Step by Step Guide Using Microsoft Word

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Where the advice on the Word templates is contrary to what APA advises, this guide suggests changes that enable you to follow the Concise Rules of APA Style (American Psychological Association, 2009).

The pattern for books applies to most other items as well.

To reference a Book using Microsoft Word

Open a Word document.

Start writing your essay or report.

When you get to the place where you want to insert a citation, e.g. just after you have been quoting or paraphrasing an information source:

- Click on **References** tab (the 5th tab along on this document)
- Check that Style is APA Sixth Edn. Change it by using the drop-down menu if is not.

- Click on the **Insert Citation** icon

- Click on **Add New Source**.
This template will appear.

For a **book** source make sure that **Book** is appearing in the box labelled **Type of Source**

There are a number of boxes for you to fill in. You need to click on **Show All Bibliography Fields** to get all those you need.

When you put the cursor in the Author box, an example comes up near the bottom of the form. Ignore this. Enter **only** the initials of the author after the surname (American Psychological Association, 2009, p. 222).

- Add authors to the author box like this:

1st author’s surname, space, initial, full stop, semi-colon; space, second author’s surname, space, initial, full stop, space, initial, full stop.

- Punctuation needs to be as shown above. After each author’s initials, except for the last author, put a semicolon (;).
- Make sure you put in the author(s) of your book, not this one.

The citation in your text will appear as (Smith & Jones, 2011). It will appear wherever you left your cursor, so make sure that the cursor is in the right place before you start the citation.

- If the book has a corporate author, such as Wintec or Ministry of Education, tick the small box beside Corporate Author, and type in your corporate author. If you have already typed in in the author box, that will transfer to the Corporate Author box.
This process allows a corporate author to appear correctly, i.e. as (Ministry of Education, 2009), not (Education, Ministry of, 2009), which is what would happen if you didn’t tick the Corporate Author box.

- Put the cursor in the Title box and type in the **Title of the book**.

- The example at the bottom of the box, How to Write Bibliographies, is wrong. APA style requires lower case for all except the first letter of the title and subtitle for the reference list (American Psychological Association, 2009, p. 222). If you are referring to the title of the book in your report or essay, you write *Books and Other Resources* (p. 222), but for the Reference List, you write the title as *Books and other resources*.

- **Year**  
  Put the year of publication in the box beside Year, e.g. 2011.

You will usually find the year of publication on the other side (verso) of the title page of the book. The date will usually appear by a copyright symbol ©. It is the date of the edition you have that you are looking for. Ignore “Reprint” dates, and dates of earlier editions.

- Enter the city where the book was published.
- Enter the country or state (You need to have clicked on ‘Show all Bibliography Fields’ to do this. All your information you have already entered will transfer to this longer template.)
- Enter the Publisher’s name

Fill out only the information required, not every box.
• If you have anything other than the 1st edition, you will need to add the edition to the **Edition** box, which is further down on the template:

![Create Source window showing Edition field]

This is all the information you need to enter for a book.

• Click on the OK box, and the citation appears in your text (where your cursor was) and the book is listed in your Reference List.

Your textual citation will come out like this (Smith & Jones, 2011). It is a live link.
To add the page number that you have quoted or paraphrased from:

- click on the citation,
- click on the down arrow, and
- click on Edit Citation.

Add the page number to the box that appears. Click OK.

Your citation will now read (Smith & Jones, 2011, p. 56).

When you are writing your assignment, sometimes you might mention the author’s name in what you are writing, but want to give a reference that is just a date and page number, like this:

Smith and Jones (2011, p. 5) give some good advice on...

To get this reference when you have already had one citation to this source, stop at the place where you want the reference to appear, click on Insert Citation, click on the relevant citation that appears in the list,
and it will appear where you have stopped writing as “Smith and Jones (Smith & Jones, 2011).”

Now you have to correct it. Click on the citation, click on the down arrow, click on Edit Citation, enter the page number, tick on Suppress Author and tick Suppress Title, click on OK and it now appears as

Smith and Jones (2011, p. 5) ...

Carry on writing...

E-book

- Click on Referencing -> Insert citation -> Add new source
- In the Type of Source box, the Book.
- Enter author, title, year.
- In the City box put either doi: (followed by the copies and pasted digital object identifier, where it has one) or if there is no DOI
- Retrieved from url (i.e. whatever the url is).

URLs may become non-working, so permanent DOIs are gradually replacing them. Books with a DOI were not around when the 5th edition of APA came out, but they now clearly have a particular APA format: the citation looks the same as for a print book: (Porrini, Hiris, & Poncini, 2008). The template is filled out like this:

Copy and paste the doi from the ebook or the url from the book’s source. Where there is a DOI, no other information is required. If there is no DOI, by convention, it is considered sufficient for undergraduates to put “Retrieved from ebrary” (or whatever the database used is called). Researchers should provide the URL to the publication site, not to Wintec’s server. In the examples below, Mohan (2010) is from ebrary, Porrini, Hiris & Poncini (2008) is an e-book with a DOI, and Smith & Jones (2011) is a print book.

In your list of references the books will look like this: Semiotics. (2011, April 1). Retrieved from Wikipedia: http://en.wikipedia.org/wiki/Semiotics


In APA style references, URLs and DOIs do not have a full stop at the end; you can remove them manually when your assignment is complete.

**Chapter in an edited book.**

The template calls this *Book section*. The example given is not useful.

For a chapter in an edited book, follow the pattern for a book (above).

- Click on the *Show All Bibliography Fields* box

- Enter the name of the *author of the chapter* in the *Author* field

- Enter the *title of the chapter* in the *Title* field.

- Enter the *editor(s) of the book* in the *Editor* field (you have go further down the template to find this). Be sure to use the Editor field, not the Author field.

- Enter the title of the book in the *Book Title* field.

- Enter the page number range of the chapter in the *Pages* field.
Enter **date** and publication data as for a book. The citation is to the author of the chapter (Shuker, 2003) and the template is filled out as below. In your list of references it will look like this:


Journal Article

Use whichever of the **Journal Article** or **Article in a Periodical** appears best to fit the serial you have to reference.

You will need to click on the **Show All Bibliographic Fields** box.

If you have a serial with no volume or issue number, you will need to cite the month or season.

There is in both templates a bewildering number of fields, but the only ones you need are Author, date, Title of article, Title of Journal, volume number, issue number (or month if there isn’t one), page numbers.

Your citation comes up looking just like one for a book, e.g. (Derewiaka, 2011).

You can see here all the fields that need filling in except the author’s name (Derewiaka, B.) which is at the top.
Electronic journal

The 5th ed. Word program has no suitable template for an electronic journal with a doi or a url. Use the Journal Article template, fill it out as above, and add after the page numbers “. doi: [the doi number]” (or “Retrieved from [the url]” if there is no doi), e.g. for this article (Osgood, Dyck, & Grassman, 2011):

The doi then appears in the right place, although with an unwanted full stop at the end.


**Resource with no author provided**

This includes journal articles with no author. APA never cites them as “Anonymous” as some databases occasionally do. Instead, they are given a title entry.

In the list of references, the title is moved over to the place normally held by the author, and the title is what is cited in text.

One of the most common ‘no author’ entries to be cited by students is Wikipedia (which has combined anonymous authorship rather than a corporate author), so I show that here. Note that some tutors ask you not to use Wikipedia as a reference, but only for your own information. (If you check a dictionary or encyclopedia to find out what a word means or what a topic is about, you don’t need to reference it as long as you are not citing the information from it.) The topic I investigated was semiotics (Semiotics, 2011). I have used Document from Web Site as Type of Source. The date is that of the last revision of the item.

This entry will look like this in your Reference List:


A problem with title entries is that the Word referencing program misplaces them at the top of your reference list. You have to manually move them into their correct alphabetical place as you complete your report. (Don’t do it earlier, because they jump back to where the program put them every time you refresh your bibliography.)

Multiple resources cited together

Sometimes you want to cite more than one resource in one place. This occurs when you are making one point, but backing in up with the evidence of several researchers.

I want these to appear as one reference, separated by semi-colons. When adding references, stick the cursor within the bracket, after the last author named, and they will appear together as (Mohan, 2010; Rogoff, 2003; Semiotics, 2011; Shuker, 2003).

List of References

To enter your references list, open the References tab (see top of page)

- Click on Bibliography
- Click on Insert Bibliography at the bottom of the drop-down menu
- Click on Insert Bibliography
Note that although this is called a bibliography on this program, it is in fact what is required by APA, a list of references.

To refresh your list of references,

- Right click on it
- Click on Update Field

I have finished my report, so this is when I make any corrections. I remove the final full stop from entries with a url or doi, and I place *Semiotics* where it belongs alphabetically. I also check the other entries for any mistakes. This is what my final list of references looks like:

**List of References**


