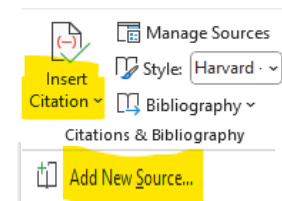
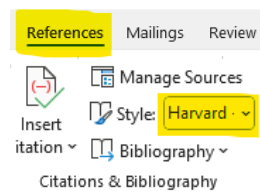
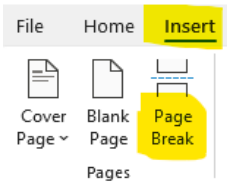
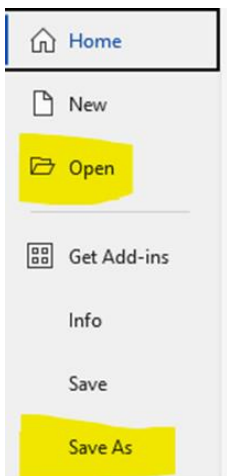


This exercise will show you how to include a reference to a Film in a document.

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 Film in a Microsoft word document. Remember to do this throughout your course when completing assessments.

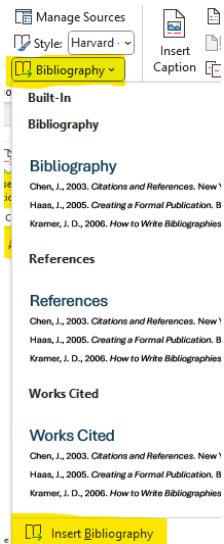
Note: Please follow [this video](#) which provides a step-by-step guide as outlined in this document.



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

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.

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 - Film' 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.

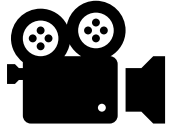
Note: The exact formatting and order may vary slightly depending on the specific citation style you choose in Word (step 6).

Bibliography:

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

Inception. 2010. [Film] Directed by CS Nolan. United States: Warner Bros. Pictures.

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 - 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*

Create Source ? X

Type of Source **Film** Language **Default**

Bibliography Fields for APA

Title **Inception** Add in details

Director **Nolan, CS** Edit

Year **2010**

Show All Bibliography Fields Click to show all fields

Tag name **Nol10** OK Cancel

Corporate Performer

Producer Name Edit

Production Company **Warner Bros. Pictures** Add in details

* Director **Nolan, CS** Edit

Country/Region **United States**

Distributor

Click 'OK' when finished OK Cancel