



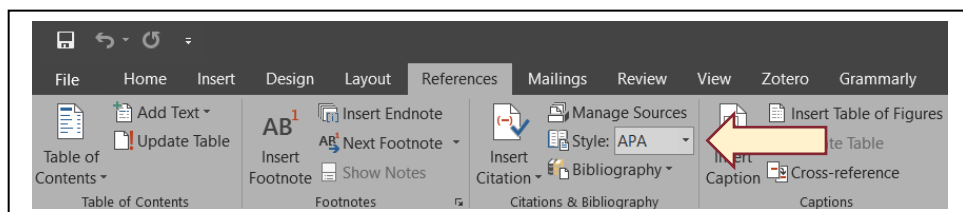
Faculty of Engineering  
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## REFERENCING IN MS WORD

It is crucial to know how to reference properly when writing a technical document. However, knowing the rules is not necessarily enough; one must also know how to input citations and references within a document. This guide covers how to integrate citations and reference lists within a Microsoft Word document using Microsoft's built-in referencing tool.

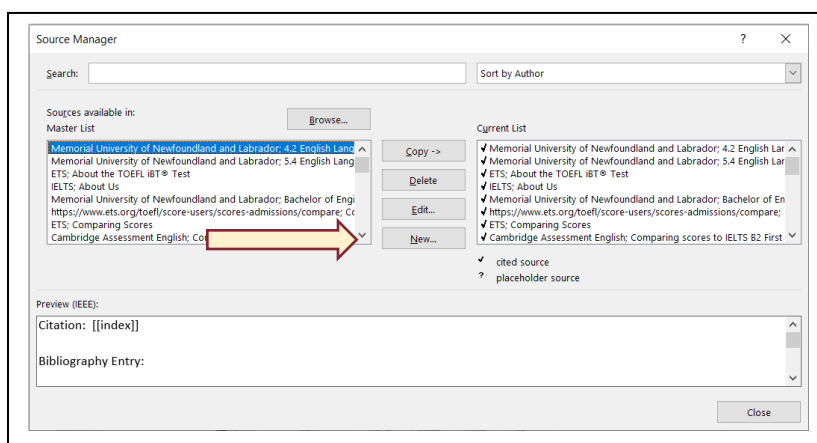
## ACCESS THE REFERENCES TAB

Unless you have used references in Microsoft Word before, you probably have not noticed the References tab. It is typically in the middle of the list of tabs in a typical Word document. Once you access it, you must decide which citation style to use. IEEE and APA are probably the two most popular choices among undergraduate engineering students. Note that there are only twelve options in older versions of Microsoft Word, so some popular engineering styles, such as ASCE, are not included.



## MANAGE SOURCES

You can either add the sources individually as you enter them or all at the same time, ideally before you start writing. To add a source, click Manage Sources>New, and then a window will open with text entry boxes for information about the source.



Before entering any information, select the type of source. Then enter as much data as you can find. For online resources, make sure an **Accessed Date** is entered. Fields will be added or removed depending on the type of source. When entering one or more authors, use the format stipulated at the bottom of the window. If your information comes from an organization or website with no specified author, select **Corporate Author** so

that the reference will display the name properly. The list on the left (Master List) represents every source you have ever used, and the list on the right (Current List) are the sources for the document that you are writing currently. They will be added when cited or if you copy them to the Current List. The checkmark next to the name means that it has been cited in the text of your document. If a source has not been cited, it will not appear in the auto-generated references list.

## IN-TEXT CITATIONS

To cite properly, knowing where citations go in a sentence is vital. Remember that in-text citations are used with ideas, not with paragraphs, so placing a single citation at the end of a paragraph is almost never correct. Instead, find the first sentence with an idea that came from elsewhere. The citation needs to go in that first sentence. It is possible to have several citations within a paragraph or even within a sentence, so continue to use citations whenever information from other sources is used. There are two main types of citations: author-prominent and information-prominent.

### AUTHOR-PROMINENT CITATIONS

Citations that contain the author's name or a reference to there being an author are considered author-prominent. Inclusion of the names of the author(s) makes it "strong," while using phrases like "researchers" or "a team of scientists" makes it "weak." The focus of the sentence is shared between the information and the person or people from whom the information came. Author-prominent citations are uncommon in STEM subjects unless the author was a pioneer or did seminal work in the field<sup>1</sup>.

In an author-prominent citation, the citation goes after the author's name (or similar expression for weak author-prominent citations). There is no need to duplicate the name of an author, so the citation is just the year in an author-prominent, strong APA-style citation (Ex. 1). In IEEE style, the numbered citation can follow an author's name, or it can replace the author's name altogether (Ex. 2).

Ex. 1: According to Gernet (2021), the average wind speed in St. John's, NL is 24 km/h.

Ex. 2: In [4], the average wind speed in St. John's, NL was calculated to be 24 km/h.

### INFORMATION-PROMINENT CITATIONS

These sentences contain no mention of the authors or source. They are stated as facts, with a citation coming **before** the final period (Ex. 3 and 4). Citations that reference sources containing the information are adequate in most situations. **Remember that citations do not indicate quotations. The information in your sentence must be paraphrased/summarized from the original source; otherwise, it is plagiarism, even if cited.**

Ex. 3: The average wind speed in St. John's, NL is 24 km/h (Gernet, 2021).

Ex. 4: The average wind speed in St. John's, NL is 24 km/h [4].

Citations are not just found within sentences. They are also commonly added to figures, tables, equations, and other situations where the information came from another source.

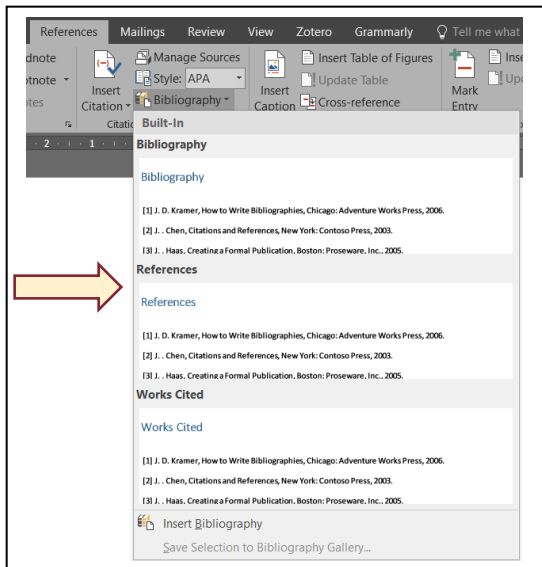
<sup>1</sup> Rau, G. (2019). Writing for engineering and science students : staking your claim. Routledge.

## INSERTING IN-TEXT CITATIONS

Place the cursor where the citation should go. For author-prominent citations, make a space after the previous word and click Insert Citation. For information-prominent citations, put the cursor immediately before the final punctuation mark (usually a period), press the spacebar, and click Insert Citation. Select the source that corresponds to your information, or add a new source if your source has not already been entered.

If you want to insert multiple citations for one idea (like when showing that multiple studies have been done on a single topic), insert the first citation. Then click on the in-text citation and place the cursor at the end of the citation before the bracket. Then add the second citation. Do this until all the sources for this information have been added. Note that you will have to do them in order yourself. For IEEE, this would be in ascending numerical order. For APA, it is ascending chronological order, with undated sources beginning the list. Microsoft Word is not aware of many of these rules.

Once the citation is in the document, verify that the format is correct. It is difficult to manually edit these citations from Microsoft Word. For example, if you wanted to make a citation range (e.g., [5–9]), there is no way to implement this format using Word alone. Word will insert the citations as [5, 6, 7, 8, 9], and deleting the middle citations will remove them from the list of works cited. If you want to use a range as shown, you will have to use a different citation management tool.



## ADDING A REFERENCE PAGE

By default, Microsoft Word will want to use a bibliography. It is unlikely that you will need a bibliography as this includes not only the sources you referenced directly but also those that you read but did not specifically use in the document. Most engineering courses will require a page called References. Go to the end of your document and click on Bibliography to change it to References.

Once the references have been created, verify that there are no abnormalities in the listed items. Also, check that all your citations appear in the reference list and that all your references are cited in the text. If you add or change the in-text citations, make sure you update your references list by clicking on that section and selecting Update Citations and Bibliography.

