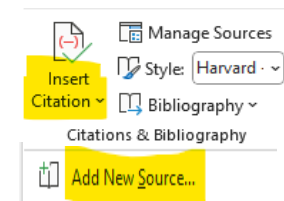
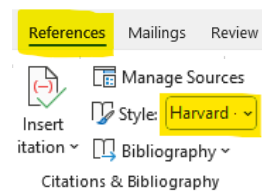
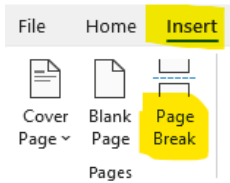
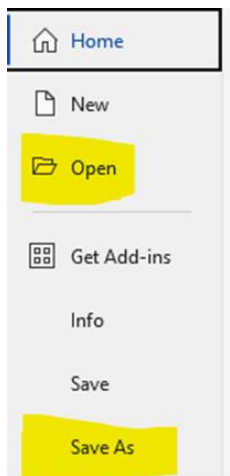


This exercise will show you how to include a reference to a Website in a document.

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 Website 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.**

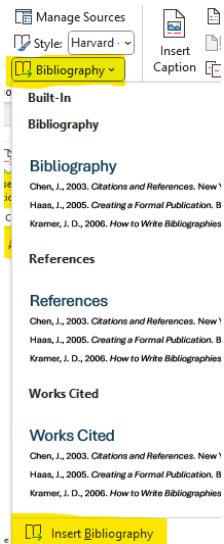


1. Open Microsoft Word and copy the text below into a new Word document and save it as 'Referencing Website'.

*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.*

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 - Website' 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:

National Aeronautics and Space Administration, 2021. *Mars Exploration Program*. [Online]

Available at: <http://mars.nasa.gov/>

[Accessed 13th August 2024].

**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 - 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

Year Accessed: 2024

Month Accessed: August

Day Accessed: 13th

URL: <http://mars.nasa.gov/>

OK Cancel

Click on Corporate Author

Add in details

Click to show all fields

Add in details

Click 'OK' when finished

OK

Cancel