Referencing with MS Word
Harvard Style

Contents

What is the MS Word Referencing tool?

Microsoft Word comes with a very useful tool to aid you in referencing various sources of information correctly.
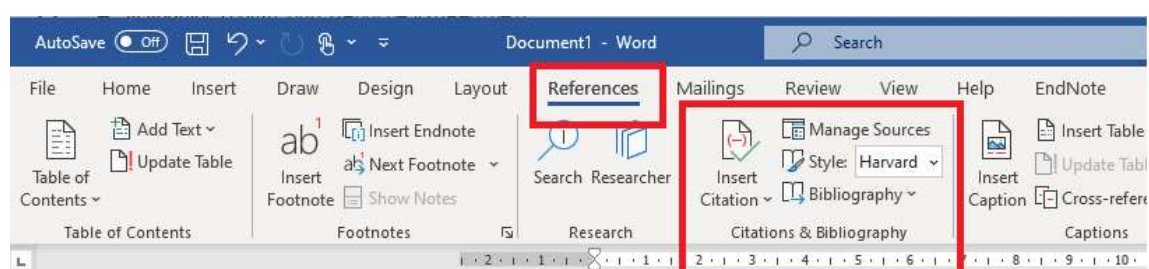

It allows you to:

- create in-text citations
- automatically create a Reference list
- use references created on your device again in subsequent documents

This will be done based on the reference information you provide for the document. You do this by using the '**References**' tab on its toolbar. This guide shows you how to use this tool with the Harvard Referencing style.

Setting the Bibliographic Style

Before inserting citations and creating a Reference list, it is best to set your 'Bibliographic style'. There is a short list of 12 styles to choose from. This is set by Microsoft. This guide shows examples using the **Harvard style** (from the University of Anglia Ruskin 2008).
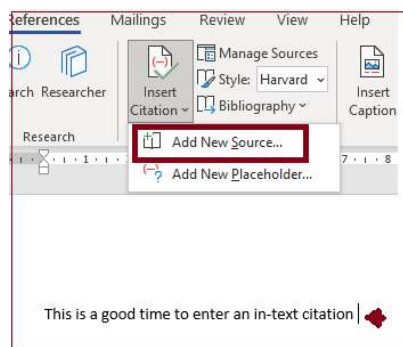
- Open your Word document and click on the '**References**' tab. This will open the 'Citations and Bibliography' section of Word.

- Click the drop-down arrow to the right of 'Style'

- Choose the style you require (e.g. Harvard)
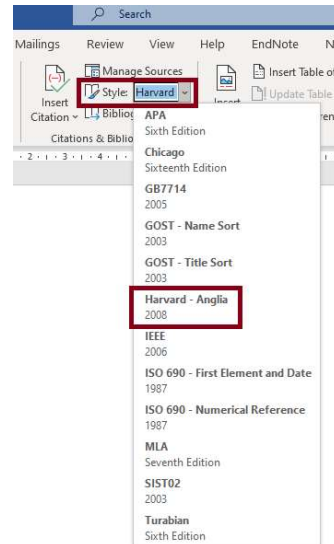
Inserting In-Text Citations

Whenever you use information from one of your sources, you need to give credit to them by citing them.

- Put the cursor where you want your citation to appear in your document
- Click 'References' tab in MS Word
- Click 'Insert Citation' and you will see a list of options
- If you have created a reference (i.e. Source) already, select the required source from the list and your citation will appear straight away
- If you have not already created the Source, choose 'Add New Source'.
- A 'Create Source' box will open. Enter the appropriate details in this box and the citation will appear in your document.

Examples of Sources

When you are creating a new source, you need to first select what type of source it is so that you will include the correct details for that particular reference type. Below are the types of sources listed:

• Book	• Website	• Film
• Book section	• Document from web site	• Interview
• Journal article	• Electronic source	• Patent
• Article in a periodical	• Art	• Case
• Conference proceedings	• Sound recording	• Miscellaneous
• Report	• Performance	

Example of a Book source

- Author's surname should be entered first, followed by a comma and then Christian name or initial(s). If there is more than one author, the authors' names should be separated by a semi-colon.

Smith, Maeve; Doyle, Ronan T.

- When you put your cursor in each field of the 'Create Source' box, a suggestion will appear at the bottom of the box showing you an example of the information to enter. This will include any punctuation that you may need.

- If the author of your source is an organisation, tick the 'Corporate Author' option and fill in this field.

World Health Organisation

In-Text Citation

"If you aren't failing, you aren't trying hard enough, and you aren't really a game designer" (Schell, 2020, p. 2).

Entry in the Reference List

Schell, J., 2020. *The art of game design: a book of lenses.* 3rd ed. London: CRC.

For more examples on different sources, please see https://libguides.gmit.ie/mswordreferencing

Using Placeholders

You may not always have all the details of your reference to hand when writing your assignment, but wish to indicate to yourself that a citation and reference needs to be inputted later. In this case, you can use a placeholder to mark where this needs to go.

- Put the cursor in your document where you want the citation to appear
- Click 'Insert Citation' and 'Add New Placeholder'
- A placeholder name box will appear
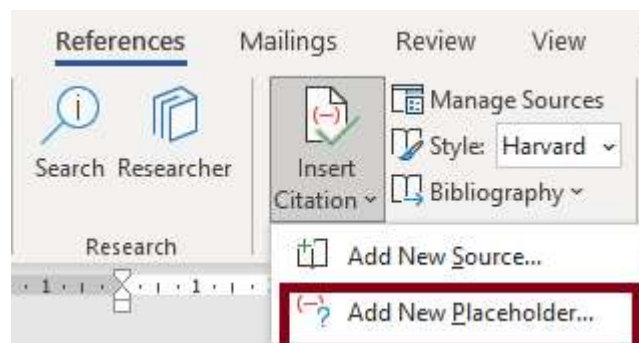
- Type in a name for your placeholder (try and make this something specific that will remind you which reference you need later). The name cannot have any spaces in it.
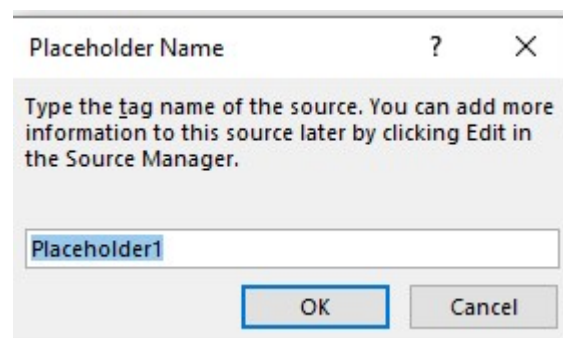
To enter the source details later:

- Click on the placeholder in the document
- Click on the drop-down menu beside this placeholder
- Choose 'Edit Source'
- Type in the details of the reference, as necessary.
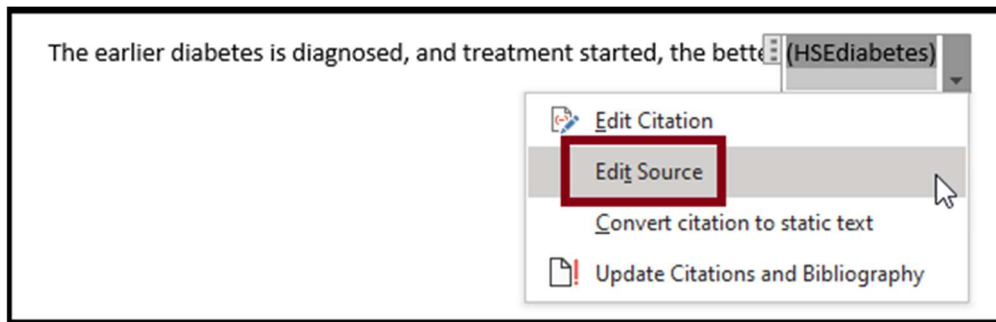
How to Create a Reference List

When you have added citations for your sources, you can use the referencing tool to automatically generate a Bibliography or Reference List.

- Put the cursor in your document where you want the Reference List or Bibliography to appear
- Click the drop-down arrow beside 'Bibliography' in the References tab
- Use your mouse to hover over 'Bibliography' or 'References' or 'Works Cited' and click to select your choice. Your reference list will then appear.
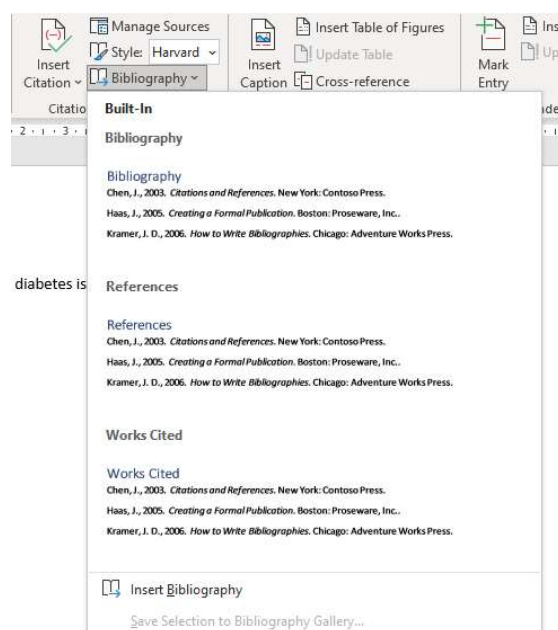
References

Health Service Executive, 2020. *Diabetes.* [Online] Available at: http://www.hse.ie [Accessed 23 April 2021].

Smith, J., 2020. Writing essays. *Academic Monthly,* 42(1), pp. 20-40.

Smith, J. M. & Collins, M., 2020. *How to write bibliographies.* 2nd ed. Dublin: Adventure Works Press.

Managing Sources

In the 'Manage Sources' part of the MS Word Referencing Toolbar, you can copy previous sources entered on your device to your current document; you can delete sources from the current list; you can edit sources and you can create a new source.

COPY

Any sources typed in on a different occasion in a different document which appear in your 'Master list', but not the 'Current list' can be copied over to the current list by highlighting the source you require in the Master list and clicking copy->.
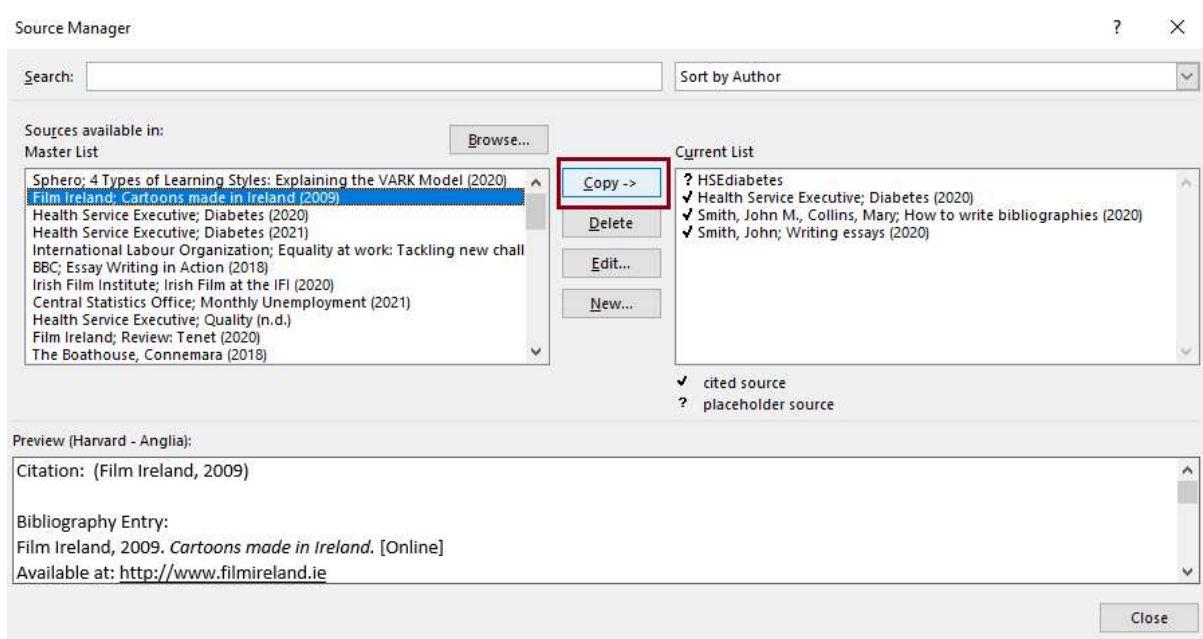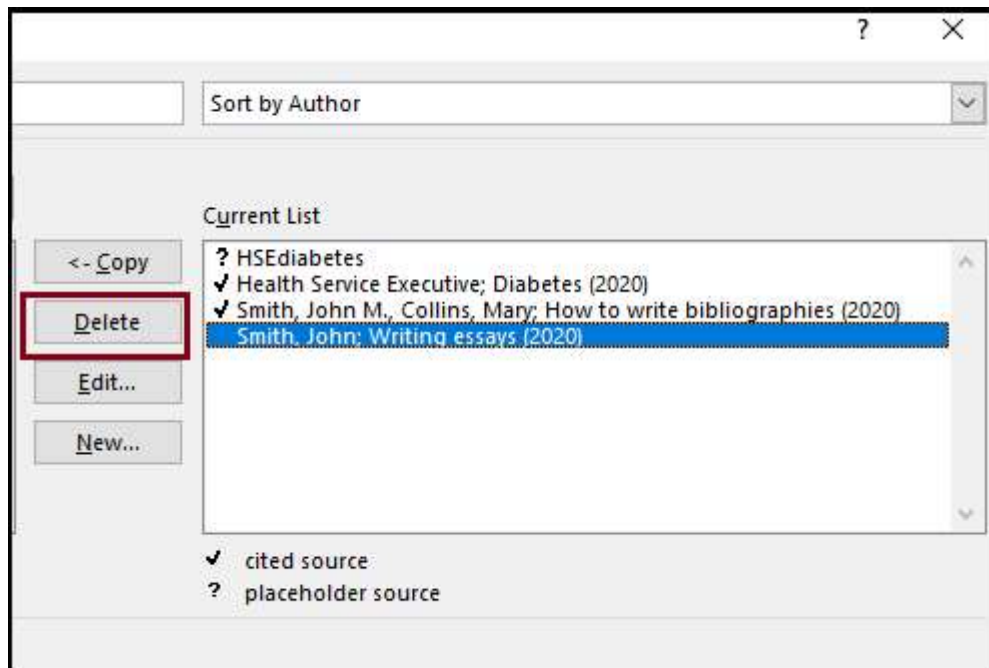

DELETE

To remove any unwanted references from the 'Current List', highlight them and Click 'Delete'.

Note: If you have already cited the source in your document, then the 'Delete' option will be greyed out.

- First, delete all the citations from the document and then you will be able to delete it from the 'Managing Sources' window. To delete the reference in the document, highlight the citation from the document and click on 'Delete' on the keyboard.
- Once you have deleted all the citations from the document, click on References < Manage Sources, highlight the citation from the current list and click 'Delete'.
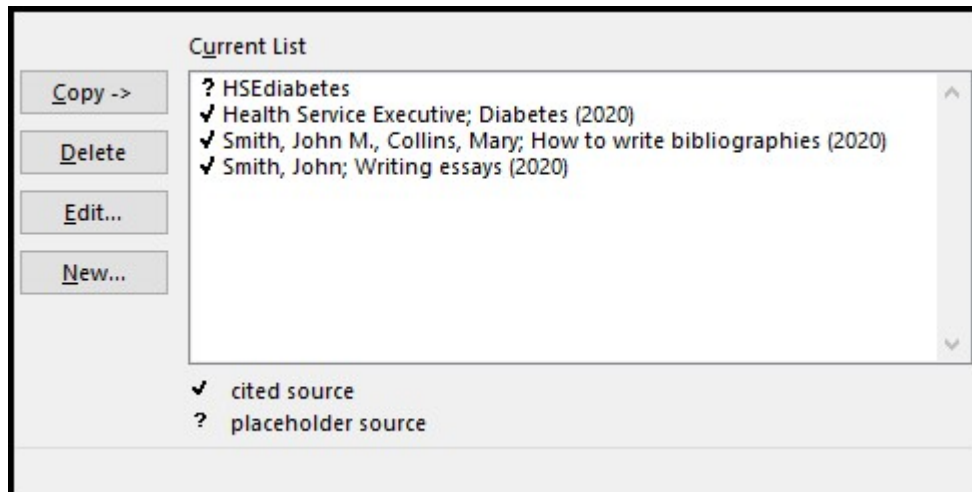

- To check that this source is now gone fully from your 'Reference list', click anywhere in your 'Reference list' and 'Update citations and bibliography' at the top. If you have deleted all citations where it was used and removed it from the 'Current list', it should have now been removed.
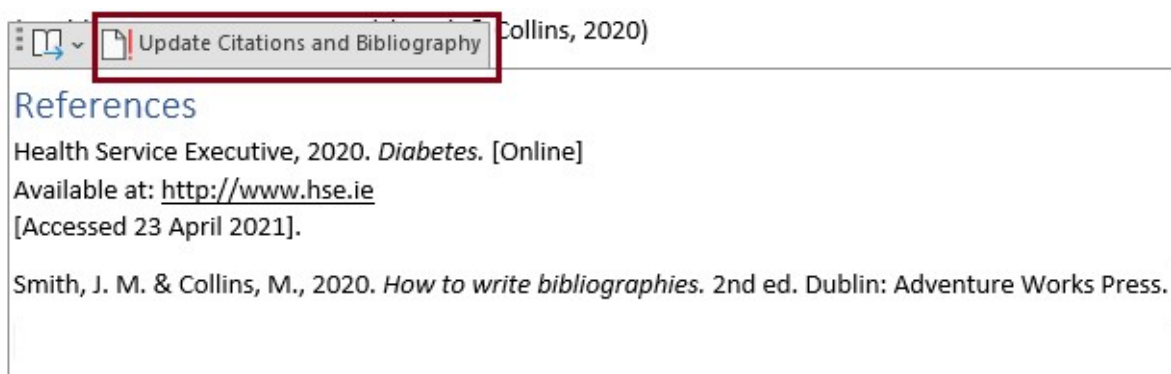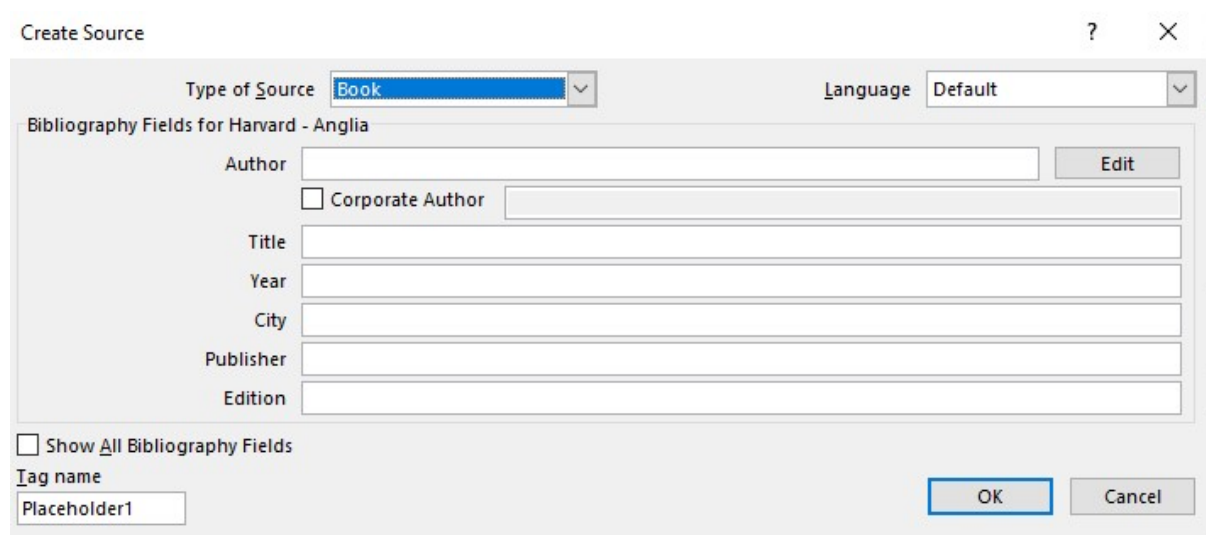
EDIT

If you need to edit a source at a later stage, to add in more details to hand or change any incorrect spelling etc., click 'Manage Sources'.

- Highlight the source you want to edit. Placeholders have a question mark beside them.
- Click 'Edit'
- Enter the correct details in the pop-up box that appears

NEW

To create a new source reference, click 'New' and a window will open to fill in the details.
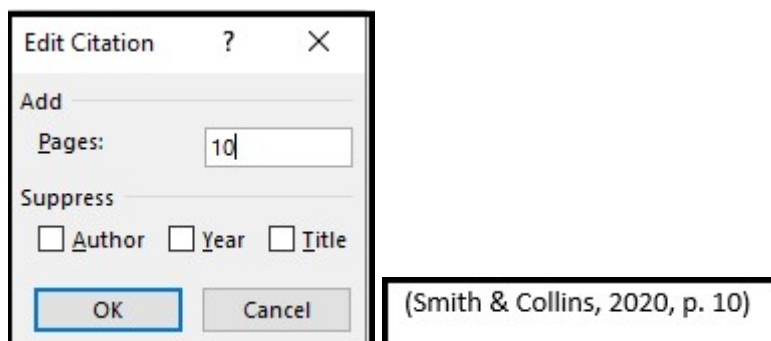
Adding Page Numbers to a Citation

It is necessary to include a page number to a citation if you have used a quotation, a figure or table in your assignment.

- Click on the citation you want to edit in your document (a box will surround it with a drop-down menu)
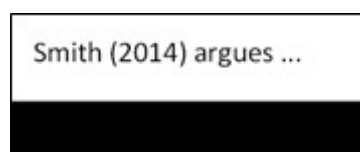- Click 'Edit Citation' in the drop-down menu
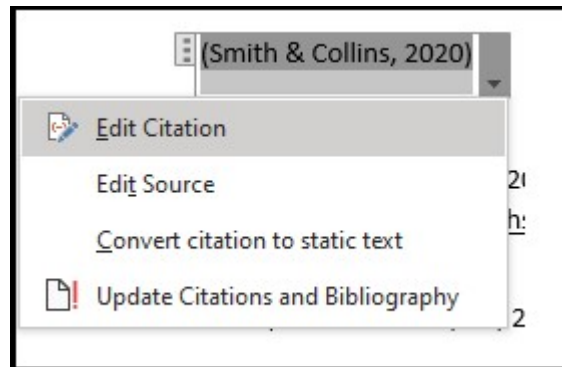
- Type the appropriate page number in the 'Pages' box > Ok.


Removing Author and/or Year from a Citation

In your writing, you will often integrate the author's name into your sentence followed by the date and page numbers, if applicable, in brackets:


In this case, you do not repeat the authors' names in the citation in brackets.

- Type in whatever it is you wish to reference (i.e. Smith argues ...)
- Insert your Citation in the normal way (i.e. putting cursor after 'Smith' and then inserting the citation)
- Highlight this citation and click on the drop-down menu
- Choose 'Edit Citation'
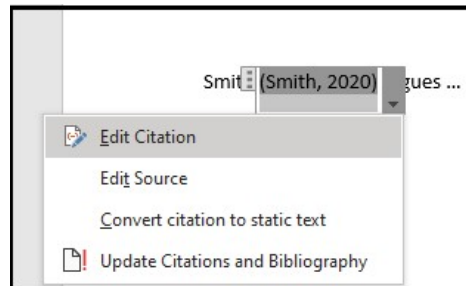
- Tick the box to the left of Author. Your citation now has the author removed from inside the brackets.
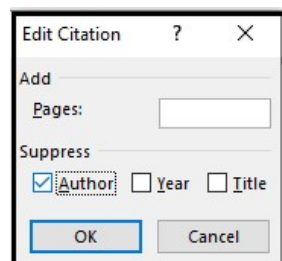
Updating your Reference List

If you have updated details in your reference sources or if you have added in more citations since the time you created your reference list or bibliography, you will need to update them using the MS Word toolbar.
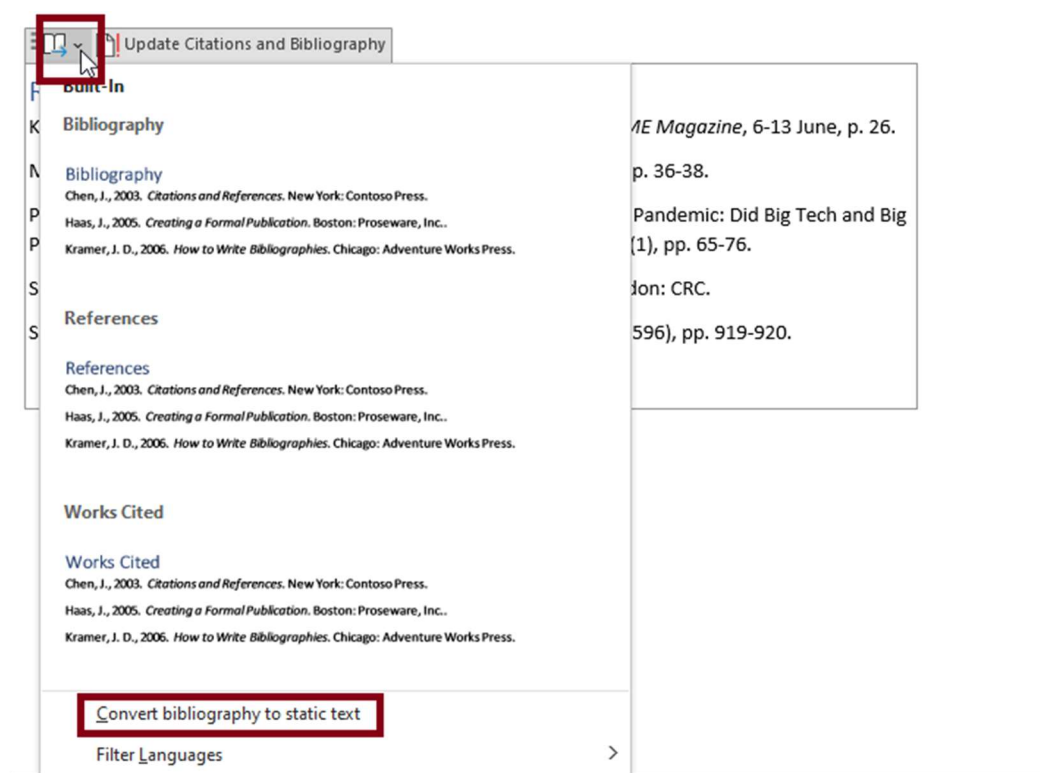
- Click anywhere in your Bibliography and a link to 'Update Citations and Bibliography' will appear just above the list
- Click this Update link
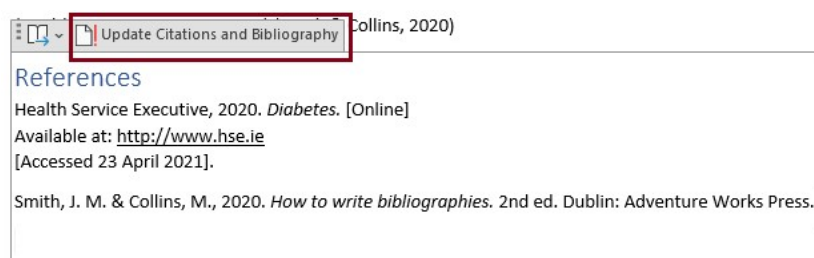
Manually updating your Reference List

Sometimes you may wish to edit your Reference List to add in extra information or edit the layout in some way. Every time you click 'Update Citations and Bibliography', it will revert back to the original layout, so this process should be done at the end of your assignment.

- Click anywhere in your Reference list
- Click the arrow in the top left corner. You will see an option at the bottom of 'Convert bibliography to static text'. When you select this option, you will be able to make whatever changes you like to the Reference list (e.g. add in a URL to a reference for a journal article).
- Type in whatever changes you wish. Your 'Reference list' is now complete.

If you'd like to change back to the original Reference list and add in more sources, you can click 'Update Citations and Bibliography' just above the Reference list and it will revert back to the original layout.