

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 is open, displaying a list of sources and a 'Citation style' dropdown set to 'Chicago'. A 'Citations' dialog box is overlaid, showing fields for 'Type of Source' (Web site), 'Bibliography Format for Chicago' (Recommended Field), and various fields for author, name, URL, date, and editor. The 'OK' button is highlighted. Callouts A-F provide step-by-step instructions for navigating the interface.

NOTE

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