Creating your Word Bibliography (MAC) 2011 v14.1.0

* Open a NEW document in ‘Word’
* Select ‘Document Elements’ from the top tool bar
* Select ‘Harvard’ from the drop down selection under ‘References’
* Click on ‘Manage’ under the Harvard drop down bar
* The little box below will display to the right of the Word page. Click on the + symbol at the bottom left of the little box
* A larger box will display (shown below to the left)



* Select the ‘Type of source’ from the drop down selection ie. Book, internet etc.
* Complete each section with the information taken directly from the resource. If the information is not available ie. No author, then leave it blank.

NB: When you click in each box, an example of how to enter data displays on the bottom of the box.

* Once you have completed the citation it appears as shown:

(Grant, 2013) in the little box

* This is simply a citation to be used if quoting a person within your text.
* To create your Bibliography select:

‘Bibliography’ and then in the drop down choose ‘Bibliography’ again

**Grant, A., 2013. *Saying NO to plagiarism*.Erina: GRIF Publishing.**