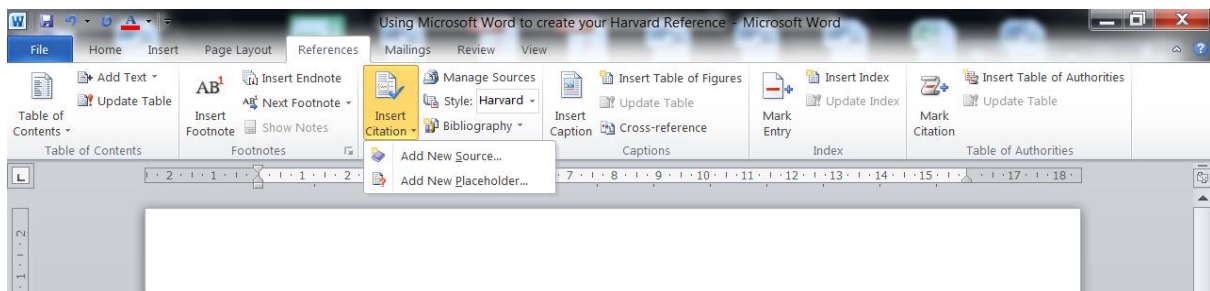


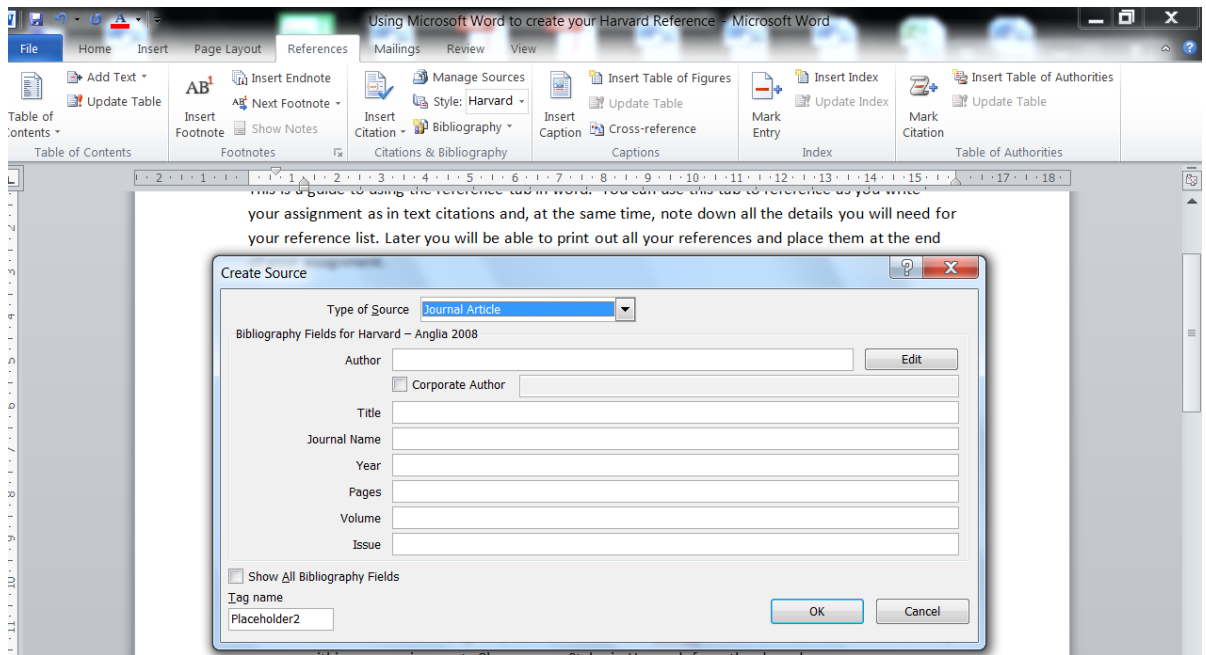
Using Microsoft Word to create your Harvard Reference.

This is a guide to using the reference tab in word. You can use this tab to reference as you write your assignment as in text citations and, at the same time, note down all the details you will need for your reference list. Later you will be able to print out all your references and place them at the end of your assignment.

- Start by having your assignment open in word.
- Locate the referencing tab in the ribbon at the top of your word doc.



- Click on the referencing tab, use the citation and bibliography section to create an “in text” reference (citation) directly within your assignment. Choose your Style, Eg. Harvard, from the drop down arrow.
- In your assignment, place cursor where you need your first “in text” reference, click on the insert citation icon.
- From the drop down menu use “Add New Source”.
- Click OK. You will be presented with the following form:



- Select the correct form for your reference, Eg book, website etc. In the above example we have used journal article.
- Fill in the details for your reference and click OK.
- Your reference will now appear as an “in text citation in your assignment.
- Alternatively, you can choose “Add New Placeholder” and add the in text reference later.
- Once you have completed, click at the end of your assignment.
- Click on bibliography and insert bibliography.
- The detail of your citation will now appear at the end of your document as a reference list.

If still unsure Press F1 for more help. Search for References.