

USING MS WORD TO CREATE A BIBLIOGRAPHY

1

OPEN WORD AND CREATE A NEW DOCUMENT.
THIS DOCUMENT CAN BE YOUR ACTUAL PAPER/PROJECT,
OR IT COULD BE A DOCUMENT USED ONLY TO CREATE A BIBLIOGRAPHY.

2

A CLICK ON THE 'REFERENCES' TAB

B CLICK ON THE 'CITATIONS' BUTTON TO OPEN UP THE CITATION TOOL AND SELECT YOUR CITATION STYLE

C USE THE '+' SIGN TO CREATE A NEW CITATION.

D FILL IN THE APPROPRIATE FIELDS FOR YOUR SOURCE.

E CLICK 'OK' TO ADD THIS SOURCE TO YOUR LIST.

F USE THIS BUTTON ONCE YOU'VE LISTED ALL YOUR SOURCES TO CREATE YOUR BIBLIOGRAPHY OR WORKS CITED LIST.

The screenshot shows the Microsoft Word interface with the 'References' tab selected. The 'Citations' pane on the right shows the 'Chicago' citation style. A 'Create New Source' dialog box is open, with fields for 'Type of Source' (Web site), 'Author', 'Name of Web page', 'URL', 'Date', and 'Editor'. The 'OK' button is highlighted. The background document shows a page titled 'The French Revolution' with information from History.com.

NOTE

WHEN YOU HAVE ADDED ALL YOUR SOURCES, USE THE 'BIBLIOGRAPHY' BUTTON
TO LET WORD CREATE YOUR BIBLIOGRAPHY OR WORKS CITED LIST.