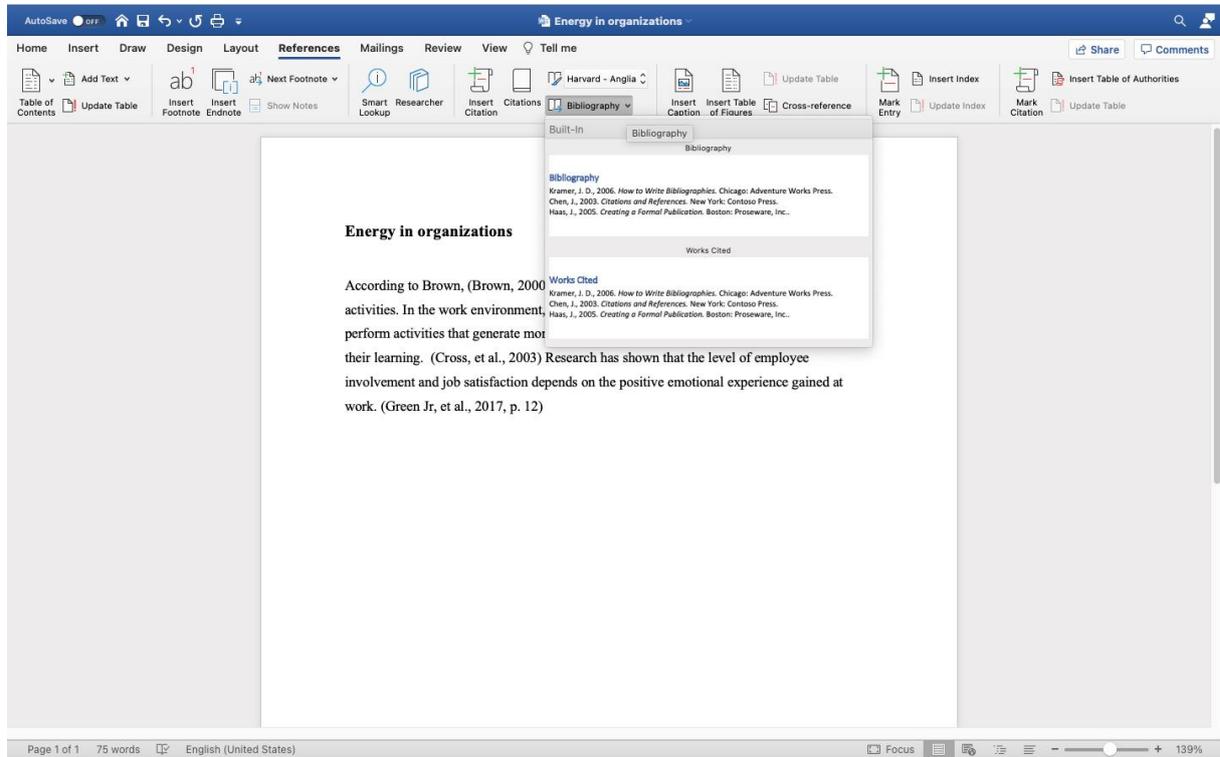

Figure 9.1. Biography menu.

Clicking on the appropriate selection will display all used sources in alphabetical order in the text, see Fig. 9.2.
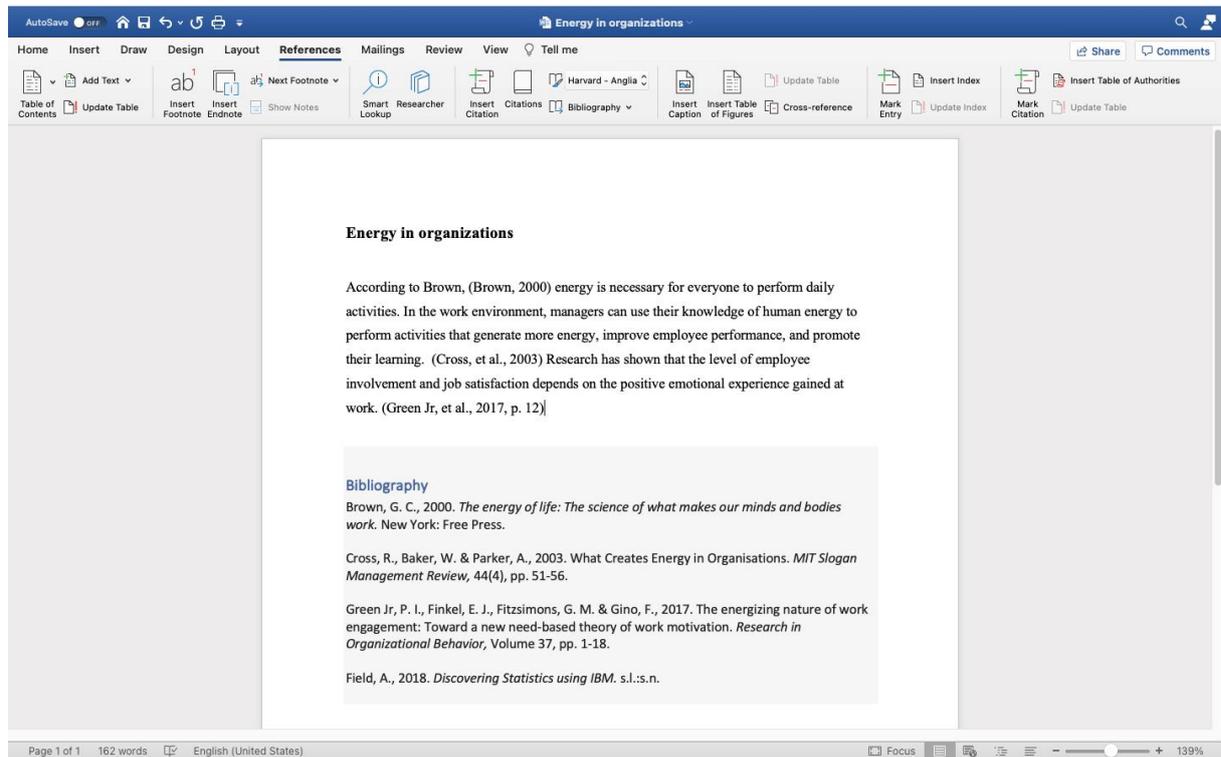
Figure 9.2. Bibliography in the document.

RISEBA regulations stipulate that sources must be numbered, and this can be done by marking the list of literature sources and adding automatic numbering.

By continuing work on the document and entering new sources in the text, the bibliography can be updated by clicking on the command "Update Citations and Bibliography". The new sources will automatically appear in the list where they should be in alphabetical order, see Fig. 9.3.

The word "References" may be replaced by another name, such as "List of References" or "Sources of Information". You can also change the font.
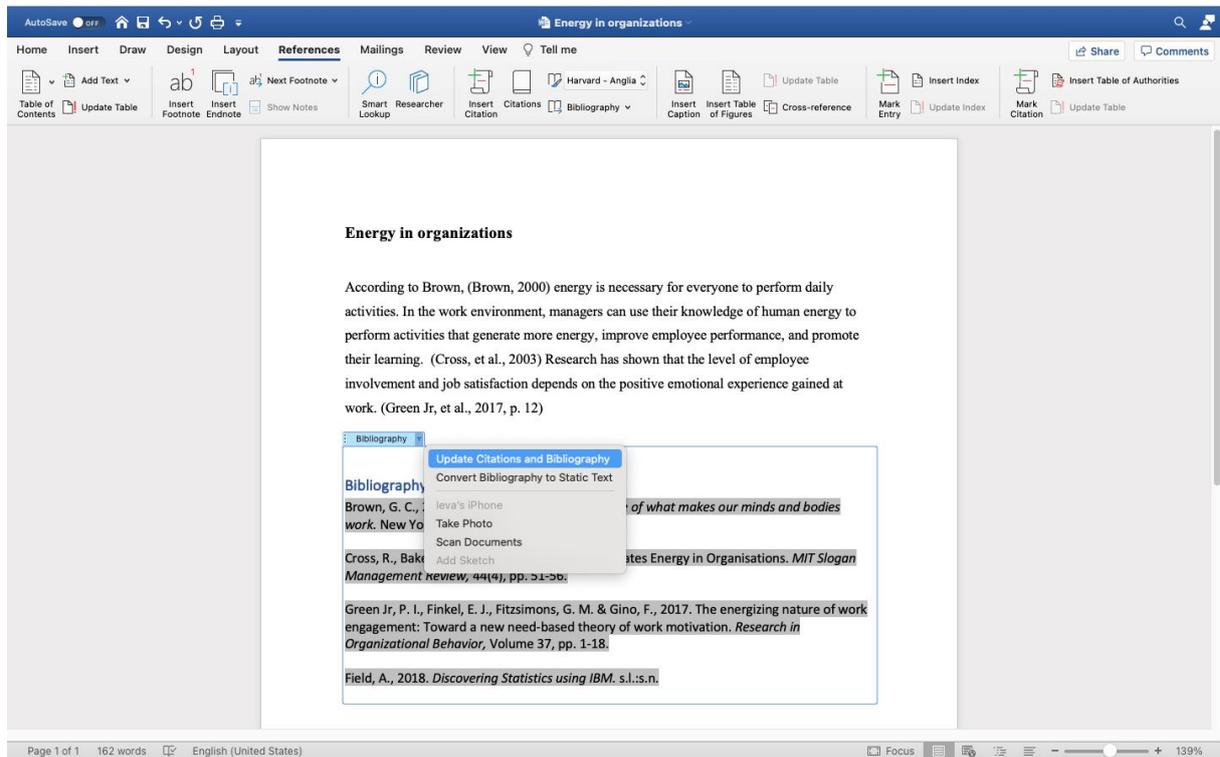
Figure 9.3. Update citations and bibliography command.

Good luck in designing the references and bibliography!