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 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**

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**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**