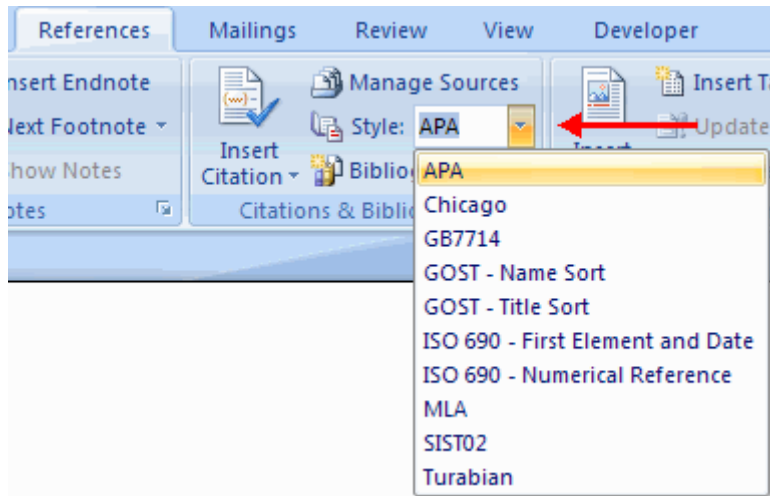


## Reference List Style and Citations

### Style

To choose a publishing style:

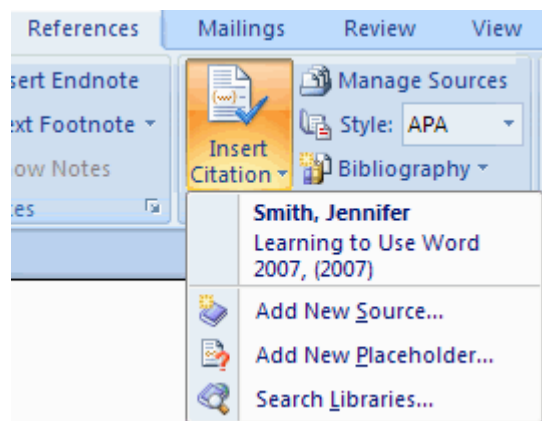
- Click the **References** Tab on the Ribbon
- Click the drop down box next to **Style** in the Citations & Bibliography Group
- Choose the appropriate style.



### Citations

To insert a citation in the text portion of your document:

- Click the **References** Tab on the Ribbon
- Click the **Insert Citation** Button on the Citations & Bibliography Group
- If this is a new source, click **New Source**
- If you have already created this source, it will be in the drop down list and you can click on it



- If you are creating a **New Source**, choose the **type of source** (book, article, etc.)
- Complete the **Create Source Form**
- If you need additional fields, be sure to click the **Show All Bibliography Fields** check box
- Click **OK**

## Placeholders

Placeholders can be utilized when there is a reference to be cited, but you do not have all of the information on the source. To insert a Placeholder:

- Click **Insert Citation**
- Click **Add New Placeholder**

