APA, MLA, Chicago – automatically format bibliographies

In Microsoft Word 2007 and Word 2010, you can automatically generate a bibliography (or other similar document requiring citations) of the sources you used to write your paper. Each time you add a new citation to your document, Word adds that source so that it appears in the bibliography in the proper format, such as MLA, APA, and Chicago-style.
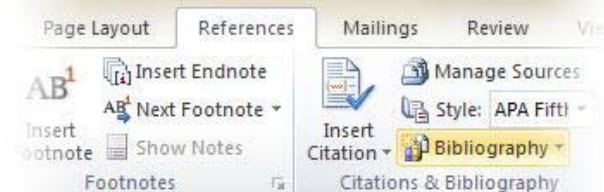
This article explains how you can automatically insert citations into Word and format bibliographies and other related documents using common formats.

Important :

- APA and MLA can change their formats, so you'll want to ensure that these format versions meet your requirements. You can create your own updated version of a style or build custom styles. For more information see Bibliography & Citations 102 – Building Custom styles.

- If you are using the **APA 5th Edition** citation style, there's one issue you should be aware of. APA style uses the author's name and publication date. If you have multiple citations from the same author, there is a known Word 2010 bug where the citation generator fills in the publication title when it's not supposed to. If this happens to you, see the section entitled, '**APA 5th Edition citation style fix procedure**' below.

Add a citation after a quote

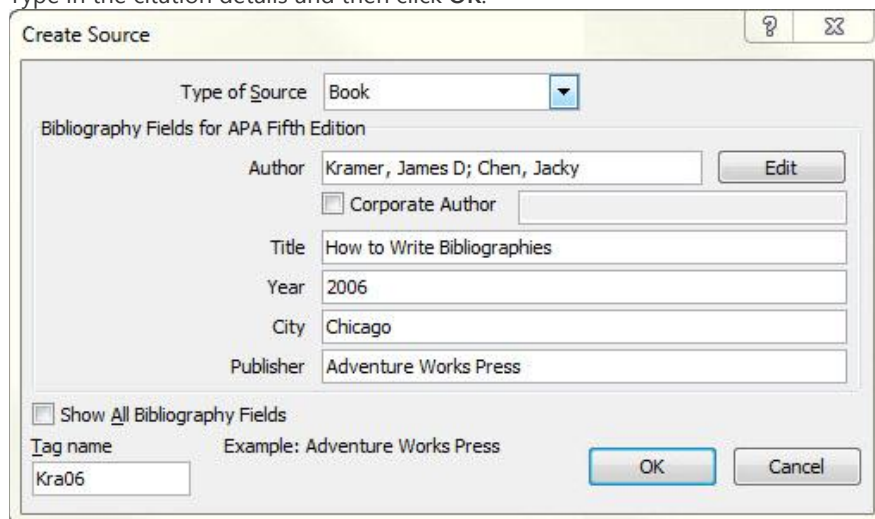1. In your Word document, click on the **References** tab in the Ribbon.

2. In the **Citations & Bibliography** group, click the arrow next to **Style**.
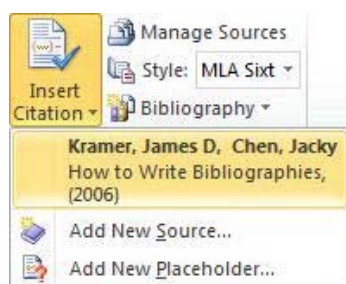

3. Click the style that you want to use for the citation and source.

4. Click at the end of the sentence or phrase that you want to cite.

5. Click **Insert Citation** and then select **Add New Source**.

6. Type in the citation details and then click **OK**.

When you've completed these steps, the citation is added to the **Insert Citation** button, so the next time you quote this reference, you don't have to type it all out again.
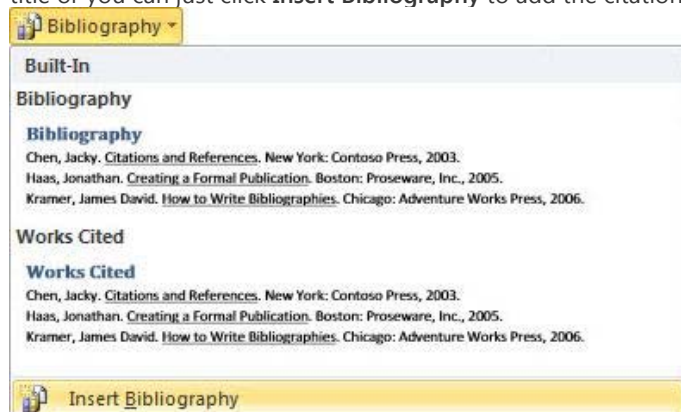

Create a bibliography from your sources

If you want to create a bibliography from your sources, do the following:

1. Click where you want to insert a bibliography. Typically they are at the end of a document.

2. On the **References** tab, in the **Citations & Bibliography** group, click **Bibliography**.

Much like the Table of Contents builder in Word, you can select a predesigned bibliography format that includes a title or you can just click **Insert Bibliography** to add the citation without a title.

If you want to learn more about using citation placeholders and editing sources, take a look at Creating a bibliography in Word 2010 or Creating a bibliography in Word 2007. Or if you want to export your bibliography sources to another computer, check out this post on the Microsoft Word blog.