How to use Microsoft Word as a Reference Manager:

Select the References Tab -- next to Style: select the dropdown arrow and the Reference style you wish to use.

In order to insert an in-text citation, place the cursor where you want the reference to appear.

select Insert Citation and then Add New Source...

A screen will then appear where you will have to input the necessary fields for you Reference:

You can select the type of source you are using and then insert the necessary fields, if there is extra information you need to input, tick the box next to Show All Bibliography Fields. Once you select OK, the Reference will appear.

For Example:

“Innovation is at heart a process of discovery” (Furr & Dyer, 2014, p. 82).

You can edit the source again by clicking on the reference and selecting Edit Source

(or you can select Manage Sources under the References Tab, select the source you want to change and Edit...)

To Insert a page number, select Edit Citation after clicking on the reference and the below screen will appear:
This screen also allows you to suppress the author from the in-text citation, this will not affect the citation in the Bibliography.

Once you have the in-text references complete you can insert your Bibliography and choose the format:

- **Bibliography**

- **References**

- **Works Cited**
If you add in more references later you can update the bibliography, see below:

<table>
<thead>
<tr>
<th>Update Citations and Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bibliography</strong></td>
</tr>
</tbody>
</table>

It is very important to double check for errors when using Microsoft Word as a Reference Manager, if there are any inconsistencies in relation to the placement of commas or abbreviations, it may be because of the style that you are using, which you can change under the references tab and then update in the Bibliography as above.

You can edit your bibliography to fit the relevant standards, however, any time you update the bibliography the changes will revert back so you should have all of your references inserted before you start editing.

If you convert your bibliography to static text, that will stop the update citations and bibliography from working. Again, this should be done after you have all of your references inputted as the Bibliography will not update automatically after you convert to static text.

For in text citations select **convert citation to static text** from the drop down arrow of the citation.

For the bibliography select **convert bibliography to static text** from the drop down menu above the bibliography.

**Bibliography**