# Book - KCETB guide on how to reference using Microsoft Word

This exercise will show you how to include a reference to a book 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 a reference to a book 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.
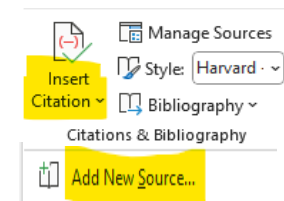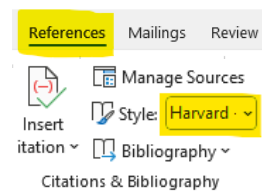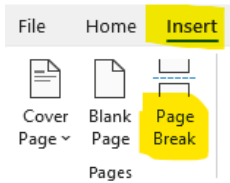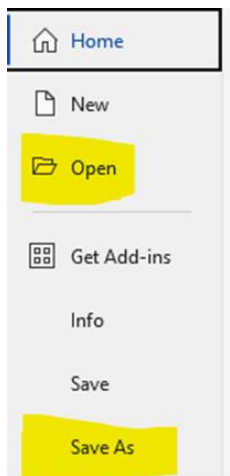
1. Open Microsoft Word and copy the text below into a new Word document and save it as 'Referencing Book'.

   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.

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 source - book' detailed below.)
   - Click "OK" to add the citation to your document

8. Once your source is 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.

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*