

# Reference Managing in Word 2007/2010

When you write your project report in Word 2007/2010, you can create references and add references during the writing process.

## How to start:

Before Word can handle Harvard Anglia reference standard, you must download the standard. Go to the website here:

<http://bibword.codeplex.com/Release/ProjectReleases.aspx?ReleaseId=19783>

**Word 2007** The file "HarvardAnglia. XSL" have to be saved into the following folder on your PC:  
C: \ Program Files(x86) \ Microsoft Office \ Office12 \ Bibliography \ Style

If you have **Word 2010** it is this folder:

C: \ Program Files(x86) \ Microsoft Office \ Office14 \ Bibliography \ Style

If you don't have a folder named "program files(x86) choose "program files" instead.

If you have **Windows 7/Vista** on your computer, you have to save the file "HarvardAnglia. XSL" on your desktop, and copy/paste it into one of the above folders.

When you open your document in Word 2007/2010, click References on the top menu bar. Then this ribbon is used:

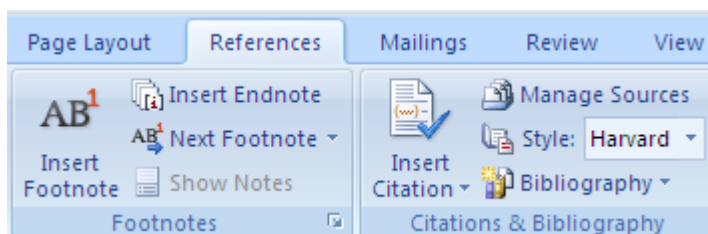


Figure 1: References in Word 2007

Choose the standard Harvard Anglia. It determines how the bibliography and references will look like.

## Managing Resources:

In **Manage Sources** you save information about the books, articles and Internet sources you are using for your assignment. You can retrieve information from the material itself, or you can use the material description in ex. Bibliotek.dk and use the copy and paste method to put it in your list.

## How to do:

1. Click on **Manage sources**.
2. Click **New** to make a new reference.
3. Select the **Type of Source**, so the relevant fields will be shown.

4. **Show all bibliography fields** to see all the fields that may be relevant to the type of source. When you select each field, there will be a help text to guide you.

### How to cite:

Citations in the text must after the Harvard Anglia standard be created in different ways, depending on how you write your text.

The Library has selected some examples of the most used ones. If you need further information, we refer to the guide from Anglia Ruskin University Library, which you can find here: [http://libweb.anglia.ac.uk/referencing/files/Harvard\\_referencing.pdf](http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing.pdf)

The following examples are taken directly from (Anglia Ruskin University Library, 2008, p.6 and 9)

#### Example 1 Author's name cited in the text

Anglia Ruskin University Library, 2008, p.6 states that:

“When making reference to an author’s work in your text their name is followed by the year of publication of their work, in brackets (parentheses) and forms part of the sentence:

Cormack (1994, pp.32-33) states that 'when writing for a professional readership, writers invariably make reference to already published works'.

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994, pp.32-33).”

#### Example 2 Author's name was not cited directly in the text

Anglia Ruskin University Library, 2008, p.6 states that:

“If you make reference to a work or piece of research without mentioning the author in the text then both the author’s name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:

Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).”

#### Example 3 Quoting portions of published text

Anglia Ruskin University Library, 2008, p.9 states that:

“If you want to include a statement from a published work in your essay then the sentence(s) must be included within quotation marks, and may be introduced by such phrases as:

the author states that ‘.....’ or ...the author writes that ‘.....’

In order for a reader to trace the quoted section it is good practice to give the number of the page where the quotation was found. The quotation should also be emphasized (especially if it runs to several lines) by indenting it and using quotation marks. This clearly identifies it as the work of someone else:

On the topic of professional writing and referencing Cormack (1994, p.32) states:

'When writing for a professional readership, writers invariably make reference to already published works'. “

## How to insert a citation

Click on **Insert citation** when you want to make a reference in the text. You can edit the reference, such as adding page numbers by clicking on the citation.

ence system can share your references in document will always have the reference ded to your main list (Breach, 2009)

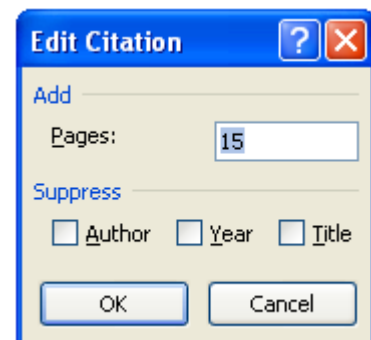
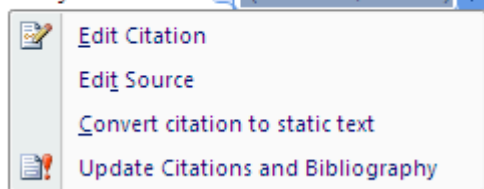


Figure 2: How to edit the citation

## How to make a bibliography

When you're finished typing in your list of references you can make your bibliography by clicking the box Bibliography (see Figure 1).

Here you can choose between Bibliography and Works cited we have chosen Bibliography.

## Bibliography

Anglia Ruskin University Library, 2008. *Guide to the Harvard Style of Referencing*. Anglia Ruskin University.

If you want to refer to chapters you have used in the assignment, you must save the wanted chapters individually.

If you want your references to be listed in books, articles, web pages etc. you can edit your bibliography to static text, and then cut and paste them, under the relevant headings. Select edit bibliography and then **Convert bibliography to static text**. Then you can move the references around.

Tip: if you are working in a group, you can share your references by sending your documents to each other, since a given document will always have the references available in the current list. These can then be added to your main list.

VIA University College.The Library. Campus Horsens. 20-10-2011