How to add citations and bibliographies to MS Word

Using MS Word to Create Citations

Add Bibliographies Automatically

Formatting Your Paper

2019
How to add citations and bibliographies to MS Word

Using MS Word to Create Citations and Add Bibliographies Automatically: Basics

Note: All examples and screenshots are based on Word 2013 version. In case you are using a different version, the interface might look slightly different, but the logic remains the same.

**Step 1:** When you are working on any Microsoft Word document, click on the “References” tab. You will see an area that says “Citations & Bibliography”.

![References Tab](image1.png)

**Step 2:** You can choose a citation style from the options in the “Style” dropdown menu.

![Style Dropdown](image2.png)
Step 3: Click on “Manage Sources”. A pop-up window titled “Source Manager” should appear. Click on the “New” button to start adding sources.
Step 4: Pick the “Type of Source”.

Step 5: Fill in the information needed to write a bibliography. Once you have filled in your information click on ok. Repeat this step until you have entered in all your sources.
Step 6: After you enter the sources, you can create in-text citations and create a References page (the Bibliography). To create in-text citations, click on the “Insert Citation” button and select the source you are citing.
Step 7: The citation text will appear.

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Step 8: To create References Page, go to “Insert” tab and click on “Pages”, then choose “Page Break”.

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Step 9: When you have a new page, go to “References” and “Bibliography” and select the format.
Step 10: You will see the References you entered, in the “Source Manager”.

Add Bibliographies Automatically

Changing the font and size: Change your x to “Times New Roman” and “Size” to 12.
**Insert header and page numbers:** A header will appear exactly the same on each page. If you make a change on one page, it will reflect on all of the pages. To get to the header, double click at the top of the page.

- **Different first page header:** Word has an option if you need your first page Header to be different from the rest of your paper.
Page numbers:
Paragraph Spacing: How to Remove Space After Paragraph (Microsoft Word adds an extra space after every paragraph) and Double Spacing (All of your content should be double-spaced).

Hanging Indent: Your list of citations at the end of your paper requires special indentation called a “Hanging Indent”. After the first line, all subsequent lines should be indented half an inch. Before you start typing your citations (after your page title), right click and select “Paragraph”, then from the “Indentation” part of the dialog box, choose “Hanging” from the dropdown menu.
This basics guide is about how to add citations and bibliographies to MS Word.

For more advanced needs, there are several reference management tools, to help you cite and manage your resources easily. The Library provides assistance with using some of them such as EndNote, Mendeley, Refworks and Zotero.

**EndNote libguide:** [http://libguides.ku.edu.tr/skl/endnote/beginner](http://libguides.ku.edu.tr/skl/endnote/beginner)

**Mendeley libguide:** [http://libguides.ku.edu.tr/mendeley](http://libguides.ku.edu.tr/mendeley)

**Refworks libguide:** [https://libguides.ku.edu.tr/c.php?g=652561](https://libguides.ku.edu.tr/c.php?g=652561)

**Zotero libguide:** [http://libguides.ku.edu.tr/zotero](http://libguides.ku.edu.tr/zotero)