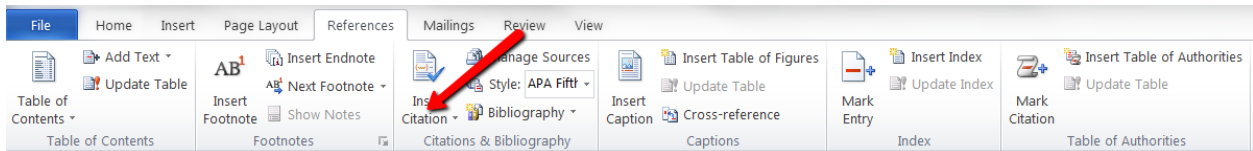# Basics of Citation Using Microsoft Word

In Word, you will click the References tab, Insert Citation and Add New Source. Do this as you are writing your paper and need to give credit, not when you finish. You don't want to forget to give credit and you don't want to forget where you found the information.

Choose the type of resource you have (e.g. book, journal article, website) and type as much information as you can about it. You may not be able to fill in all the fields. It's OK.
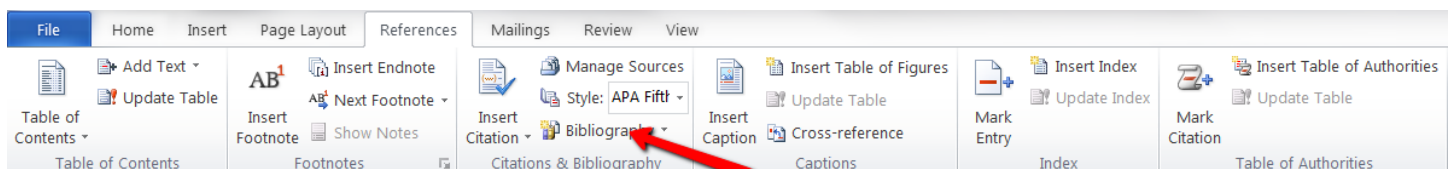

Word creates a "source" file of your references which can be used from document to document (Manage Sources on the References ribbon), but this is device dependent (only available on the device you have created the citations on).

Bibliography in Microsoft Word

All of the information you are typing will later form your Bibliography or Reference list.

Word will create the bibliography for you using the information you entered for your in-text citations.

In-Text Citation Rules

You may need to slightly change how Word does the In-Text citation depending upon how you use the information in your paper.

The three examples below are all citing information from "Bury My Heart at Wounded Knee" written in 1970 by Dee Brown.

1. **Use the name and date if you are paraphrasing, or restating.**
   Example: The freezing temperature was not the only reason for the meeting between the warriors and the soldiers to be chilling as the Indians explained why they needed to hunt buffalo **(Brown, 1970)**.

2. **If you refer to the name of your source within your sentence, you just put the date in parentheses.**
   Example: Brown **(1970)** describes a chilling meeting between warriors and soldiers as the Indians explained why they needed to hunt buffalo in the Yellowstone country.

3. **Add the page number if it's a direct quote.**
   Example: **Brown (1970) states, "There were no preliminary speeches, no friendly smokes of the pipe" (p. 304)**.
   OR
   "There were no preliminary speeches, no friendly smokes of the pipe" (Brown, 1970, p. 304).

Always Check Your Results

Use this website to check your bibliography.
https://owl.english.purdue.edu/owl/resource/560/01/

Other options?

If you need more power in your citation builder (doing long term research, using more than one device, or very large research documents) consider using a free online citation builder such as:
> BibMe http://www.bibme.org/
> EasyBib http://www.easybib.com/
> Zotero https://www.zotero.org/
> Mendeley https://www.mendeley.com/