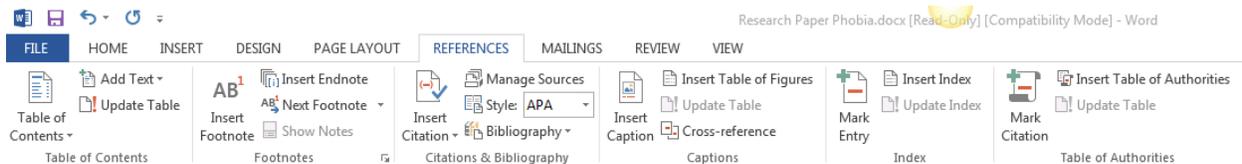


Research Paper Phobia

So you have a research paper to type for your English class and you took one look at the new user interface in Word 2013 and propelled into an instant panic mode. Word 2013 has made organizing and formatting your paper so easy that **Word would have typed it for you if it could.**

References Tab

Once you have familiarized yourself with the References Tab on the Ribbon, you will wonder how writing students ever survived without it. From this “one little tab,” you can select a research paper style, insert citations and footnotes, create an index and table of contents, organize and format your bibliography or works cited page, and manage your sources.



What is the hardest part of writing a research paper? For me, it wasn't the research or writing the content of the paper. It was keeping track of the citations and typing my bibliography or works cited.

Citations

You will want to insert your citations as you type your paper, but before you begin typing the body of the paper, you will need to select the **style**. If you are in the business or computer information systems field, you will probably use the MLA style, but if you are in the social sciences field, the APA style.

In the Citations and Bibliography group, click the Style down arrow and select the style for your research paper.

Once the style is selected, Word goes to work behind the scenes. Just click at the end of the sentence in the research paper where you want to add a citation and click the Insert Citation drop down arrow in the Citations & Bibliography group and select **Add New Source**.

Note: If the citation is being inserted at the end of a sentence, click before the ending punctuation mark.

This will display a fill-in form that is dictated by the style you selected (APA or MLA). Select the Type of Source down arrow and select the



type of source i.e. Book, Article in a Periodical, or Web Site. Just fill the form and click the OK button.

The screenshot shows a 'Create Source' dialog box with the following fields and values:

- Type of Source: Article in a Periodical
- Author: Kokoska, Diana A.
- Corporate Author:
- Title: Geezer to Geek
- Periodical Title: Senior Computing
- Year: 2008
- Month: February
- Day: 12
- Pages: 2008
- Show All Bibliography Fields:
- Tag name: Kok08
- Example: 50-62

But how do you know which **Type of Source** to select? The most common source documents (Book, Article in a Periodical, and Web site) are relatively easy to determine.

If your source has

- A publishing company – it is most likely a **book**
- Two titles and displays a month and year (but no day) – it is most likely an **Article in a Periodical** (magazine)
- A URL (Web address) – it is most likely a Web site

The Show All Bibliography Fields option expands the fill-in form to display optional fields. The information that you type in the form fields will create your bibliography or works cited so be sure to use correct case and check spelling carefully.

(I have selected an **Article in a Periodical** as my sample source).

The screenshot shows the 'Create Source' dialog box with 'Show All Bibliography Fields' checked. The fields and values are:

- Type of Source: Article in a Periodical
- Author: Kokoska, Diana A.
- Corporate Author:
- Title: Geezer to Geek
- Periodical Title: Computing Today
- Year: 2008
- Month: February
- Day: (empty)
- Pages: 28-32
- Show All Bibliography Fields:
- Tag name: Kok081
- Example: 50-62

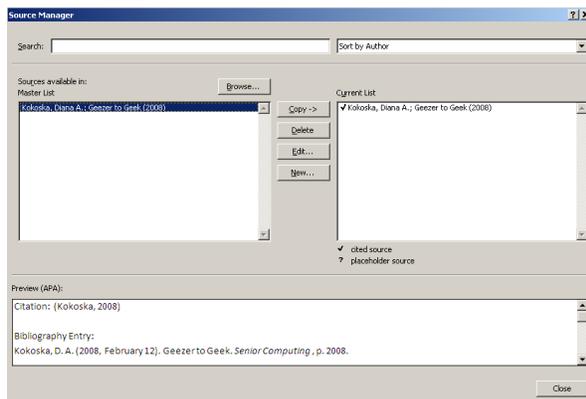
A citation, which displays in your research paper in parentheses, shows the Author's last name and year of publication in the citation text. If you click the citation text, it will be highlighted in blue and display a drop-down arrow.

(Kokoska, 2008)

Ok, you say, “that was painless, but what happened to the information I just typed? As you add new sources to your paper, they are organized alphabetically in a data management tool called the **Source Manager**, which can be opened by clicking the Manage Sources icon in the Citations and Bibliography group.



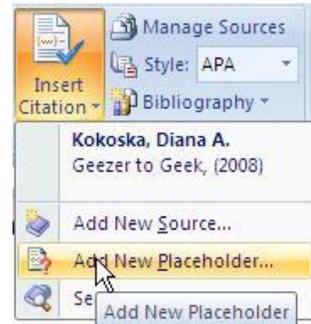
From the Source Manager, you can review all of your source information and copy, delete, edit, or add new sources.



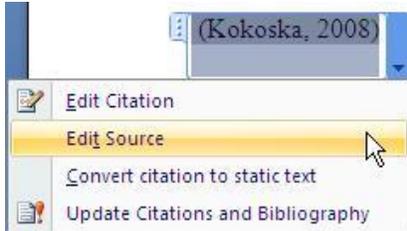
So what does all this mean for you? For one thing, you no longer have to write all of your sources on those #?*#@# index cards – Word has got you covered.

Placeholders

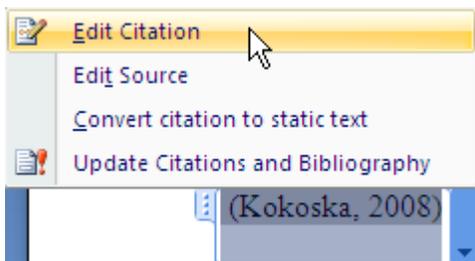
What happens if you want to cite some information in your paper, but you don't have all the source information ready to input in the Add New Source fill-in form? You can click the Insert Citation icon down arrow and select the Add New Placeholder option.



Later, when you have found the information you need for this citation, simply click the Citation down arrow and select Edit Source.



So now you know how to *Edit Source*, but what if you want to modify what is displaying in the citation text on the paper itself. Click the Citation down arrow and select Edit Citation.



At the Edit Citation dialog box, you can add Page Numbers to the citation text, or suppress (not display) the Author, Year, or Title.



Why would you want to do that? If the text preceding the citation states the author's name, for example, you would not want to repeat the author's name in the citation. If you suppress the author, in an Article in a Periodical citation, the name of the article replaces the author.

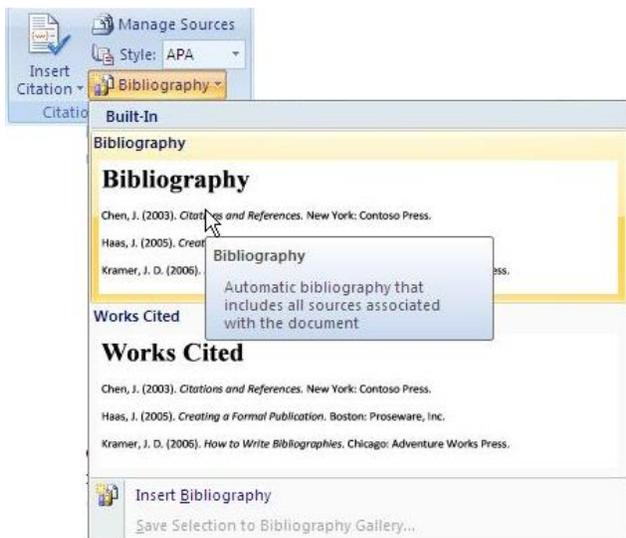
(Geezer to Geek, 2008)

Bibliography or Works Cited

You have completed the body of your paper. You want to insert your bibliography or works cited on a new page. From the Ribbon, select Insert | Page Break to move your cursor to a new blank page. Of course, if you are a Word *pro*, you can also use Ctrl+Enter to create a hard page break.

You must be thinking. “This is too easy. Inserting and formatting the bibliography or works cited must be the hard part.”

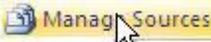
Surprise! Just click the Bibliography drop down arrow in the Citations and Bibliography group and select Bibliography” or “Works Cited”. If you prefer to center and type the words Bibliography or Works Cited, select the Insert Bibliography option at the bottom of the dropdown.



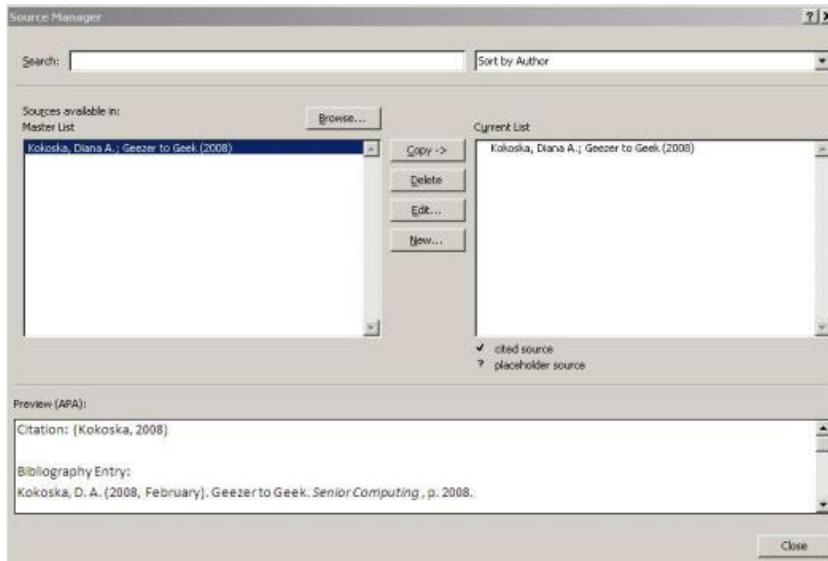
Word will then go to the Source Manager and pull the information it needs to create a formatted bibliography (or works cited). Holy _____! I know – that’s just what I said!! It can’t really be that easy, or can it?

Source Manager

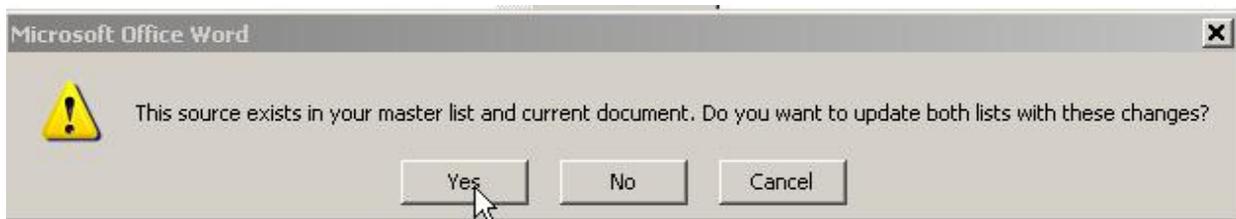
What if you notice an error in one of the sources AFTER you (let’s give credit to Word – it did all the work) formatted the bibliography or works cited? You can edit the source at the Source

Manager – click the  icon in the Citations and Bibliography group.

In the right pane of the Source Manager, Word maintains a list of the sources you have cited in the paper. Select the source in the **C**urrent List pane, click the **E**dit button and modify your source. Click the **C**lose button when all sources have been modified.



When you click the **C**lose button, a message box displays asking if you wish to update the **M**aster List as well. Select **Y**es.



Once the source information has been modified, just click the bibliography or works cited information in your paper and press the **F9 function key** to manually update the display of your sources.

Cover Page

Congratulations! The research paper, complete with bibliography or works cited is done. Now all you need is a professional Cover Page. From the **I**nsert tab on the **R**ibbon, click the **C**over Page down arrow and select a preformatted cover page template.



The cover page is inserted before the first page of your research paper. The template contains placeholders that you need to modify. Simply click on a placeholder and type the text you want to display.

[Document
title]

After you have proofread and printed your document, click the Insert button in the Finishing Group and select Staples. Just kidding – I was checking to see if you were still with me.