

Bibliographies in Microsoft Word 2007

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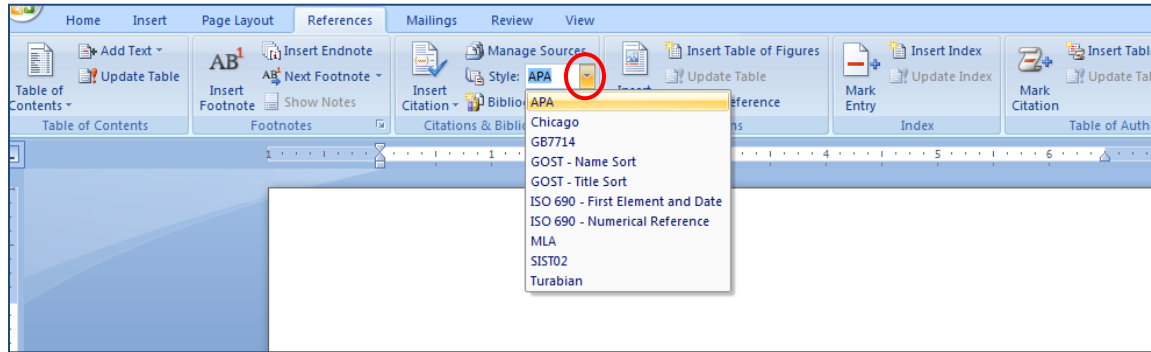
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What is a Bibliography?

A bibliography is a list of sources that have been used (consulted or cited) while creating a document. To create a bibliography, you add sources and then create the reference list. In Word 2007, each time you create a source, the information is saved on your computer, so that you can use any source you have ever created.

Adding a New Citation and Source

1. Click once within the document where you want the citation to appear.
2. Go to the **References** tab and click on the dropdown arrow to the right of the **Style** field in the in the **Citations & Bibliography** section.

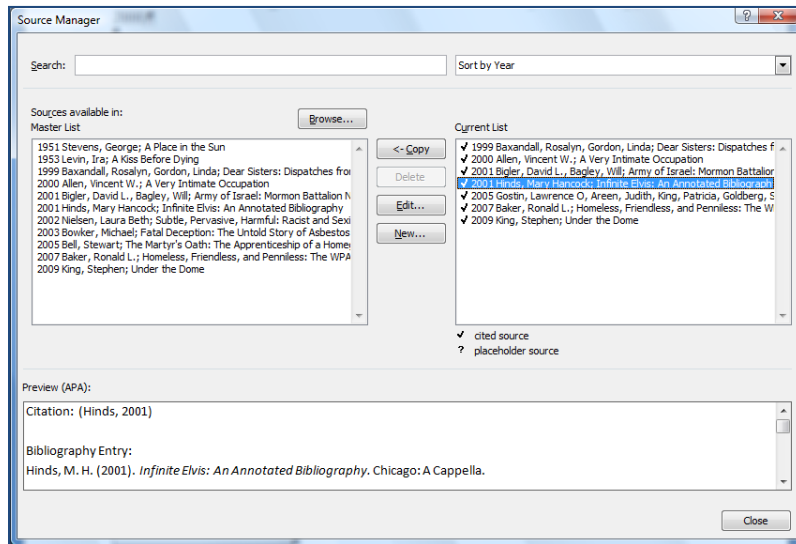


3. Select the style that you want to use for the citation and source.
4. While still on the **References** tab, click on the **Insert Citation** icon in the **Citations & Bibliography** section.
5. Select the **Add New Source** option from the submenu that appears.
6. The **Create Source** dialog will appear.

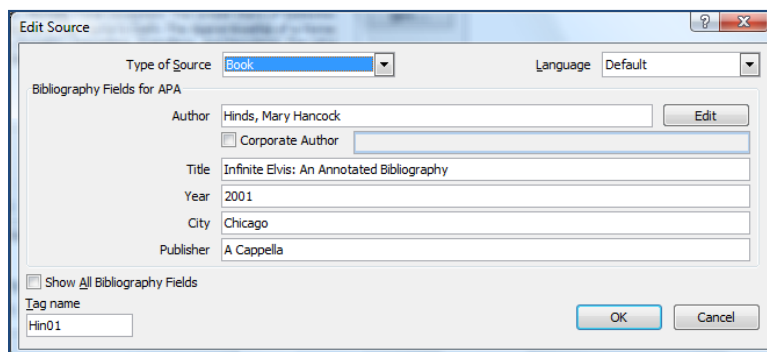
7. Begin the process by clicking on the downward-pointing arrow to the right of the **Type of Source** field and choose your source type.
8. The fields in the **Create Source** dialog will change dynamically depending upon the source type chosen.
9. Complete the bibliography information for the source.
10. To add more information about a source, enable the **Show All Bibliography Fields** field.
11. Click on the **OK** button.
12. A citation will be inserted into the document and the source information will be saved on your computer.

Editing a Source

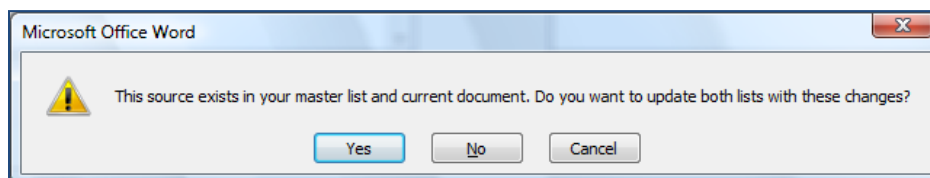
1. Go to the **References** tab and click on the **Manage Sources** icon in the **Citations & Bibliography** section.
2. The **Source Manager** dialog will appear.



3. Select the source that you want to edit from the **Current List** section.
4. Click on the **Edit** button.
5. The **Edit Source** dialog will appear.



6. Make your edits and then click on the **OK** button.
7. A **Microsoft Office Word** dialog will appear if your source also appears in the *Master List*.

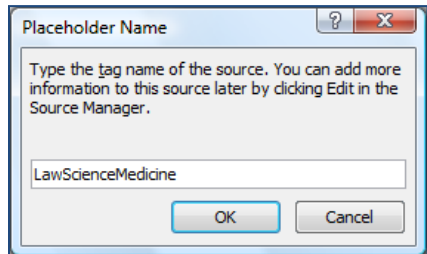


8. Determine whether you want to update both lists and click on the **Yes** or **No** button accordingly.
9. You will return to the **Source Manager** dialog.
10. Click on the **Close** button.

Creating a Placeholder

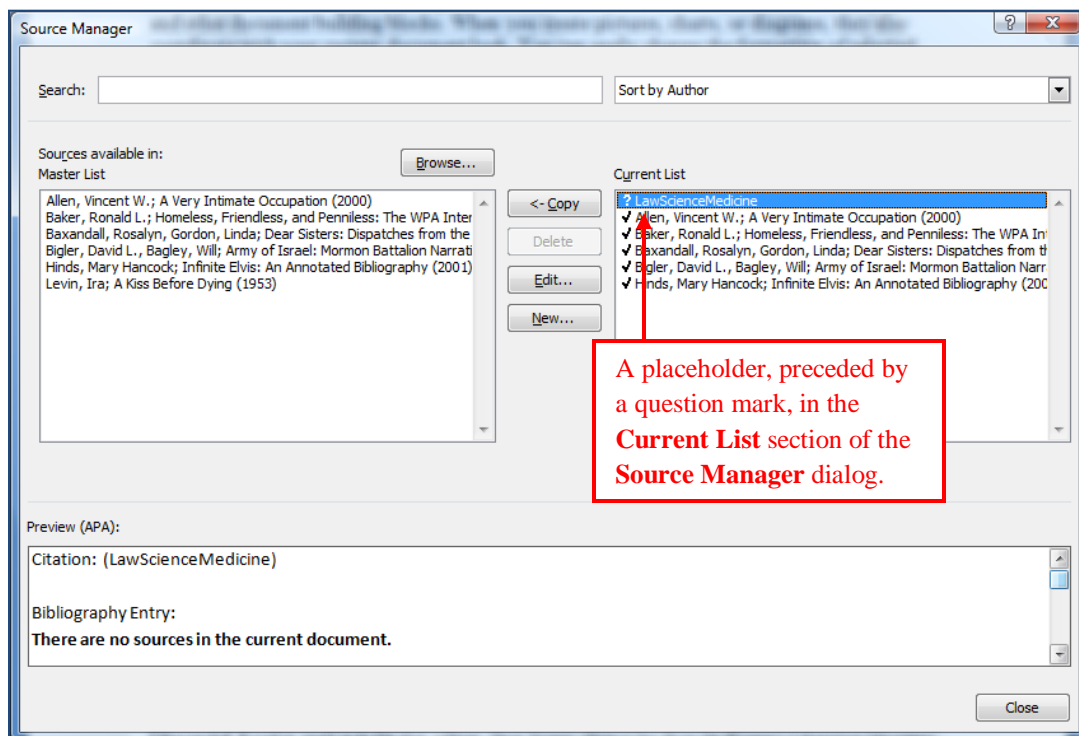
If you need to add a citation, but do not have the source information ready, you can create a placeholder. Placeholders allow you to create a citation and complete the source information later.

1. Go to the **References** tab and click on the **Insert Citation** icon in the **Citations & Bibliography** section.
2. Select the **Add New Placeholder** option from the submenu that appears.
3. The **Placeholder Name** dialog will appear.



4. Type the tag name of the source.
5. Click on the **OK** button.
6. A placeholder displaying the tag name will be inserted into your document.

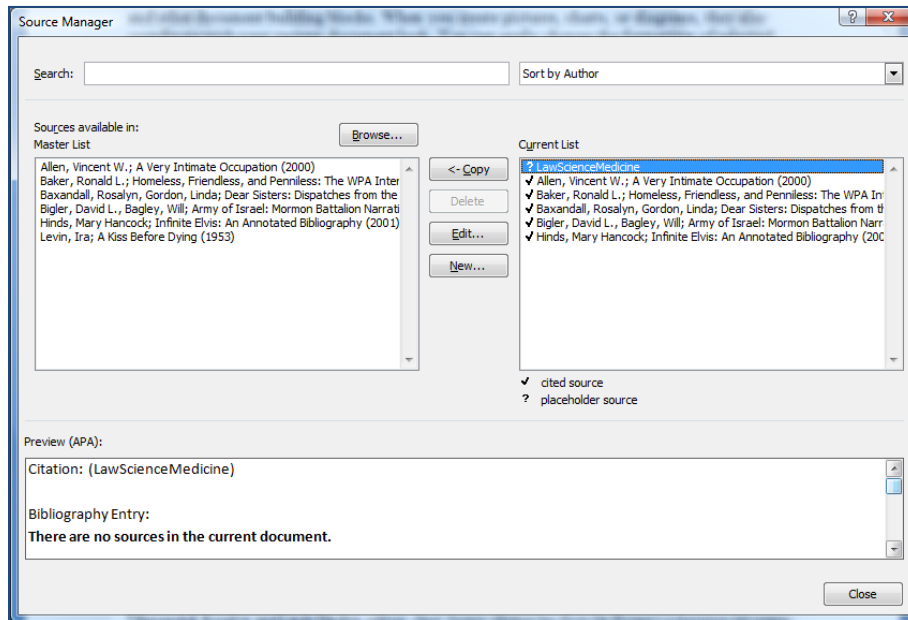
Note: A question mark will appear to the left of the placeholder text within the **Source Manager** dialog.



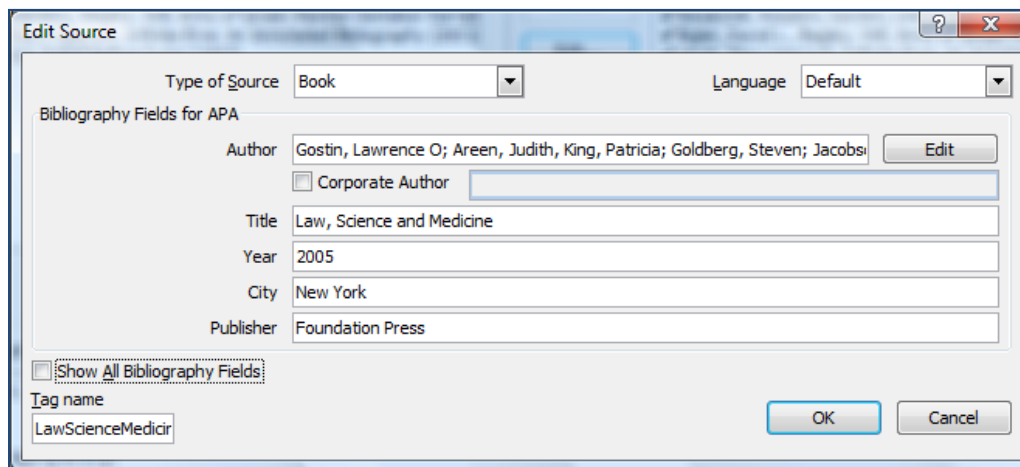
Note 2: Placeholders do *not* appear in bibliographies.

Editing a Placeholder

1. Go to the **References** tab and click on the **Manage Sources** icon in the **Citations & Bibliography** section.
2. The **Source Manager** dialog will appear.



3. Select the placeholder that you want to edit from the **Current List** section.
4. Click on the **Edit** button.
5. The **Edit Source** dialog will appear.

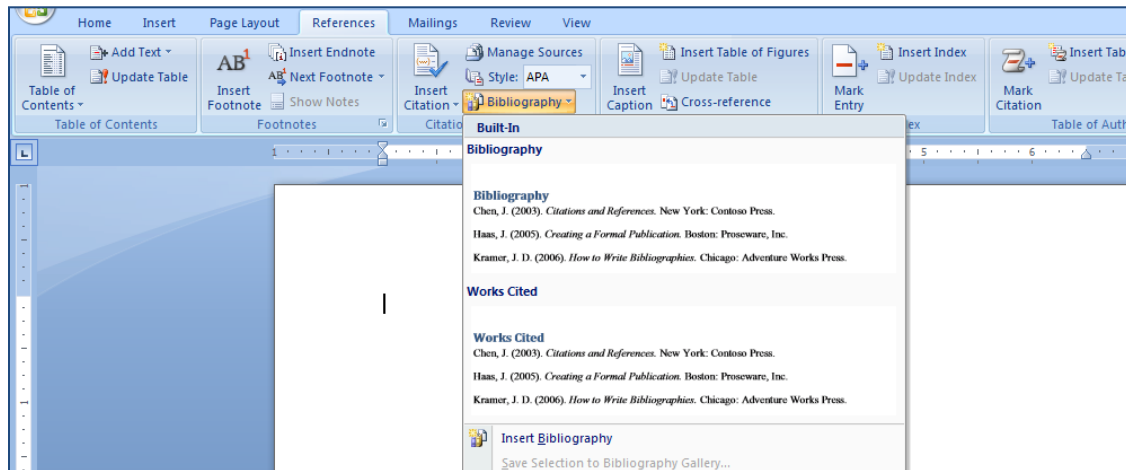


6. Begin the process by clicking on the downward-pointing arrow to the right of the **Type of Source** field and choose your source type.
7. Complete the bibliography information for the source.
8. To add more information about a source, enable the **Show All Bibliography Fields** field.
9. Click on the **OK** button.
10. You will return to the **Source Manager** dialog, where the cited source will be alphabetically listed.
11. Click on the **Close** button.
12. The placeholder will turn into a citation and the source information will be saved on your computer.

Creating a Bibliography

You can create a bibliography at any point after you insert one or more sources in a document.

1. Click once within the document where you want to place your bibliography. (A bibliography is usually placed at the end of a document.)
2. Go to the **References** tab and click on **Bibliography** icon in the **Citations & Bibliography** section.
3. A gallery of predesigned bibliographies will appear.



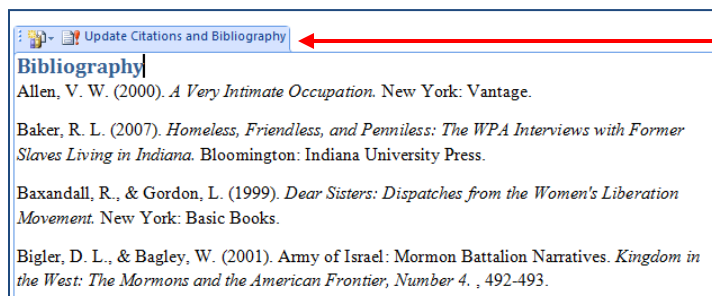
4. Click on one of the options
5. A bibliography will be inserted into your document.

Note: Placeholders do *not* appear in bibliographies.

Editing a Bibliography

Microsoft Word creates bibliographies dynamically. They cannot be edited directly, but their source information can be modified. To update your bibliography, follow the instructions below.

1. Update your source information. (You can add new sources, edit a placeholder or edit a source).
2. Double-click on your bibliography.
3. Your bibliography will be selected and an **Update Citations and Bibliography** icon will display in its upper left-hand corner.



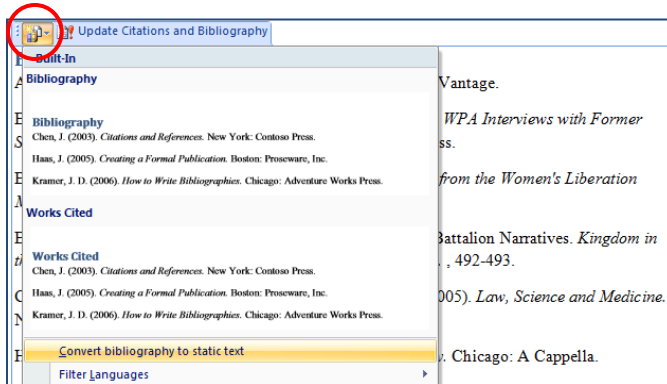
The **Update Citations and Bibliography** icon.

4. Click on the **Update Citations and Bibliography** icon.
5. Your bibliography will be updated immediately.

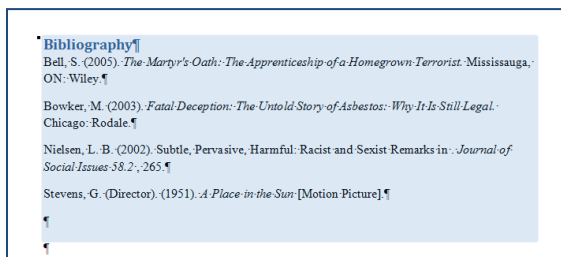
Deleting a Bibliography

Deleting a bibliography is not easy. You have to convert it to static text, delete the text, and then format the remaining paragraph marks to *normal font*. To do all of this, follow the instructions below.

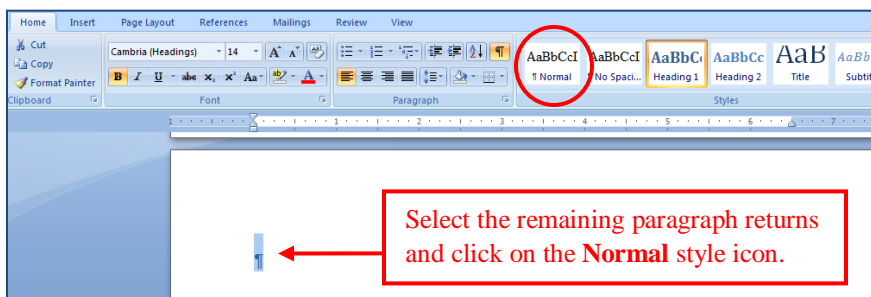
1. Double-click on your bibliography.
2. Your bibliography will be selected and a **Bibliographies** icon will display in its upper left-hand corner.




3. Click on the **Bibliographies** icon.
4. A submenu will appear.
5. Choose the **Convert Bibliography to Static Text** option.
6. The bibliography will change its format to static text, which can be selected and deleted. (See the illustration below.)



7. Deselect the bibliography by clicking elsewhere within the document.
8. Then, re-select the bibliography's text and press the **Delete** key on your keyboard.
9. After you delete the text, there will be some remaining paragraph marks that are still formatted for the bibliography's title.
10. Select these paragraph marks, go to the **Home** tab and click on the **Normal** style icon.

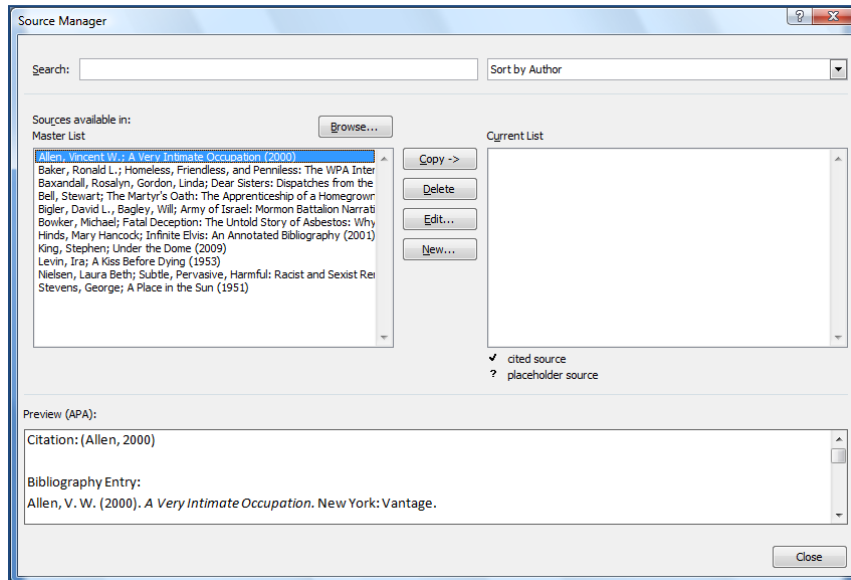


Note: To display non-printing characters in your document, go to the **Home** tab and click on the **Show/Hide** icon in the **Paragraph** section. 

Managing Your Source List

In Microsoft Word 2007, every time you create a source, the information is saved on your computer. This means that your list of sources can become quite long. You can manage your source list by using the Source Manager.

1. Go to the **References** tab and click on the **Manage Sources** icon in the **Citations & Bibliography** section.
2. The **Source Manager** dialog will appear.



3. If you open a new document that does not have any citations, all of the sources that you have ever entered before will appear in the **Master List** section.
4. If you open a document that contains citations, the sources for that document will appear in the **Current List** section, while any and all other sources that you have ever entered will appear in the **Master List** section.
5. To find a specific source, do one of the following:
 - a. In the **Search** field, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.
 - b. Click on the downward-pointing arrow to the right of the **Sort** field. You can sort your sources by author, title, citation tag name or year.
6. You can use the **Browse** button to select another master list from which you can import new sources into your document. For example, you might connect to a document stored on a different network drive.