Using the Microsoft Word referencing tool

It is essential that you always give complete and accurate references whenever you refer to the work of others from books, journals, web pages, reports etc. in your assignments. Please check the Swansea University referencing guides to find out how to reference correctly. Microsoft Word has an in-built referencing tool that can help you to manage and write your references. These instructions offer a brief introduction to using the Word referencing tool.

If you are working on a Mac, you may also find it useful to see the guidance here: http://tinyurl.com/of2lhqg.

Adding the details of your sources (books, journal articles, websites etc.)

Open up a Word document and click on the References tab at the top.
Select a referencing style (APA Sixth Edition)
Click on Manage Sources to add new titles and to see your Master List of titles already in your library.
You can also Copy across titles from your Master List to your Current List to reference them in this assignment.

Click New to add details of a new source.
Adding a book reference

Select the Type of Source from the drop down menu (a book in this case)

Important: Enter author(s) name(s) using the edit button

Complete all the fields which are necessary for a full reference (use the library’s APA guide to help you).

You may need to tick the option to Show All Bibliography Fields to see everything you need.

Tips for book references

Only the first letter of the first word of the title and the first letter of the first word after the colon (subheading) have capital letters.
Adding a journal article reference

Select the Type of Source from the drop down menu (a journal article in this case)

Complete all the fields which are necessary for a full reference (use the library’s APA guide to help you).

You may need to tick the option to Show All Bibliography Fields to see everything you need.

Tips for journal article references

- Only the first letter of the first word of the title and the first letter of the first word after the colon (subheading) have capital letters.
- Journal Names need to have capital letters i.e.: Nursing Standard
Adding a website/online document reference

Select the Type of Source from the drop down menu (a web site in this case)

Complete all the fields which are necessary for a full reference (use the library’s APA guide to help you).

You may need to tick the option to Show All Bibliography Fields to see everything you need.

**Tips for online documents (PDF) references**

- Only the first letter of the first word of the title and the first letter of the first word after the colon (subheading) have capital letters.
- Do not complete the following fields as a retrieval date is not necessary for a PDF document
  - Year accessed / Month accessed / Day accessed

**Tips for website references**

- Only the first letter of the first word of the title and the first letter of the first word after the colon (subheading) have capital letters.
- If you believe that the website might be updated then you must also complete the following fields
  - Year accessed / Month accessed / Day accessed
Inserting a citation into your assignment

Click your mouse cursor where you’d like to insert a citation.

Click on Insert Citation to see the sources you have added for this document. Click on the one you want to cite.

The citation will be inserted in the correct format.

(To edit this, click on the citation and choose Edit Citation from the drop down menu. DO NOT just delete text and type new information in as this will not update in your Source list.)
If you wish to insert your reference at the beginning of your sentence you must edit the source. For example:

Insert the citation, then click on the right hand arrow, it will give you an option to edit citation

According toBallie (2009) patient dignity can be affected by environmental factors and staff behaviour as well as issues relating to the patient.

Click on the Edit Source option, then make sure you tick the boxes next to title, and author

According toBallie (2009) patient dignity can be affected by environmental factors and staff behaviour as well as issues relating to the patient.

Then manually type in the author(s) surname(s) outside the year which appears in the bracket.

According toBallie (2009) patient dignity can be affected by environmental factors and staff behaviour as well as issues relating to the patient.
Inserting References at the end of your assignment

Click on the drop down menu for Bibliography and choose Works Cited to insert a reference list.

Use your mouse to highlight the heading Works Cited so you can type a new title – References.

References


Make sure you double space the reference list. You can do this by highlighting the reference list, and from the home tab choose the small arrow next to the word paragraph (circled below) in the options that appear choose line spacing > double.

**Known problems**

Please be aware that no reference software is perfect and there are some errors you need to be aware of when using the word referencing tool.

**In text:** When the tool inserts a reference which includes *et al.* it will enter an extra comma. You will need to convert to static text and amend this manually.

(Davies, et al., 2015) this should be (Davies et al., 2015).

**In text:** APA states that if there are 3-5 authors of a work all authors should be cited the first time. Subsequently use *et al.* after the first author.

(Rolfe, Jasper, & Freshwater, 2010) first cite  
(Rolfe et al., 2010) subsequent cites

However, word does not recognise this rule so you will need to check and amend where necessary.

**In the reference list:** Word will not automatically double space your reference list, you will need to do this.

For further help and advice visit [http://libguides.swansea.ac.uk](http://libguides.swansea.ac.uk)  
Phone: 01792 295500  Email: customerservice@swansea.ac.uk