Reference management in Word 2013

Why is it necessary to refer to sources and make a reference list?
Referencing is part of writing an academic project. In all types of projects you build upon already existing knowledge. It has to be easy and simple to find the source and check it. In your project you refer to your sources if you:

1. refer to what a source is saying
2. get inspiration or ideas from the source
3. cite directly from the text

Generally you have to insert references to all the material in your project which you are not the author/creator of. It is important that the references and reference list are unambiguous.

In Word you can make references and add references along the way with the help of a reference tool that you can find inside Word.

At Campus Horsens, many educations use the reference standard Harvard Anglia 2008.

Once you have opened Word, click on References in the upper menu bar; the following field will appear.

Under the section Manage Sources you can save the information about the books, articles, internet sources etc. you have used in your project.

Click on Manage Sources
Click on New to add new references.
Choose Type of Source and the relevant fields will appear.

Show all Bibliography fields to see all fields that could be relevant for the chosen source type. Those that are marked with an * can be filled out.

Especially concerning articles you have to select the field otherwise other fields will be missing. Insert vol./year in the fields volume and issue instead of month and day. When you select the individual fields a help text will appear.
An example of adding a book
Use Type of Source: book

An example of adding a journal article
Use source Journal article to get volume (year) and issue. The example below is an article from the journal Supply Chain Management, fill out the form as above.
An example of adding a homepage

Use type of Source **Web site**
**Corporate Author** is the organization that is behind the homepage.
**Name of Web Page** is the title.
Under **URL** insert the internet address.
**Year accessed** is the date the homepage last has been updated.
**Year, month and date** is the date you viewed the homepage.

![Bibliography Fields for Harvard - Angle 2008](image)

http://www.isover.co.uk/technical-advice/building-regulations/thermal-building-regulations

If you **lack information** about your source, you can insert a placeholder instead, which you can edit later.

You can find the **placeholder** under **Insert Citation**.

**References in your project**

As mentioned, you have to add references when citing, paraphrasing, or referring. A quote is a precise representation of the author’s words and is shown
inside your essay text. When using the Harvard Anglia standard, the reference will be author – year e.g. (Sanistål, 2014) and refers to the full reference in your reference list.

**References are made the following way:**

Click on **Insert Citation** when you want to add a reference to a source used inside the essay. You can **edit** the references so that page numbers are added, by clicking **on the citation.**

Now the reference will look like this (Sanistål, 2014, pp. 2-3) Word will automatically insert a p. in front of the added number.

**References**

Once you have finished your project, you have to make a list with your references. This can be done by clicking on **bibliography**

Choose **Insert bibliography** and all sources you have on your current list (right side of your reference list) will be inserted. It is possible to choose between the headings **Works Cited** or **bibliography**, but the content will be the same.
You can edit the heading to Reference list. The reference list has to contain the sources you used in your project and the aim is to document the use of sources and to make it easy for the reader to find the information. Shown below is a reference list with some of the examples that have been illustrated in this document.

References

Be aware that a bibliography and a reference list are two different things. A bibliography is a list of works you have read but have not referred to in your essay. A reference list on the other hand, is a list of sources you have referred to inside your project (Skov, 2007).

Advice: if you are more than one person working with this reference system, you can share your references by sending your documents to each other. The given document will contain the references in the current list, and these can be added to your main list.