Bibliographies in Microsoft Word 2007

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What is a Bibliography?
A bibliography is a list of sources that have been used (consulted or cited) while creating a document. To create a bibliography, you add sources and then create the reference list. In Word 2007, each time you create a source, the information is saved on your computer, so that you can use any source you have ever created.

Adding a New Citation and Source
1. Click once within the document where you want the citation to appear.
2. Go to the References tab and click on the dropdown arrow to the right of the Style field in the in the Citations & Bibliography section.

3. Select the style that you want to use for the citation and source.
4. While still on the References tab, click on the Insert Citation icon in the Citations & Bibliography section.
5. Select the Add New Source option from the submenu that appears.
6. The Create Source dialog will appear.

7. Begin the process by clicking on the downward-pointing arrow to the right of the Type of Source field and choose your source type.
8. The fields in the Create Source dialog will change dynamically depending upon the source type chosen.
9. Complete the bibliography information for the source.
10. To add more information about a source, enable the Show All Bibliography Fields field.
11. Click on the OK button.
12. A citation will be inserted into the document and the source information will be saved on your computer.
Editing a Source

1. Go to the **References** tab and click on the **Manage Sources** icon in the **Citations & Bibliography** section.
2. The **Source Manager** dialog will appear.

![Source Manager dialog](image1)

3. Select the source that you want to edit from the **Current List** section.
4. Click on the **Edit** button.
5. The **Edit Source** dialog will appear.

![Edit Source dialog](image2)

6. Make your edits and then click on the **OK** button.
7. A **Microsoft Office Word** dialog will appear if your source also appears in the **Master List**.

![Microsoft Office Word dialog](image3)

8. Determine whether you want to update both lists and click on the **Yes** or **No** button accordingly.
9. You will return to the **Source Manager** dialog.
10. Click on the **Close** button.
Creating a Placeholder
If you need to add a citation, but do not have the source information ready, you can create a placeholder. Placeholders allow you to create a citation and complete the source information later.

1. Go to the References tab and click on the Insert Citation icon in the Citations & Bibliography section.
2. Select the Add New Placeholder option from the submenu that appears.
3. The Placeholder Name dialog will appear.

4. Type the tag name of the source.
5. Click on the OK button.
6. A placeholder displaying the tag name will be inserted into your document.

Note: A question mark will appear to the left of the placeholder text within the Source Manager dialog.

Note 2: Placeholders do not appear in bibliographies.
Editing a Placeholder

1. Go to the References tab and click on the Manage Sources icon in the Citations & Bibliography section.
2. The Source Manager dialog will appear.

3. Select the placeholder that you want to edit from the Current List section.
4. Click on the Edit button.
5. The Edit Source dialog will appear.

6. Begin the process by clicking on the downward-pointing arrow to the right of the Type of Source field and choose your source type.
7. Complete the bibliography information for the source.
8. To add more information about a source, enable the Show All Bibliography Fields field.
9. Click on the OK button.
10. You will return to the Source Manager dialog, where the cited source will be alphabetically listed.
11. Click on the Close button.
12. The placeholder will turn into a citation and the source information will be saved on your computer.
Creating a Bibliography
You can create a bibliography at any point after you insert one or more sources in a document.

1. Click once within the document where you want to place your bibliography. (A bibliography is usually placed at the end of a document.)
2. Go to the References tab and click on Bibliography icon in the Citations & Bibliography section.
3. A gallery of predesigned bibliographies will appear.

4. Click on one of the options
5. A bibliography will be inserted into your document.

Note: Placeholders do not appear in bibliographies.

Editing a Bibliography
Microsoft Word creates bibliographies dynamically. They cannot be edited directly, but their source information can be modified. To update your bibliography, follow the instructions below.

1. Update your source information. (You can add new sources, edit a placeholder or edit a source).
2. Double-click on your bibliography.
3. Your bibliography will be selected and an Update Citations and Bibliography icon will display in its upper left-hand corner.

4. Click on the Update Citations and Bibliography icon.
5. Your bibliography will be updated immediately.
Deleting a Bibliography
Deleting a bibliography is not easy. You have to convert it to static text, delete the text, and then format the remaining paragraph marks to *normal font*. To do all of this, follow the instructions below.

1. Double-click on your bibliography.
2. Your bibliography will be selected and a **Bibliographies** icon will display in its upper left-hand corner.

![Illustration of Bibliographies icon](image1)

3. Click on the **Bibliographies** icon.
4. A submenu will appear.
5. Choose the **Convert Bibliography to Static Text** option.
6. The bibliography will change its format to static text, which can be selected and deleted. (See the illustration below.)

![Illustration of Converted Bibliography](image2)

7. Deselect the bibliography by clicking elsewhere within the document.
8. Then, re-select the bibliography’s text and press the **Delete** key on your keyboard.
9. After you delete the text, there will be some remaining paragraph marks that are still formatted for the bibliography’s title.
10. Select these paragraph marks, go to the **Home** tab and click on the **Normal** style icon.

![Illustration of Normal style selected](image3)

**Note:** To display non-printing characters in your document, go to the **Home** tab and click on the **Show/Hide** icon in the **Paragraph** section.
Managing Your Source List
In Microsoft Word 2007, every time you create a source, the information is saved on your computer. This means that your list of sources can become quite long. You can manage your source list by using the Source Manager.

1. Go to the References tab and click on the Manage Sources icon in the Citations & Bibliography section.
2. The Source Manager dialog will appear.

3. If you open a new document that does not have any citations, all of the sources that you have ever entered before will appear in the Master List section.
4. If you open a document that contains citations, the sources for that document will appear in the Current List section, while any and all other sources that you have ever entered will appear in the Master List section.
5. To find a specific source, do one of the following:
   a. In the Search field, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.
   b. Click on the downward-pointing arrow to the right of the Sort field. You can sort your sources by author, title, citation tag name or year.
6. You can use the Browse button to select another master list from which you can import new sources into your document. For example, you might connect to a document stored on a different network drive.