

Tutorial (TD) N° 05

How to Insert References and Citations in Microsoft Word

Learning Objectives

By the end of this tutorial, students will be able to:

1. Insert and manage citations using Microsoft Word's References tab.
2. Create a bibliography automatically.
3. Apply Harvard or Vancouver citation styles.

Part 1 – Understanding Citations and References

A citation is a short reference in the text showing the source of information.

Example: Enzymes play an important role in digestion (Smith, 2020).

A bibliography or reference list is a list of all the sources cited in the text.

Example: Smith, J. (2020). Principles of Biochemistry. Oxford University Press.

Part 2 – How to Insert a Citation in Microsoft Word

Step 1: Open Microsoft Word. Go to the top menu bar and click References.

Step 2: Click 'Insert Citation' and choose 'Add New Source...'.

Step 3: Fill in Source Information (Author, Title, Year, Publisher, etc.); choose the type of the document if the book; article or.....

Step 4: Insert the citation in the text by selecting 'Insert Citation' again.

Part 3 – How to Create a Bibliography

1. Place the cursor at the end of your document.
2. Click Bibliography or References in the References tab.
3. Choose a style (Bibliography or Works Cited).

Word will automatically generate the full list of references used in the text.

Part 4 – Choosing a Citation Style

In the References tab, you can select Harvard or Vancouver citation style from the Style drop-down menu.

**Practice Exercises****Exercise 1: Insert Citations**

Insert the following references and cite them in the text:

Type	Reference Information
Book	Lehninger, A. L. (2017). Principles of Biochemistry. W.H. Freeman.
Journal	Miller, G. (2020). Enzyme kinetics in microbial systems. Journal of Microbiology, 18(4), 201–210.
Website	World Health Organization. (2023). Food Safety. Retrieved from https://www.who.int

Exercise 2: Generate a Bibliography

Generate a bibliography at the end of your document and change citation style from Harvard to Vancouver.