

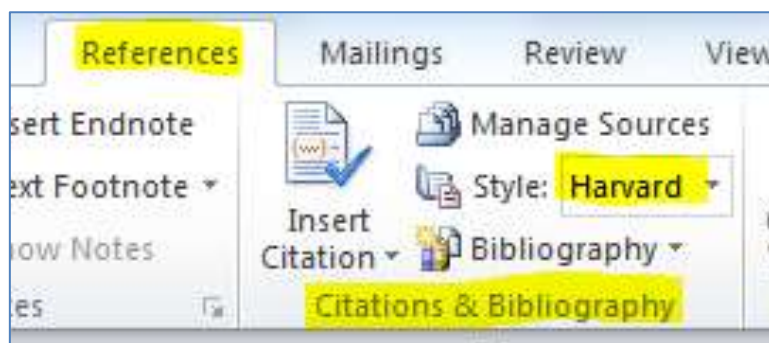
The Microsoft Word Referencing Tool: Harvard Style

1. Tell me about the MSWord Referencing Tool?

Word (versions since 2007) features a **built-in referencing** function. This is a powerful tool that can automatically format **in-text citations** and generate a **bibliography/reference list** for your work.

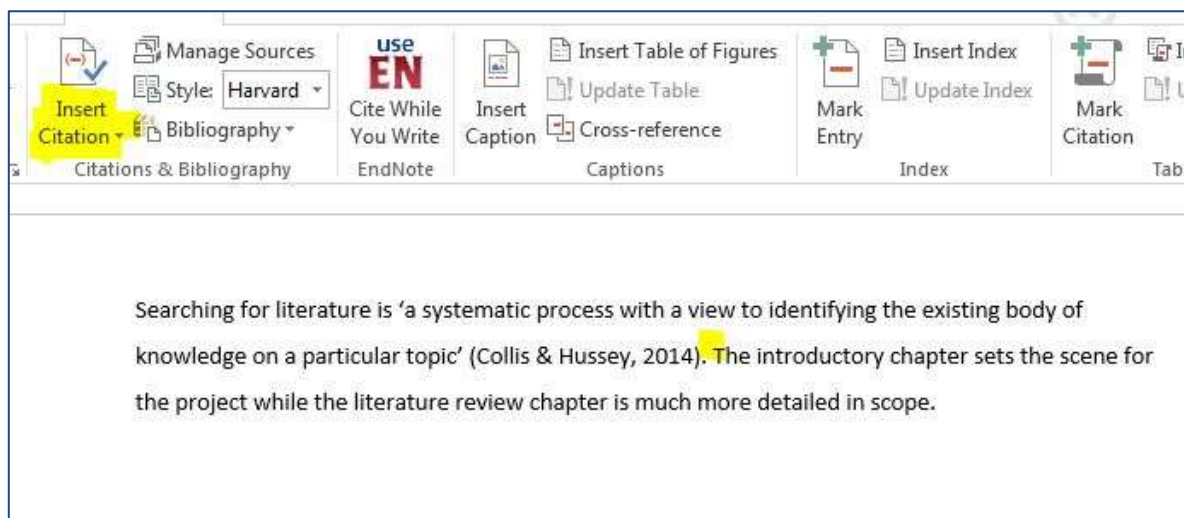
2. How can I use the tool?

- Click on the **References** tab on the top menu. The tool you will be using is **Citations & Bibliography**
- The first thing you need to do is set the **Style to Harvard**
- Click on the button to the right of **Style**
- Select **Harvard**



3. How do I enter information from sources

- Point the cursor at the point in the document (essay, report or dissertation) where you want to add a citation
- Click **Insert Citation**



- Click **Add New Source**
- This opens a **Create Source** form where you can enter the details of your source

- Start by choosing the **Type of Source** from the drop-down box – book, journal, website etc
- Fill in the relevant details in each of the other boxes and click **OK**

Searching for literature is 'a systematic process with a view to identifying the existing body of knowledge on a particular topic' (Collis & Hussey, 2014). The introductory chapter sets the scene for the project while the literature review chapter is much more detailed in scope.

Create Source

Type of Source: Book Language: Default

Bibliography Fields for Harvard - Anglia

Author: Collis, J.; Hussey, R. [Edit]

Corporate Author

Title: Business research : a practical guide for undergraduate & postgraduate students

Year: 2014

City: Basingstoke

Publisher: Palgrave Macmillan

Edition: 4th

Show All Bibliography Fields

Tag name: Example: How to Write Bibliographies

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[OK] [Cancel]

4. How do I add a Bibliography / Reference List?

- When you have a list of the sources you wish to include in your work, you can use the referencing tool to automatically generate a **Bibliography/Reference List**
- On the **References** tab click **Bibliography**
- Click on a preferred template and Word will automatically generate a **Bibliography** for you

References | Mailings | Review | View | EndNote X5 | Acrobat

Insert Citation | Manage Sources | Style: Harvard | **Bibliography** | Cite While You Write | Insert Caption | Insert Table of Figures | Update Table | Cross-reference | Mark Entry | Insert Index | Update Index | Mark Citation | Insert Table of Contents | Update Table of Contents

Reference List

Aveyard, H., 2014. *Doing a literature review in health and social care: a practical guide*. 3rd ed. Maidenhead: Open University Press.

Collis, J. & Hussey, R., 2014. *Business research: a practical guide for undergraduate and postgraduate students*. 4th ed. Basingstoke: Palgrave Macmillan.

Ku, H. & Goh, S., 2010. Final year engineering projects in Australia and Europe. *European Journal of Engineering Education*, 35(2), pp. 161-173.

RIAN, 2014. *Pathways to Irish Research*. [Online] Available at: www.rian.ie [Accessed 23 January 2015].