Using the Citation Manager to Create a Bibliography

A bibliography is a list of sources usually placed at the end of a document that you consulted or cited in creating the document. In Microsoft Office Word 2007, you can automatically generate a bibliography based on the source information that you provide for the document.


Add a new citation and source to a document

Create a bibliography

Sample content to include in the Citation Manager, Source Manager and Bibliography

Source Manager (Contains list of cited sources created in Citation Manager)

The Bibliography (Created from Entries in Citation Manager)

Add a new citation and source to a document (Back to Top)

When you add a new citation to a document, you also create a new source that will appear in the bibliography.

1. On the References tab, in the Citations & Bibliography group, click the arrow next to Style. Click the style that you want to use for the citation and source. For example, social sciences documents usually use the MLA or APA styles for citations and sources.

2. On the References tab, in the Citations & Bibliography group, click Insert Citation. To add the source information, click Add New Source.

For example, your source might be a book, a report, or a Web site. Fill in the bibliography information for the source. To add more information about a source, click the Show All Bibliography Fields check box.

Create a bibliography (Back to Top)

You can create a bibliography at any point after you insert one or more sources in a document. If you don't have all of the information that you need about a source to create a complete citation, you can use a placeholder citation, and then complete the source information later.

1. Click where you want to insert a bibliography, usually at the end of the document.

2. On the References tab, in the Citations & Bibliography group, click Bibliography.

3. Click a predesigned bibliography format to insert the bibliography into the document.
### Sample content to include in the Citation Manager, Source Manager and Bibliography

<table>
<thead>
<tr>
<th>Category</th>
<th>Content</th>
<th>Entry in Source Manager</th>
</tr>
</thead>
</table>
Source Manager (Contains list of cited sources created in Citation Manager)  

![Source Manager Image]

The Bibliography Created from Entries in Citation Manager


