Creating a Word Bibliography (PC)

* Open a NEW document in ‘Word’
* Select ‘References’ from the top tool bar
* Click on ‘Insert Citation’
* ‘add new source’
* The box below will display



* 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:

(Robertson, 2013)

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

Harvard

* + Bibliography – drop down arrow
	+ Insert Bibliography
* To edit/create/delete your bibliography list click on ‘Manage Sources’ and choose your action. The ‘Manage Sources’ is a tool that manages all bibliographic entries created by the user.

**Robertson, D., 2013. *Library Skills are FUN.* Erina: GRIF Publishing.**