Referencing Using Microsoft Word 2010

From the Reference tab select Harvard – AGPS* from the Style drop down menu.

From the Reference tab select Insert Citation and then Add New Source.

From the Type of Source drop down menu select the appropriate source, you will need to scroll down for a website.

Complete the details about the source (book, website ...).

If you cannot see all fields you may need to tick the Show All Bibliography Fields box.

Click on OK when entry is complete.

To add an in text reference, from the Reference tab, select Insert Citation and then find the source (book, website ...) from the list.

If it is not in the list, repeat the process to add a new source.
To add a Work Cited or Bibliography, from the Reference tab, select Bibliography.

Select Bibliography, if you want the heading as well or Works Cited or Insert Bibliography if you do not want the heading included.

What will it look like in Word?

Entry using Insert Citation

In Text Reference for example book, Accounting Concepts & Applications

(Greig 2008)

Entry using Bibliography

Bibliography


Entry using Work Cited

Works Cited


Entry using Insert Bibliography


What if?

What if the reference looks like this?

(Unsupported source type (InternetSite) for source Pho.)

You could change the Style in the References to APA.
Use the Online Reference Generator found on the school’s library website.

Go to: http://harristoshs.eq.edu.au/wcms/ and select Library located under Quick Links.

What if I need to change the details about the source I have just used?

Go to the Reference tab and select Manage Sources.

Select the source from the Master List and then click on edit.

Correct the details and then click on Ok, and then Close the Source Manager window.