Inserting a Bibliography

- In this tutorial, you will learn how to insert a bibliography into your Microsoft Word 2010 document.
- A bibliography is a list of sources and citations that are included in a document.
- The BIBLIOGRAPHY button may be used to insert a bibliography.

Locating the Bibliography Button

To locate the BIBLIOGRAPHY button, you must click the REFERENCES tab and then click the BIBLIOGRAPHY button on the CITATIONS & BIBLIOGRAPHY group.

The Bibliography menu will open after clicking the BIBLIOGRAPHY button. The menu has options such as a Built-In bibliography (a list with a formatted title) and the Insert Bibliography feature (a list without a title or text formatting).
Inserting a Built-In Bibliography

Step 1: Open your Microsoft Word document and position the cursor on the page in which you would like to insert a bibliography. In this example, we will add a built-in bibliography on the last page of the document.

Step 2: Click the REFERENCES tab to display the groups and buttons on the tab. Then locate the BIBLIOGRAPHY button.

Step 3: Click the BIBLIOGRAPHY button in the CITATIONS & BIBLIOGRAPHY group to open the BIBLIOGRAPHY menu.
Step 4: Select the Built-In BIBLIOGRAPHY option on the top of the Bibliography menu. This option will insert a list of sources with the preformatted title “Bibliography”. 
Using the Insert Bibliography Feature

Step 1: Open your Microsoft Word document and position the cursor on the page in which you would like to insert a bibliography. In this example, we will create an APA style Reference list on the last page of the document.

Step 2: Click the REFERENCES tab to display the groups and buttons on the tab. Then locate the BIBLIOGRAPHY button.

Step 3: Click the BIBLIOGRAPHY button in the CITATIONS & BIBLIOGRAPHY group to open the BIBLIOGRAPHY menu.
Step 4: Select the **INSERT BIBLIOGRAPHY** option on bottom of the Bibliography menu to insert a list of sources. This option does not include a preformatted title; therefore it is most appropriate because it allows the ability to add “References” as a title as required in an APA style reference list.

Step 5: Move the cursor to the top of the page by clicking in front of the first word.

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Step 6: Press the ENTER key to insert a blank line above the list of sources.

Step 7: Click the blank area above the source list and type the text “References” as the title of the page.

Step 8: Select the word “References” then click the HOME tab to display the groups and buttons.
Step 9: Center the selected text by clicking the CENTER button in the PARAGRAPH group.

Step 10: With the text selected, apply bold formatting to the text by clicking the BOLD button in the PARAGRAPH group.

Step 11: Select all of the text on the page.
Step 12: Double space the selected text by clicking the **LINE AND PARAGRAPH SPACING** button in the **PARAGRAPH** group, then select **2.0** on the menu.

Finish: By following the steps above, you can insert a list of sources into your document.