Creating a Bibliography and Reference Page

For this exercise, you will be using the Reference feature of Microsoft Word 2007 to create a bibliography and a reference page. These two are very different things as a bibliography is a list of all the material you may have reviewed in researching a topic while a Reference Page (called Works Cited in the Microsoft menu) is the list of the sources you have actually cited. The bibliography feature enables you to keep track of articles, reports or books that you may reference in your paper. The Works Cited (References) enables you to list the sources in the bibliography that you actually reference in your paper. Whereas MLA is the predominant style in the business world, APA is the recognized style for education journals and other publications.

Imagine that you are just beginning the research efforts for your topic, “Why should technology be used as an instructional tool?” You have located a report focusing on research studies conducted prior to 1996, and you think that it may be useful in writing your synthesis paper. You decide to include it in your bibliography.

Starting the Bibliography

Open a word document and title it something appropriate, such as “Research Report” or Synthesis Paper and begin a bibliography of sources you might use for your paper.

1. Click on the Reference tab and then choose APA for the style.

2. Click on Manage Sources to begin inputting the sources you are reviewing for your synthesis paper.

The Source Manager window allows you to insert new sources, search through your sources and add sources to your Current List (this is the list of sources that you are actually citing for a document you are working on).

3. Click on the New button to insert a new source,
A Create Source screen opens allowing you to enter all of the pertinent information for your source. In this example the source is a report so choose the report option and the click on edit at the end of the Author box. As there are two authors, you will type in the first author, click Add and then type in the name of the second author.

Continue completing each of the required fields as is indicated in the table below. Pay close attention to how you type the title as APA requires as only the first word in the title of the article or book is capitalized. If there is a subtitle, the first word of the subtitle is also capitalized. So in this example, Computers is capitalized and The (the first work of the subtitle is capitalized. All other words are lower case. It is important that you type in the title using correct APA format as Microsoft Word displays the title as you have typed.

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Report</th>
</tr>
</thead>
</table>
| Authors        | Dawn S. Stratham  
                 | Clark R. Torell |
| *Title         | Computers in the classroom: The impact of technology on student learning |
| Year           | 1996 |
| Publisher      | Army Research Institute |
| City           | Boise, ID |

*Make sure that you follow the APA format for titles.*
The fields included in the table above are the required fields necessary for all report citations; however, by clicking on the Show All Bibliography Fields box, you are presented with additional fields to complete that will prove very useful when you actually start writing your paper. If you are entering information for a journal article, you will be presented with other required fields including the page numbers of the article. Another field that you will find useful is the Comment field (including the website address if relevant).

Once you have entered the source and clicked OK, you will be taken back to the Source window which displays the source in the master list and a box at the bottom of the window displaying the citation and bibliographic entry in correct APA format (if you entered in the information correctly).

As you review articles and reports, enter them into your bibliography whether you plan on citing them or not. When you do cite the source, it will be easily accomplished although you may have to add information to that displayed in Word.

### Inserting Citations

1. Place your cursor in the location where you want the citation inserted.

2. Click on Insert Citation and you are presented with the most recent source to the bibliography, the Computers in the Classroom report.
3. Click on the report and your citation will appear as (Stratham & Torell, 1996). Selecting it will give you a dropdown menu with further options such as editing the citation or the source, converting to text (and eliminating the dropdown menu), and clicking on the update feature updates all of your citations and the bibliography.

If you are including a direct quote from the source, you would have to manually insert the appropriate page number (Stratham & Torell, 1996, p. 18). By clicking on Edit Citation, you can include a page number and/or suppress fields that are not necessary in the citation.

**Displaying the Bibliography and/or Reference Page**

At any time, you are able to add the bibliography or reference page (Works cited choice in Word).

1. Click on Bibliography and a dropdown menu appears with two options – Bibliography and Work Cited (called a reference page in APA).

2. Select the works cited option for your final paper.

You will need to change the title from Works Cited to References to adhere to APA style. Also, you will need to make the entries appear with a hanging indent.

3. Change the title to “References.”

4. Click on the Home tab at the top of the Word window to set a hanging indent.
5. Select all of the sources and click on Paragraph and then on hanging in the indentation portion of the window.

Your reference page which is placed at the end of your paper will be arranged according to APA style with each reference cited in the paper listed in alphabetical order and presented with a hanging indentation.

**References**

**Summary**
Although the Reference feature in Word is limited (as regards the APA style), it is an efficient way to keep track of the articles and reports you read and begin a professional database of useful educational technology information. This introduction to the Reference feature provides only a cursory exploration of the feature, so play around with it a bit (and then let me know what other information I should include).