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

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.
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**

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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

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**Reference List**


