

Referencing Tutorial

This tutorial will cover the following:

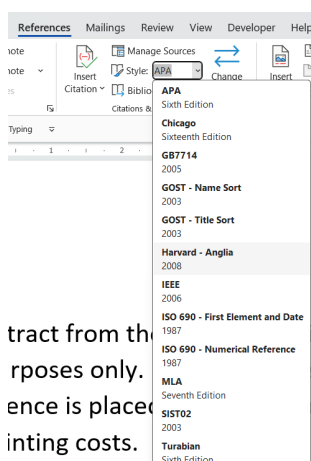
- Citation
- Referencing
- Bibliography

Tutorial Name: Referencing

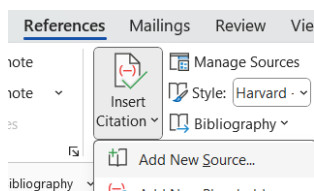
The tutorial begins:

Handy speedy tutorial for citations and bibliography (Referencing):

1. Ensure within the Citations & Bibliography grouping of References ribbon, selection of 'Style button > Harvard' is selected from dropdown of styles.



2. Place cursor after any quotation or use of text, then:
References > Citations & Bibliography grouping > Insert Citation drop down > Add New Source

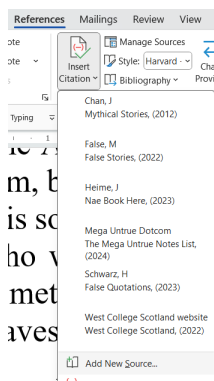


3. Fill in the form for the new source, selecting the type of source will provide relevant fields.

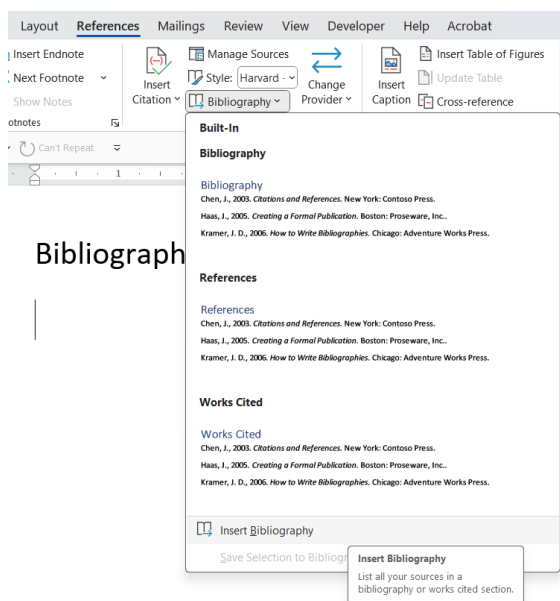
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4. Repeat steps 1 and 2 for any new citations. Reuse citations to save time by just clicking the dropdown and select from the list of previous citations. The 'Add New Source' is at the end of the list.



5. Bibliography: insert cursor at the end of the file, then:
References > Citations & Bibliography grouping > Bibliography drop down
Either click on the style of bibliography of choice or default is the command at the bottom of the list to just insert.



All done. Remember it is fields being inserted.

The tutorial ends. Check out any accompanying material and/or video tutorial.