Create a bibliography in Word

A bibliography is a list of sources, usually placed at the end of a document, which you consulted or cited in creating the document. In Microsoft Word 2010, you can automatically generate a bibliography based on the information that you provide for each source.

Each time that you create a new source, the source information is saved on your computer, so that you can find and use any source you have created.

You can choose the bibliography style that you want, and you can add new bibliography styles.

Add a new citation and source to a document

When you add a new citation to a document, you also create a new source that will appear in the bibliography.

1. Click at the end of the sentence or phrase that you want to cite.
2. On the References tab, in the Citations & Bibliography group, click Insert Citation.

3. To add the source information, click Add New Source.
4. Begin to fill in the source information by clicking the arrow next to Type of source. For example, your source might be a book, a report, or a Web site.

8. Fill in the bibliography information for the source. (To add more information about a source, click the Show All Bibliography Fields check box.)

Create a bibliography
You can create a bibliography at any point after you insert one or more sources in a document.  
1. Click where you want to insert a bibliography, usually at the end of the document.  
2. On the References tab, in the Citations & Bibliography group, click Bibliography.

3. Click a predesigned bibliography format to insert the bibliography into the document.