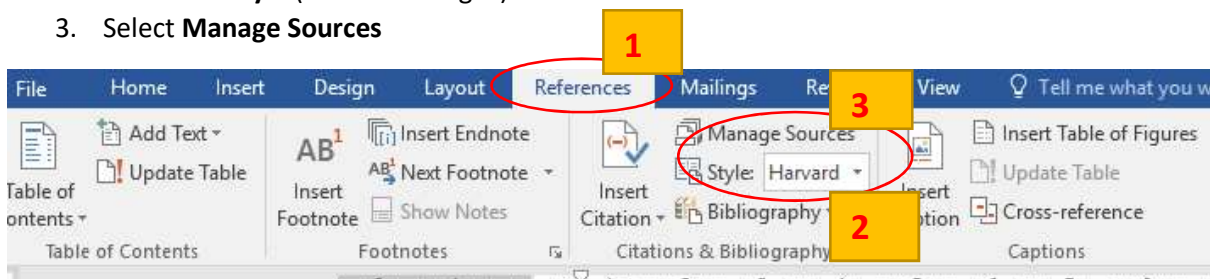


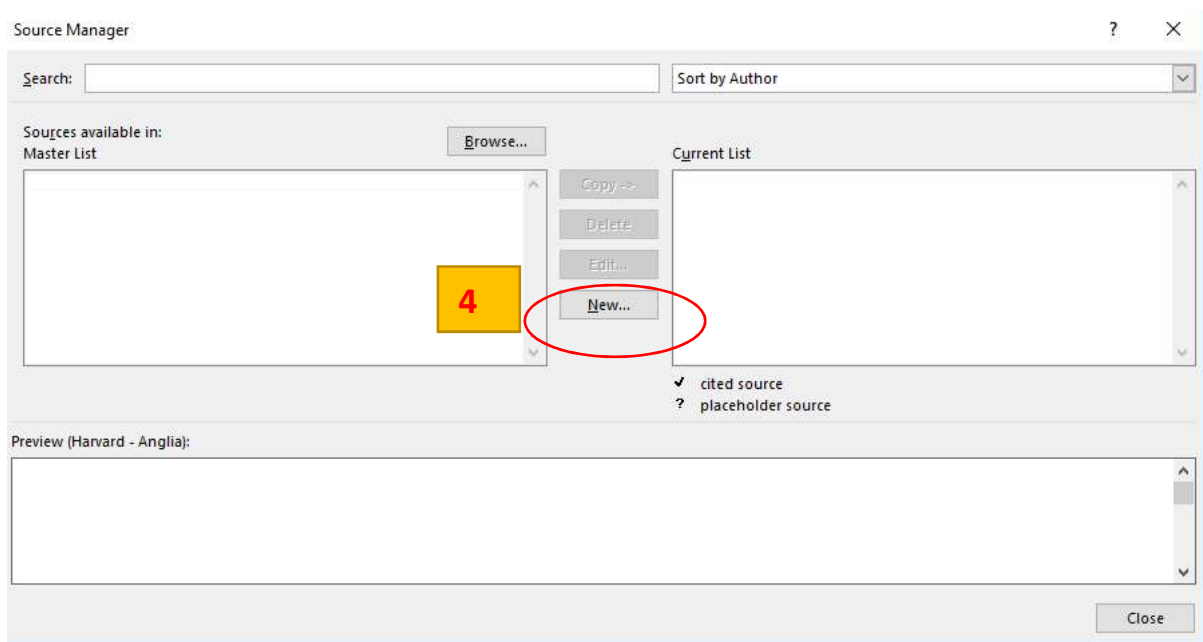
## Make Referencing Easy With Microsoft Word:

Use the Reference tab of your word document as you are preparing your assignment. **Every time** you take notes from a source, record the details of the source and save.

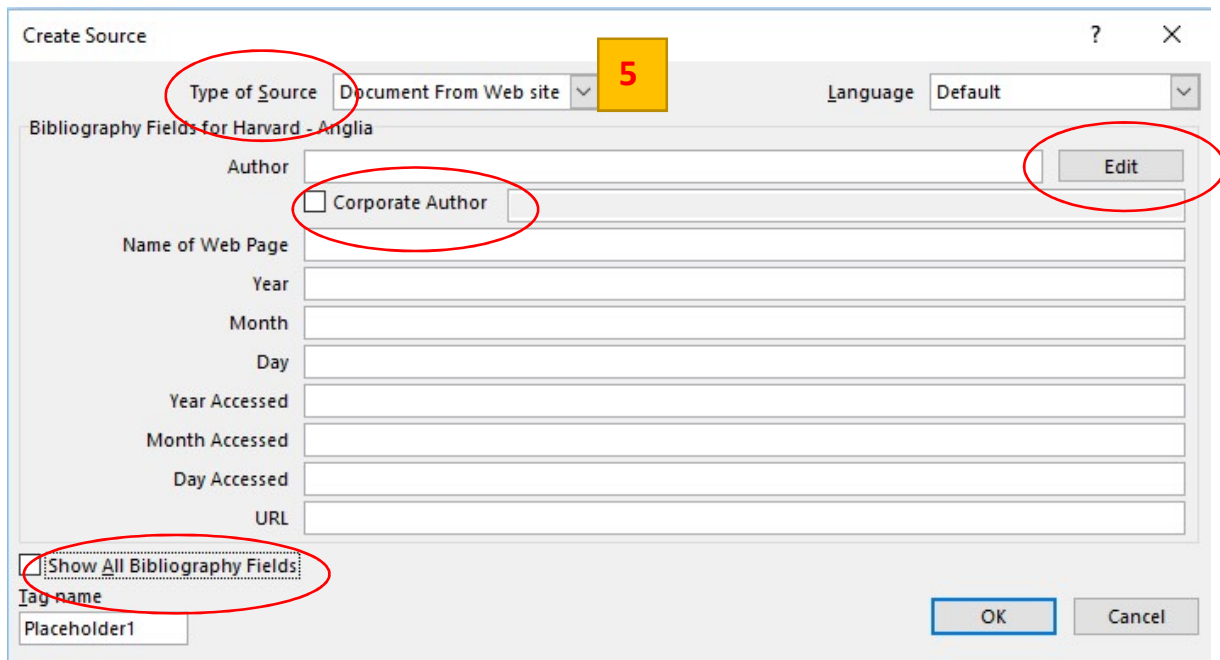
1. Select the **Reference** Tab
2. Check the **Style** (Harvard – Anglia)
3. Select **Manage Sources**



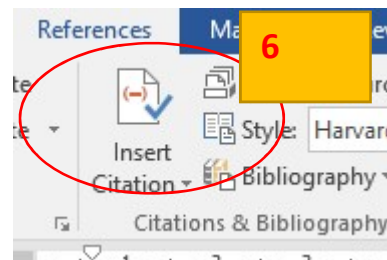
4. Select **New** to create a source



5. Complete Create Source form:
  - Choose **Type of Source** from drop down menu (Hint: if your source type isn't there, click on closest e.g. if a web article chose Document from web site; Tick **Show All Bibliographical Fields**)
  - Complete details for
    - Author – click **Edit** and enter names, tick '**Corporate Author**' for an organisation
    - Year – for websites use n.d. for 'no date' if you can't find a date for the page
    - Title – of the document, page or image
    - Location – Place of Publication and Publisher for print resources; web address (URL) for websites



6. Select **Insert Citation** (in-text references) for every quote or reference to someone else's ideas. Choose your source or add a new source.



7. When you have a record of all sources you have used, select Bibliography to automatically insert the reference list at the end of your assignment. This can then be copied into a slide or other if presenting an oral/multimodal assessment. (Hay, 2007)

