Choosing a Style

- In this tutorial, you will learn how to choose a citation and reference style using the Bibliography Features in Microsoft Word 2010.
- Different disciplines use different styles. Choosing the appropriate style will create proper references and citations for your paper.

Some examples of differences in citation styles:
APA (6th Edition) - (Bawane & Spector, 2009)
MLA (7th Edition) - (Bawane and Spector)
Chicago (15th Edition) - Bawane and Spector 2009

Finding the Style Selection Tool

Step 1: Click on the REFERENCES tab of the ribbon.

Step 2: Click on the STYLE icon. This will create a drop-down menu. Select the appropriate style from this menu by clicking on it.

Finish: Once you have selected the appropriate style you are ready to create and insert citations and references and manage your bibliography.