# Complete guide on how to reference using Microsoft Word

This exercise will show you how to include multiple references in a document.

Referencing is an important part of completing assessments. Microsoft Word has referencing tools that are easy to use. There are additional referencing resources available on the QA website.

Follow the step-by-step instructions below to learn how to include references in a Microsoft word document. Rember to do this throughout your course when completing assessments.

Note: Please follow this video which provides a step-by-step guide as outlined in this document.
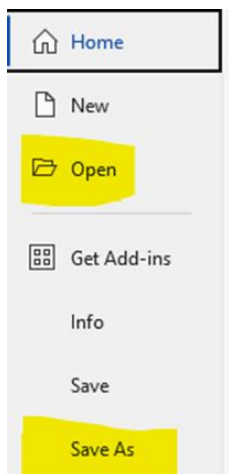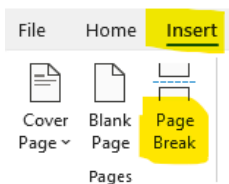
1. Open Microsoft Word and copy the text below into a new Word document and save it as 'Referencing final – Your Name'.

    Title: How Science, Technology, and Popular Culture Mix
    Science, technology, and popular culture often come together in interesting ways. Let's look at some examples of how this happens. Space exploration is exciting for both scientists and regular people. NASA has a program to study Mars (National Aeronautics and Space Administration, 2021). They're trying to find out if Mars could support life. This kind of research often gives ideas to people who write stories or make movies.
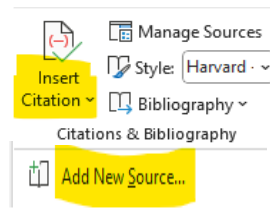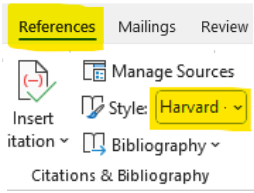   *Climate change is another topic where science meets everyday life. Scientists have found that global warming is hurting sea life (Smith and Johnson, 2022). This information helps people understand why climate change matters and why we need to do something about it. Movies sometimes use ideas from science to tell interesting stories. For example, the movie "Inception" (2010) is about people sharing dreams. While we can't really do this, the idea makes us think about how our brains work and what is real.*
    Books can also mix made-up stories with real facts. The book "The Da Vinci Code" by (Brown, 2003) is a mystery story, but it got many people interested in art history and old symbols. Even though the story isn't real, it made readers want to learn about real things.
    In short, when science, technology, and popular culture come together, they can help us learn new things and think about big ideas in fun and interesting ways.

2. At the end of your document, insert a page break.

3. Type "Bibliography" at the top of the new page.

kcetb
Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

4. Go to the "References" tab in the Word ribbon.

5. Click on "Style " in the "Citations & Bibliography" group.

6. Choose a style (e.g., APA, Harvard, Chicago) from the dropdown menu.

7. To add sources:
   - Click "Insert Citation" at the first mention in the text then "Add New Source"
   - Fill in the source details in the pop-up form (see 'Example sources' detailed below. There are four examples: Book, Journal Article, Website, Film)
   - Click "OK" to add the citation to your document
   - Repeat this for all your sources

8. Once all sources are added, place your cursor where you want the bibliography.

9. Click "Bibliography" again and select "Insert Bibliography"

10. Your Bibliography will then automatically be inserted.

    Note: The exact formatting and order may vary slightly depending on the specific citation style you choose in Word (step 6).

Bibliography:
After following these steps, your bibliography should look similar to this:

Brown, D., 2003. *The Da Vinci Code.* New York: DoubleDay.
Inception. 2010. [Film] Directed by CS Nolan. United States: Warner Bros. Pictures.
National Aeronautics and Space Administration, 2021. *Mars Exploration Program.* [Online]
Available at: http://mars.nasa.gov/
[Accessed 13th August 2024].
Smith , J. & Johnson, M., 2022. Climate change effects on marine ecosystems. *Nature Climate Change,* 12(5), pp. 445-453.

Congratulations! If you have created a bibliography – you know how to reference correctly. Remember to do this when completing assessments throughout your course.
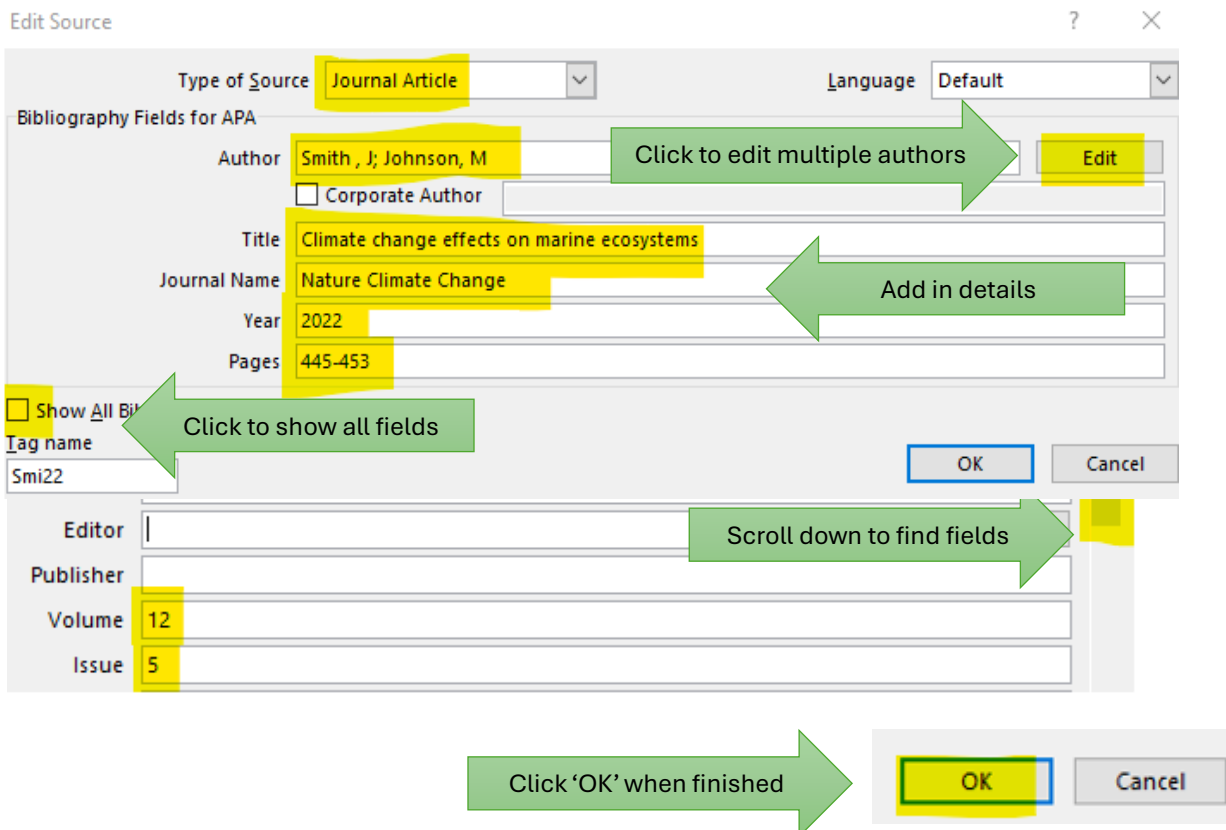
Example source - Book:

Identify what you know about the source. You may not have all the information, and some fields will be left blank. That is okay!

In this example we know the following:

- *Author(s): Brown, D.*
- *Year: 2003*
- *Title: The Da Vinci Code*
- *Place of publication: New York*
- *Publisher: Doubleday*

Example source - Journal Article:

I Identify what you know about the source. You may not have all the information, and some fields will be left blank. That is okay!

In this example we know the following:

- *Author(s): Smith, J. and Johnson, M.*
- *Year: 2022*
- *Article title: Climate change effects on marine ecosystems*
- *Journal name: Nature Climate Change*
- *Volume: 12*
- *Issue: 5*
- *Page range: 445-453*

Example source - Website:

Identify what you know about the source. You may not have all the information, and some fields will be left blank. That is okay!

In this example we know the following:

- *Author: National Aeronautics and Space Administration*
- *Year: 2021*
- *Page title: Mars Exploration Program*
- *URL: https://mars.nasa.gov/*
- *Accessed date: 13 August 2024*

Edit Source

Type of Source	Web site	Language: Default

Bibliography Fields for APA

Author

☑ Corporate Author   National Aeronautics and Space Administration

Name of Web Page   Mars Exploration Program

Name of Web Site

Year   2021

Month

Day

URL   http://mars.nasa.gov/

☐ Show All Fields

Tag name   Nat21

Click on Corporate Author

Add in details

Click to show all fields

OK   Cancel

Day

Year Accessed   2024

Month Accessed   August

Day Accessed   13th

★ URL   http://mars.nasa.gov/

Version

Add in details

Click 'OK' when finished   OK   Cancel
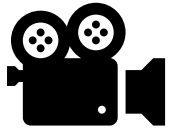
Example source - Film:

Identify what you know about the source. You may not have all the information, and some fields will be left blank. That is okay!

In this example we know the following:

- *Title: Inception*
- *Year: 2010*
- *Format: Film*
- *Director: Nolan, C.*
- *Place of production: United States*
- *Production company: Warner Bros. Pictures*