

Lesson 3 Adding Citations and Placeholders

Adding Citations

A Citation is information about a source reference in the document. By using the Insert Citations tool, you can add the citation to your document and the new source will be saved on your computer. You can then insert the citation whenever needed in your document from your citation database." You can even insert citations into future documents you write!

To insert a citation to your document:

1. Click after the **text** where you want to insert your citation.
2. In the *Ribbon*, click the **References** tab.(1)

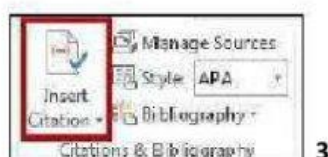


3. In the *Citation & Bibliography* group, next to **Style**;click on the dropdown to select your *citation style*.(2)



Note: The style selected in step 3 will affect what information **Word** collects when creating you citation. If the Style dropdown already shows your desired style,skip to step 4.

4. In the Citation& *Bibliography* group, click on **Insert Citation**. (3)



5. Click on **Add New Source** (4)

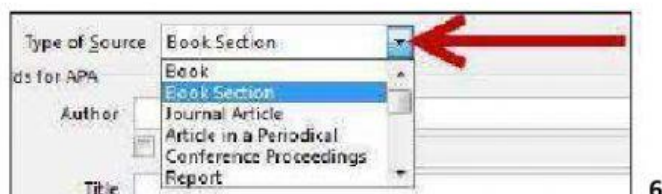


6. The **Create** window will appear showing the recommended fields to complete the source citation/
Type your information into the fields provided.(5)

 A screenshot of a dialog box titled 'Edit Source'. At the top, there is a dropdown menu for 'Type of Source' set to 'Book Section'. Below this, there are several input fields: 'Author' (containing 'Kanter, James'), 'Title' (containing 'Facts about Elephants'), 'Book Author' (containing 'Kanter, James'), 'Book Title' (containing 'African and Asian Elephants'), 'Year' (containing '2010'), 'Pages' (containing '66-67'), 'City' (containing 'Kennebunk'), and 'Publisher' (containing 'ESU Publishing'). There are 'Edit' buttons next to the 'Author' and 'Book Author' fields. At the bottom left, there is a checkbox labeled 'Show All Bibliography Fields' which is currently unchecked. Below it is a 'Tag name' field containing 'K1010'. At the bottom right are 'OK' and 'Cancel' buttons. To the right of the dialog box is a small number '5'.

Note: Clicking on the Edit button (where available) will allow you to enter names via first,middle and last name.

7. If you need to change the type of source you are citing, click the dropdown box in the *Type of Source* field to select a new source (e.g.book,Journal,Webpage,etc) (6)



8. If you need to add additional information,click the **Show All Bibliography Fields** checkbox (7).

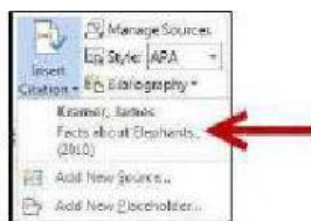


Note: Additional fields will appear in the Create Source window with recommended fields marked with a red asterisk(*).

9. When finished creating your citation, click the **OK** button. Your citation will be added to your document.

10. To insert the same citation in a different **area** of your document, click on **Insert Citation**.

11. From the dropdown list, click on your saved citation to add to your document **(8)**.



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Adding Placeholders

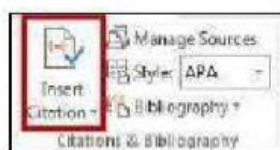
Placeholders are helpful for placing a temporary citation into your document that you can later update. If you use the same placeholder multiple times, when you finally update the information, the rest of your placeholders will automatically update as well. To add a placeholder to your document:

1. Click after the text where you want to insert your placeholder.
2. In the *Ribbon*, click the **Reference** tab. **(1)**



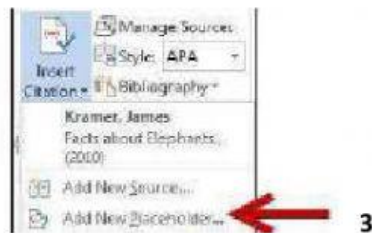
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3. In the **Citation & Bibliography** group, click on **Insert Citation**. **(2)**



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4. Click on **Add New Placeholder (3)**.



5. The **Placeholder Name** window will appear. Type a name for your **placeholder(4)**



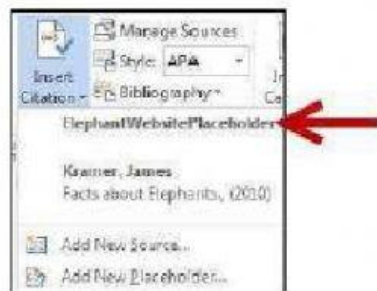
Note: When typing a name for your placeholder, you will not be allowed to use spaces. The placeholder name should be something that will help you remember what source it belongs to later.

6. Click on **OK**. The **placeholder** will be inserted into your document.(5).



7. To insert the same placeholder in a different area of your document, click Insert Citation.

8. From the dropdown list, click on your **saved placeholder** to add to your document.(6)



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Updating Citations and Placeholders

Citations n Placeholders can easily be updated once they have been inserted into your document. The following shows how to update citations/placeholders.

1. Click the **Citation/Placeholders** within your document to select it. A dropdown arrow will appear.
2. Click the **dropdown** arrow. A *dropdown* list will appear.
3. Click on **Edit Source.**(1)



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4. The *Edit Source* window will appear. Make your updates to your citations/placeholder as required.

5. Click the **OK** button.

Questions

1. How do you add citations?

2. Explain the steps for inserting placeholders

