

MS Word: A Tool to Make References

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Introduction:

Research is the main activity of the Higher education Institute. To do research researchers face many difficulties while arranging Citations, Reference and bibliographies in a thesis, dissertation or an article on their work. Most of the time researchers are not recording bibliographical records systematically, while they consult relevant materials like books, articles, chapter in book, conference proceedings, websites etc. To manage the bibliographical recodes there are so many tools are available in the market and online which Proprietary and free or open source software. Among them Mendeley, Zotero are popular nowadays. 90% of the people/researchers prefer to type their work in “Ms Word” of Microsoft product worldwide. The Microsoft word has facility “Reference” exclusively only for research. The researcher should know it’s important and function available in this facility is very essential and need to know and use for research report or articles writing. The author herewith the Ms word 2007 for this article.

A Brief History for MS word:

MS word is a word processor developed by Microsoft inc. Word processing is most popular programme and used worldwide for creating and writing essay, letter, brochures, articles test, quizzes, educational activities like student’s home work and assignments.

Microsoft Word (MS Word) 1.0 version was launched in 1983. It was developed by Charles Simonyi and Richard Brodie, former Xerox Programmers. Word was called “Multi-Tool Word”. It was designed for use on computers that ran the UNIX operating system.

Version 2.0 was released in 1985 the Word 6.0 in 1993 for various Operation systems.

Since then, Microsoft has released a new version of Word at least every two years. The most recent release was at the end of 2018, with Word 2019, part of Office 365.(Wright, 2019)

MS Word 2007 Reference Feature and Facilities:

In MS word 2007, 4th tab is reference tab on the ribbon which have facilities to enter your document sources, reference or citations, various style like APA, MLA etc. In same tab there are other facility also available which is very helpful for researcher to manage thesis or articles writing like Table of Contents, Footnotes, Citations & Bibliography, Table of Figures, Captions, Indexes and Table of Authorities. (Gopakumar, 2020)

How to make Reference or Citation in Ms Word 2007:

Reference tab “Citation and Bibliography Section” having the various functions we have to follow the steps to do the Reference and Citation in the writings:

Step 1 : Select Reference style - Researcher has to first decide which style he has to require in his/her thesis or article according to specification, rules and regulation of the University or publisher mentioned while submitting the manuscript. There are many citation styles available in the ‘Style’ section like APA, MLA, IEEE etc.

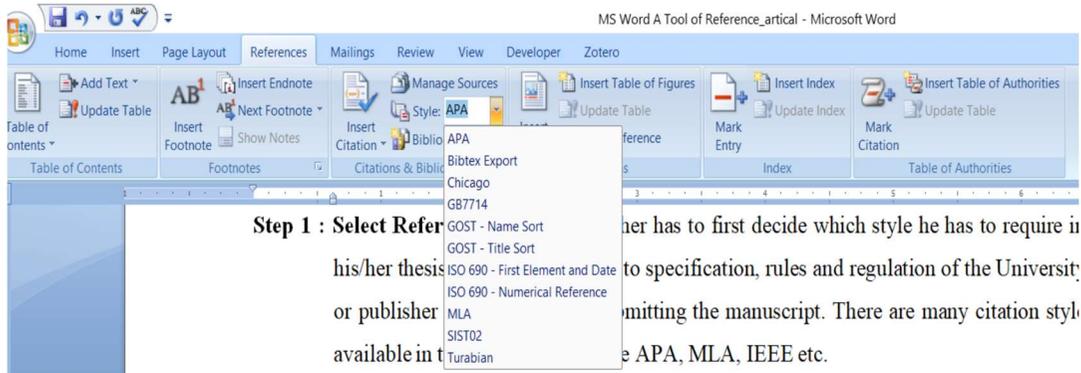


Figure 1 - Style

Step 2 : Enter a source data for creation of citation – Researcher starts writing thesis or articles, before it he consult and collects many resources either in print and non print format, to give reference in the writing need lots of efforts, earlier researchers doing this task manually which is time consuming effort take more than 6 months to prepare reference and bibliography of the work cited as per the chosen style, But the help of Ms word 2007 processor, this task manage automatically by this function ‘Insert Citation’. In this section research has to fill out details of the sources he consult in various type and medium like Book, Book Sections, Journal Article, article in a periodical, conference proceedings, reports, Websites, Documents from websites, electronics resources, art, sound recording, performance, films, Art, Interviews, patent, Case, Miscelleious. Each category has a form having specified details required to filled, Compulsory details mentioned in Red Stare Astric is mandatory. To add Citation Click on Insert Citation Add New Sources form will appear choose appropriate source type and fill the form as show in the picture. After filled all the details with* recommended field (Red) research has to click on Ok or save button and close the dialogue box, it save in the database.

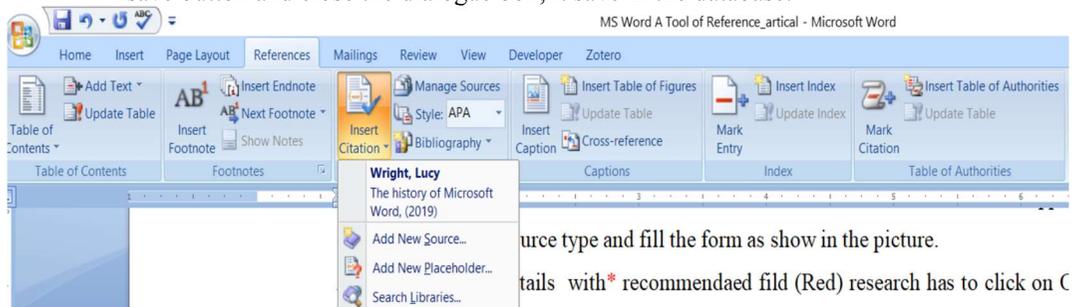


Figure 2 Add New Source

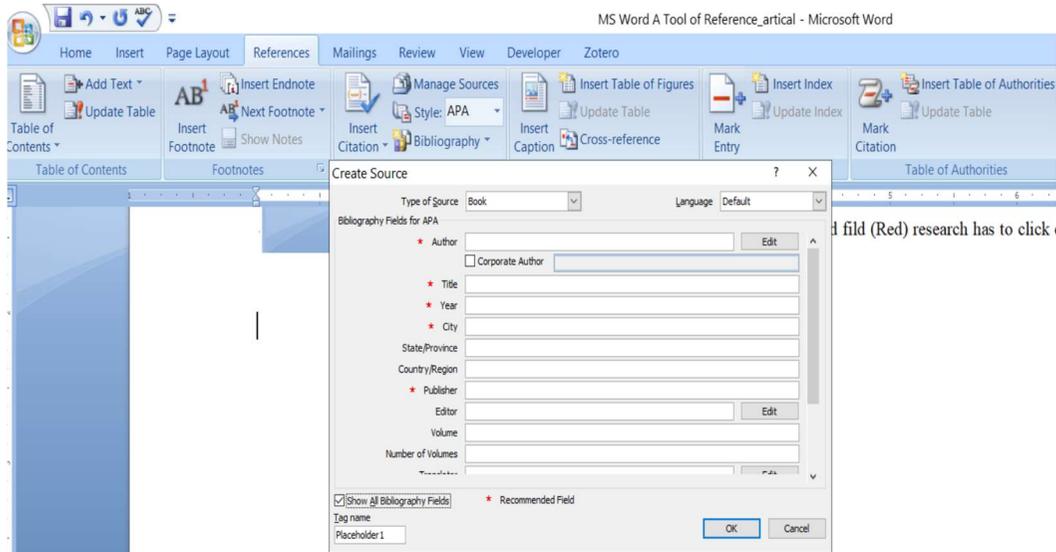


Figure 3 Blank Form

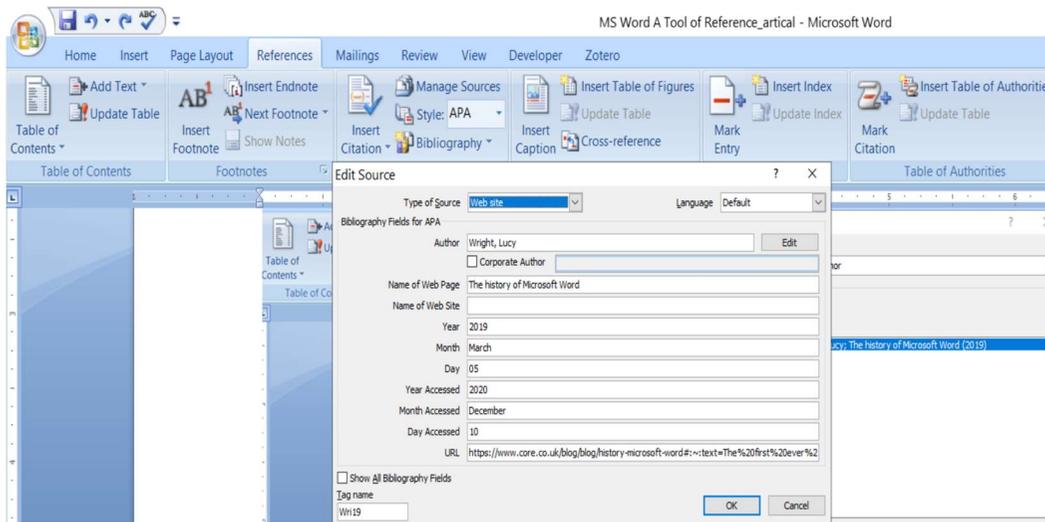


Figure 4 Fill in the fields for source

Step 2 : Insert the citation in the text – Once researcher has enter the data of the sources in the database it's remain there and can be used for many times. Researcher want to change the citation style in the documents in end stage can change; the word processor will updates all the citation of the document automatically. To insert citation in the text take position the insertion point where you want the citation to appear, such as at the end of the sentence in which you refer to its data (but before the sentence's end punctuation). (Microsoft Inc, 2022; Pearson Education, Informat, 2022)

Go to References tab → click Insert Citation - A drop-down list of the sources appears which enter earlier → Click the desired source to cite.

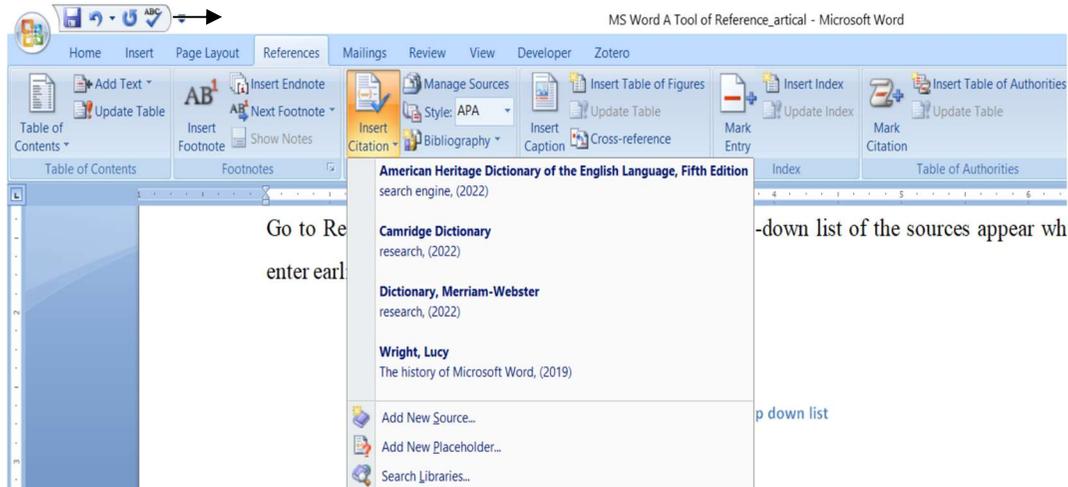


Figure 5 - Source selection from drop down list

Step 2 : Insert Bibliography:

At the end of the paper or thesis you have to prepare a list of all kind of sources, which researcher have referred or take support of or to conduct the research, called bibliography also know as a cited list or reference list.

In the references tab researcher has created bibliography of cited sources in the document, to create a bibliography follow the steps mention below:

Put your cursor where you want the bibliography → Go to References → Bibliography, and choose a format appear in popup menu, choose the style of the bibliography and click on it, the alphabetical arranged bibliography impetrated in the place where cursor is placed in the document always at the last of the thesis or articles such list of sources created. (learningcomputer, 2015)

The Below figer 6 show the list of the bibliography. If researcher wants to change in the bibliography can be change and the changes effect across the documents and also change in the bibliography also.

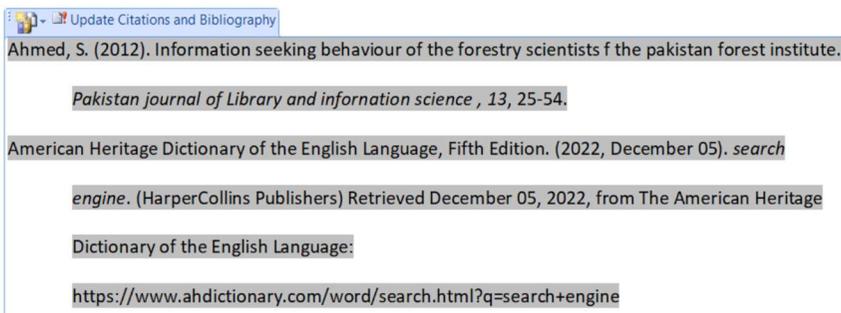


Figure 6 Bibliography created

The References tab not only manage the citation but also create Table of Contents, Footnotes, Endnotes, insert table and figers, prepared index and table of authorities with some efforts, which helps researcher to manage the writing without wasting of time with accuracy.

Conclusion:

A tool Ms word 2007 is really a boon to the students for essay writing, teachers' and researcher for thesis and article writing, preparation of educational contents. Now a day the ICT is plays a very vital role to contribute more with various tools in the field of education and research for development of nation. The teachers and the researchers have to sharpen their skill to get the advantages of this technology to do their work with accurately and timely.

References:

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