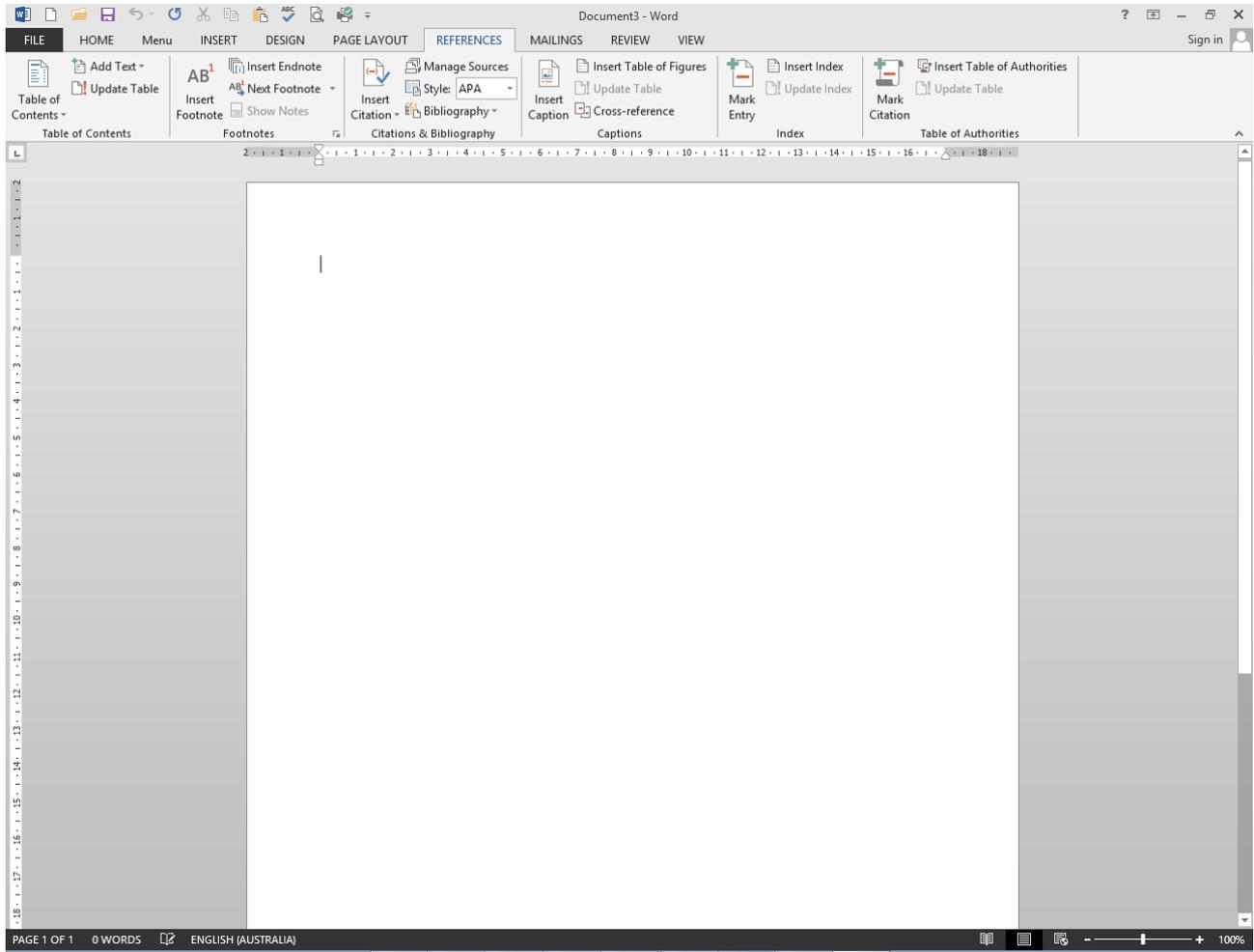
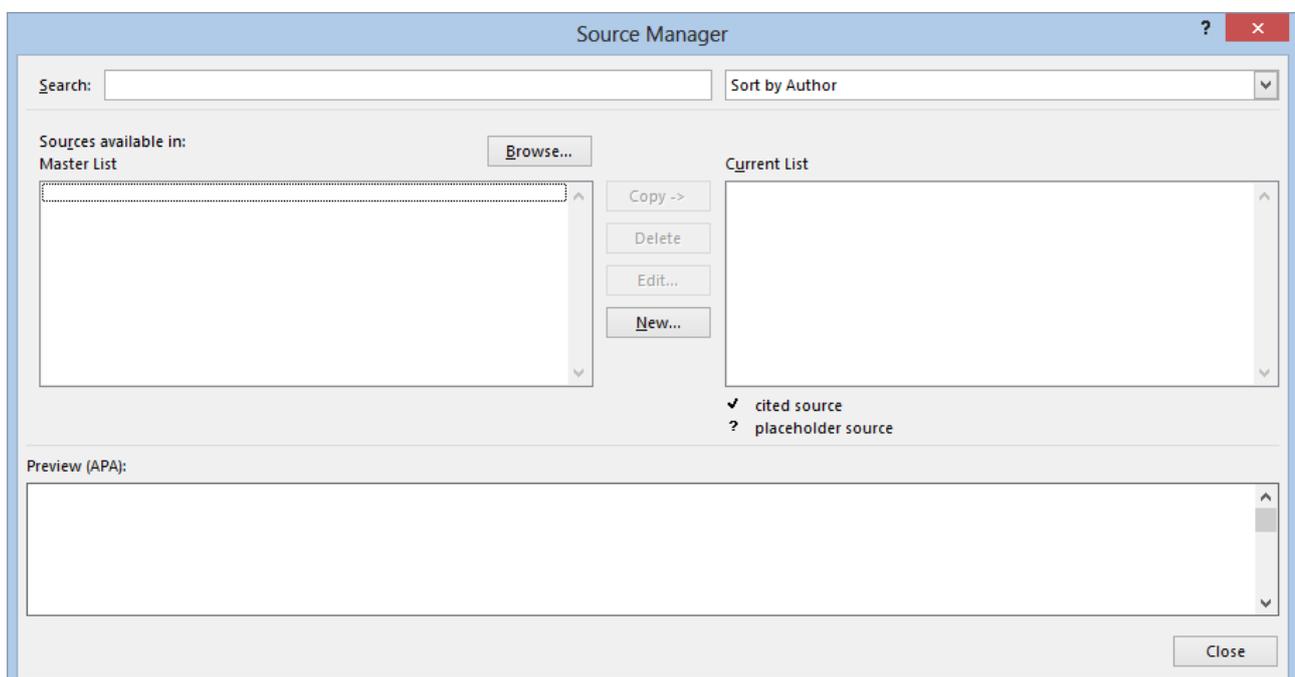


Referencing in MS Word

1. Select 'References' in the Menu bar
2. Select 'Manage Sources'
3. Select APA



4. Select 'New'



5. Create Source – Select the Type of Source, i.e. Book, Website, etc.

The screenshot shows a 'Create Source' dialog box. At the top, there are two dropdown menus: 'Type of Source' is set to 'Book' and 'Language' is set to 'Default'. Below these is a section titled 'Bibliography Fields for APA' which contains several input fields: 'Author', 'Corporate Author' (with an unchecked checkbox), 'Title', 'Year', 'City', and 'Publisher'. An 'Edit' button is located to the right of the 'Author' field. At the bottom of the dialog, there is a checkbox labeled 'Show All Bibliography Fields', a 'Tag name' field containing the text 'Placeholder1', and two buttons: 'OK' and 'Cancel'.

6. Fill in the Author, Title, Year, etc. details in the box and press OK.
7. For in text referencing, you can just press Insert Citation from the 'Reference' option.
8. When you are finished with entering your references, you can then insert your Bibliography. (You can select a few different bibliography options).
9. If you need any assistance please let me know.