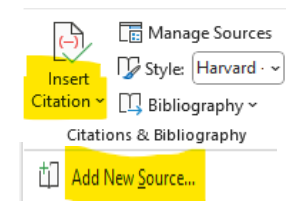
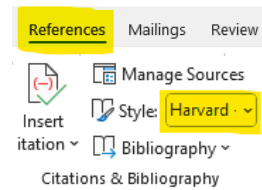
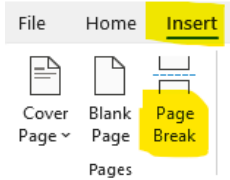
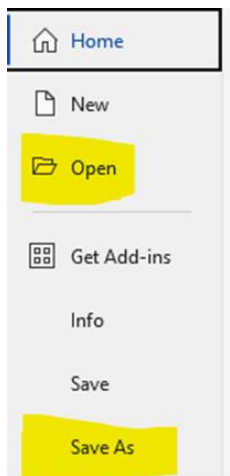


This exercise will show you how to include a reference to a Journal Article in a document.

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 Journal Article in a Microsoft word document. Remember 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.

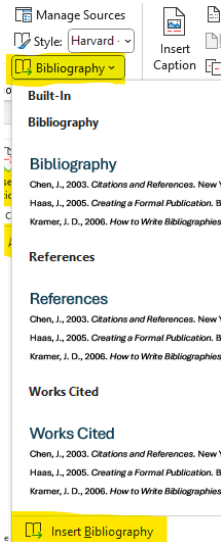


1. Open Microsoft Word and copy the text below into a new Word document and save it as 'Referencing Journal Article'.

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.

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 - Journal Article' detailed below.)
 - Click "OK" to add the citation to your document

Journal Article - KCETB guide on how to reference using Microsoft Word



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:

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.

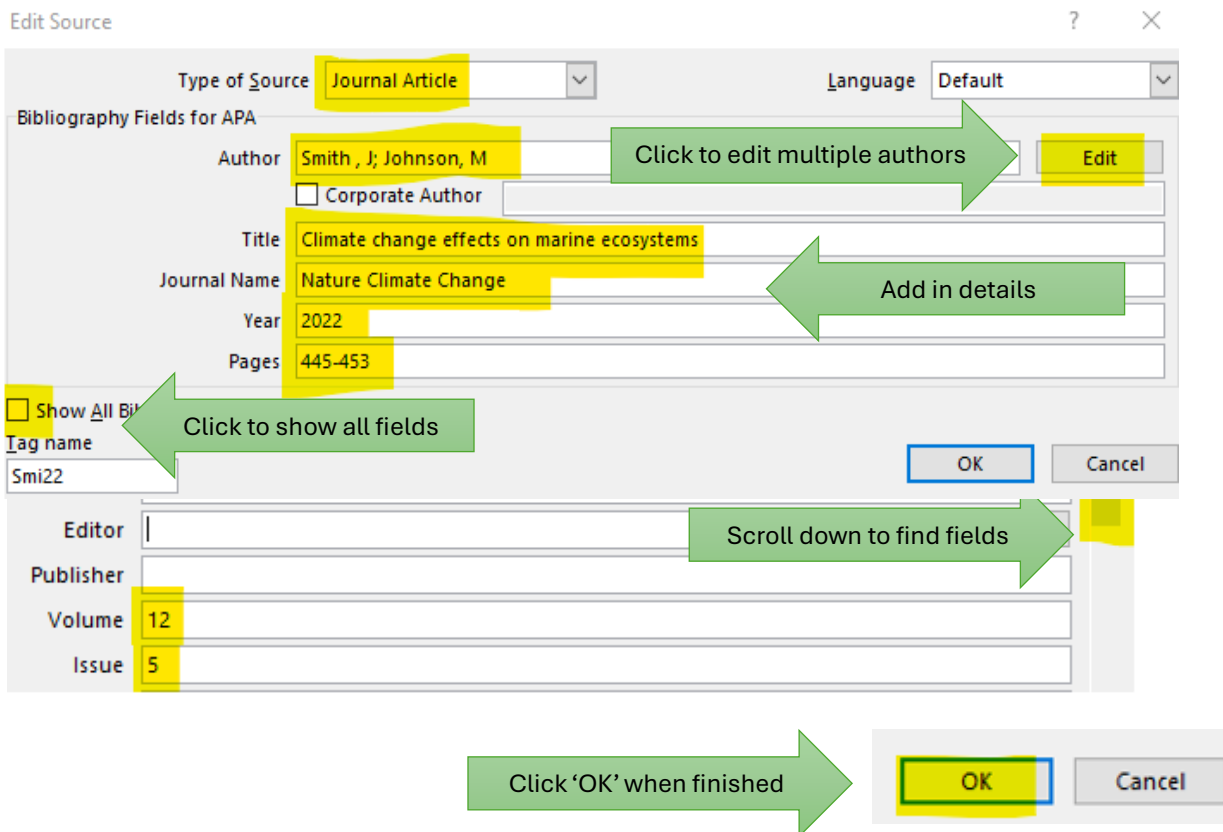


Example source - Journal Article:

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*



The screenshot shows the 'Edit Source' dialog box with the following fields and annotations:

- Type of Source:** Journal Article (dropdown menu)
- Language:** Default (dropdown menu)
- Bibliography Fields for APA:**
 - Author:** Smith, J; Johnson, M (text field). Annotation: "Click to edit multiple authors" with an arrow pointing to the "Edit" button.
 - Title:** Climate change effects on marine ecosystems (text field). Annotation: "Add in details" with an arrow pointing to the field.
 - Journal Name:** Nature Climate Change (text field). Annotation: "Add in details" with an arrow pointing to the field.
 - Year:** 2022 (text field)
 - Pages:** 445-453 (text field)
- Show All Bibliography Fields:** (checkbox). Annotation: "Click to show all fields" with an arrow pointing to the checkbox.
- Tag name:** Smi22 (text field)
- Editor:** (text field). Annotation: "Scroll down to find fields" with an arrow pointing to the right side of the dialog box.
- Publisher:** (text field)
- Volume:** 12 (text field)
- Issue:** 5 (text field)
- Buttons:** OK and Cancel (at the bottom right). Annotation: "Click 'OK' when finished" with an arrow pointing to the OK button.