

# Chapter 14

## Citations and Footnotes

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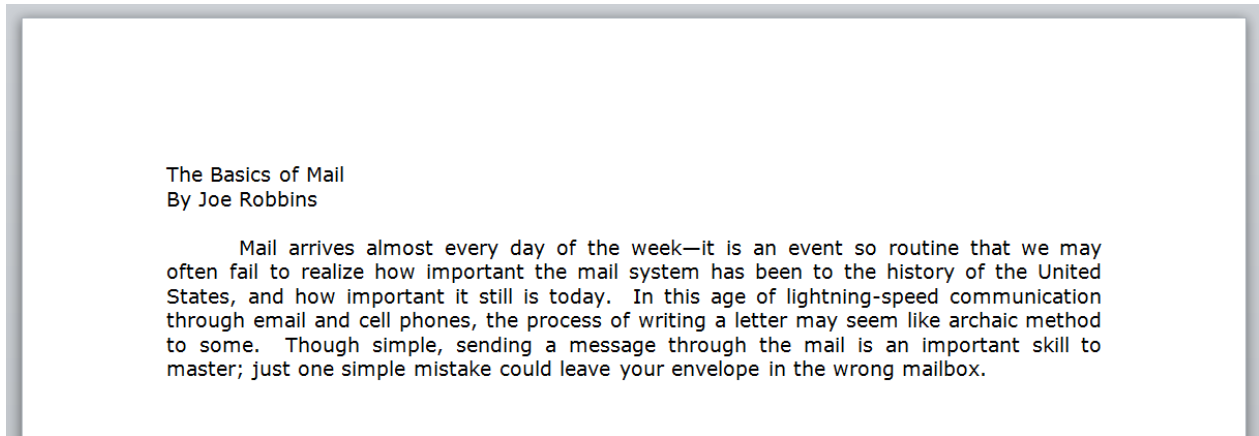
**In this Chapter, you will learn the following to World Class standards:**

- **The Source Manager**
- **Adding New Sources**
- **Placing Internal Citations**
- **Editing Internal Citations**
- **Adding a Footnote**
- **Creating a Bibliography and Works Cited**

## The Source Manager

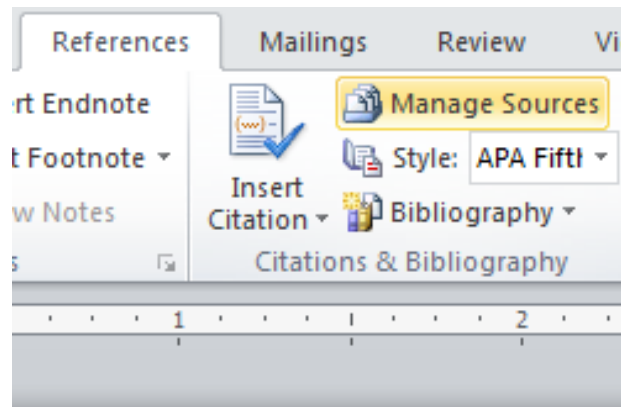
Now that you have had experience creating a few different types documents, it is time to focus on some individual features offered by Microsoft Word 2010 that will be useful in a number of different applications. In this chapter you will be using Word's Source Manager to enter and organize source information in a short report. Word's citation capability can be used in any number of documents in which you need to cite information researched from other sources. This is especially helpful when you must follow strict style guidelines for citation and reference, such as the MLA or APA standards. These two styles are popular in the academic field and while sometimes difficult and tedious to follow, they can be easily implemented using Microsoft Word.

Shown in Figure 14.1 is a new document with a short title as well as the author's name. For these purposes, you can follow the fictional example used in this chapter. Your world class challenge will be to use the citation tools learned in this exercise to reference sources in another document for which you did research. The paper shown here already has a short introduction relating to the topic introducing the reader to the information that will be presented in the next paragraph.

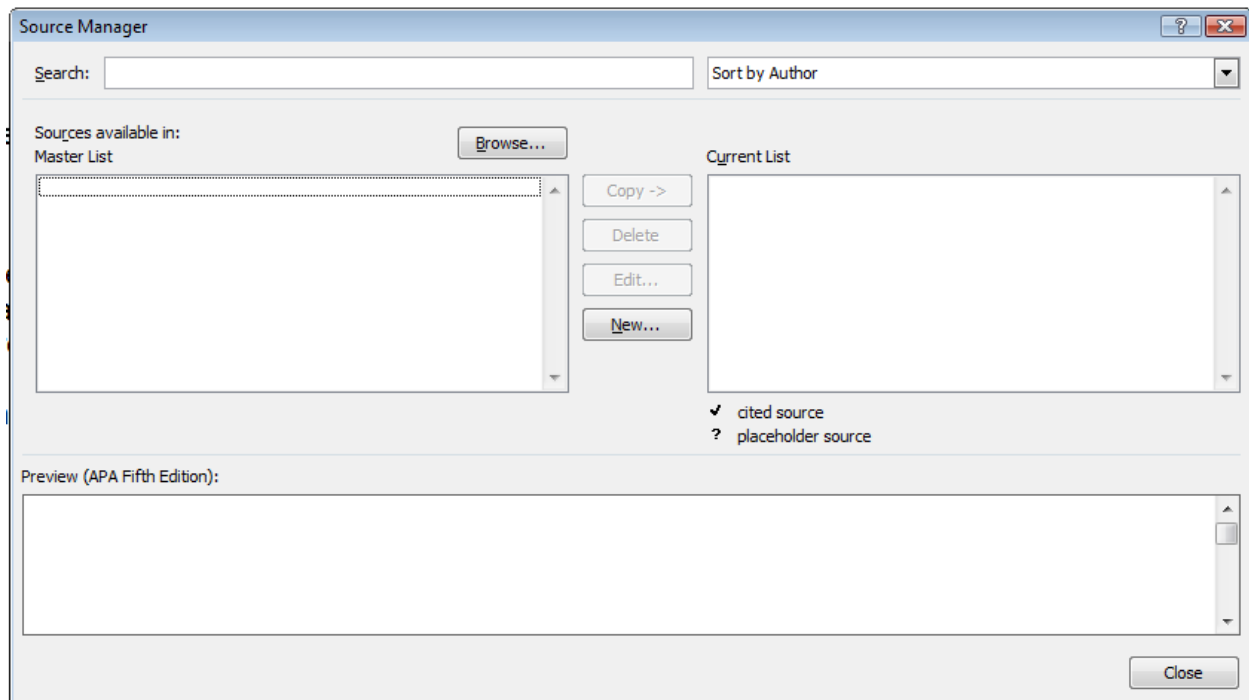


**Figure 14.1 – Report Introduction**

At this point you are ready to begin using information that you have researched. Start the paragraph with an introductory phrase and then add your first piece of information. You will place an internal citation at the end of the sentence. Before you can do this using Word's citation tools, you must add source information to the Source Manager. Under the Reference tab in the Citations and Bibliography panel, select the Manage sources tool and the Source Manager will appear as shown in Figure 14.3.



**Figure 14.2 – Citation & Bibliography panel**



**Figure 14.3 – Source Manager**

## **Adding New Sources**

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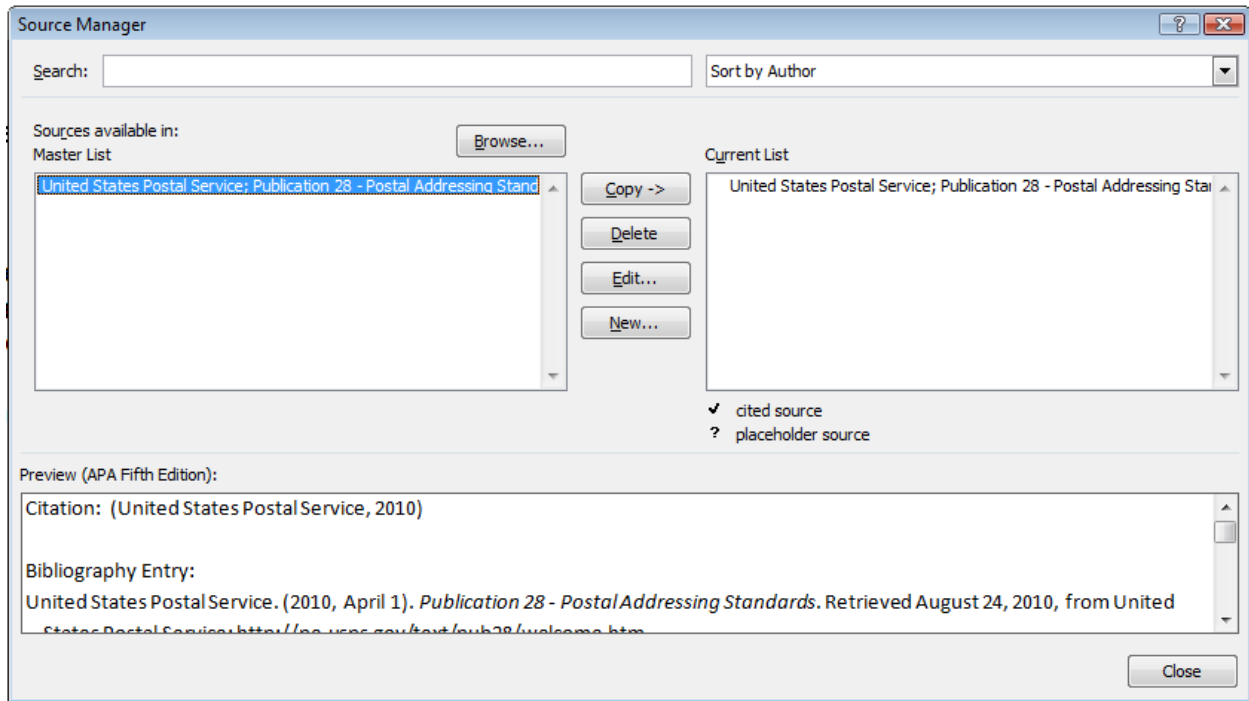
The Source Manager can be an invaluable and time-saving tool. With it you can save, edit, and organize all of your source information in one location. You can also use the source information you enter in the Source Manager to automatically create a fully-formatted Bibliography and Works Cited. Right now you need to enter a new source so that you can reference it. Hit the New button on the Source Manager window and the Create Source window will appear (Figure 14.4). Select the type of source you are entering (Figure 14.4) and then type in the information in the individual fields (Figure 14.5). Spelling here is very important because this data will be used many times, and you don't want to have to correct reference information every time it is placed. Hit OK and your new source will appear in the Master List of sources in the Source Manager window (Figure 14.6).

The screenshot shows the 'Create Source' dialog box. The 'Type of Source' dropdown menu is open, displaying a list of options: 'Electronic Source', 'Article in a Periodical', 'Conference Proceedings', 'Report', 'Web site', 'Document From Web site', and 'Electronic Source'. The 'Web site' option is highlighted in blue. Below the dropdown, there are several empty text input fields for 'Author', 'Title', 'City', 'State/Province', 'Country/Region', 'Year', 'Month', and 'Day'. At the bottom, there is a checkbox for 'Show All Bibliography Fields', a 'Tag name' field containing 'Placeholder1', and 'OK' and 'Cancel' buttons.

**Figure 14.4 – Selecting the Type of Source**

The screenshot shows the 'Create Source' dialog box with 'Web site' selected in the 'Type of Source' dropdown. The 'Bibliography Fields for APA Fifth Edition' section is populated with the following information: 'Author' is empty; 'Corporate Author' is checked with the value 'United States Postal Service'; 'Name of Web Page' is 'Publication 28 - Postal Addressing Standards'; 'Name of Web Site' is 'United States Postal Service'; 'Year' is '2010'; 'Month' is 'April'; 'Day' is '1'; 'Year Accessed' is '2010'; 'Month Accessed' is 'August'; 'Day Accessed' is '24'; and 'URL' is 'http://pe.usps.gov/text/pub28/welcome.htm'. At the bottom, the 'Tag name' field contains 'Uni10' and an example URL 'http://www.adatum.com' is shown. 'OK' and 'Cancel' buttons are at the bottom right.

**Figure 14.5 – Adding Source Information**



**Figure 14.6 – The New Source in the Master List**

You can add all of your sources before you even begin writing your paper. For this example, however, you can just enter sources as you use them. Hit Close to exit the Source Manager.

## Placing Internal Citations

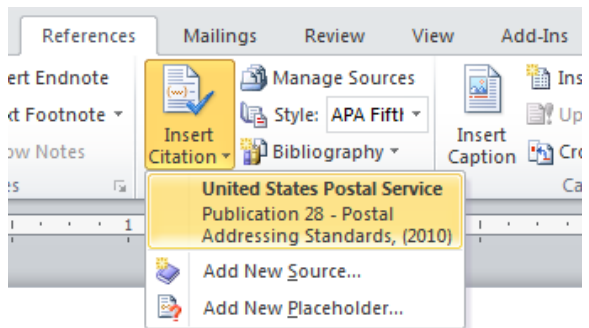
Now that you have a source entered in the Source Manager, you can place a citation for it in your paper very easily. In Figure 14.7 you can see the end of the sentence that requires a citation with no period on the end. Remember that citations always come inside the period that ends the sentence. If you use the information verbatim from the source, make sure to put it in quotations so that you avoid plagiarism.

Often fail to realize how important the mail system has been to the history of the United States, and how important it still is today. In this age of lightning-speed communication through email and cell phones, the process of writing a letter may seem like archaic method to some. Though simple, sending a message through the mail is an important skill to master; just one simple mistake could leave your envelope in the wrong mailbox.

Addressing an envelope is relatively simple. According to United States Postal Service guidelines, you should “format all lines of the address with a uniform left margin”

**Figure 14.7 – Sentence to be cited**

To place the citation, simply find the Insert Citation tool on the Citation & Bibliography panel under the Reference tab. A menu will drop down below the tool showing sources you have designated in the Current List (not the Master List) of the Source Manager (Figure 14.8). Select the appropriate source from the list and an internal citation will appear at the location of your cursor in the document as shown in Figure 14.9. Add a period after the last parenthesis to close the sentence.



**Figure 14.8 – Insert Citation**

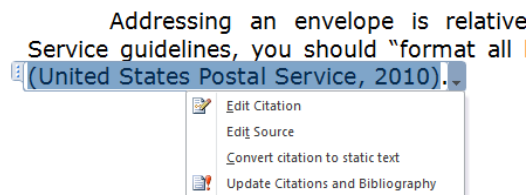
Addressing an envelope is relatively simple. According to United States Postal Service guidelines, you should “format all lines of the address with a uniform left margin” (United States Postal Service, 2010).

**Figure 14.8 – The Internal Citation placed**

You can continue to add new sources and citations as you work through your paper. There are many specific rules regarding different types of citations, so make sure to consult a citation guide to double-check your work. Each standard has its own unique system.

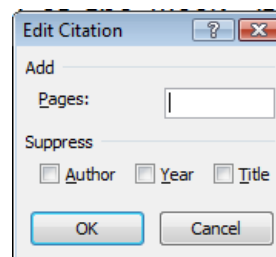
## Editing Internal Citations

To make changes to an internal citation, simply click on it and a field will appear around it with a drop arrow on the right side. Select the arrow and a menu will appear enabling you to edit the citation, the source, or even convert the citation to static text (Figure 14.9).



**Figure 14.9 – Selecting the Citation**

If you select the Edit Citation option, a small Edit Citation window will appear allowing you to add page numbers (if the source is printed or has pages) (Figure 14.10). Also you can choose to suppress the Author, Year, or Title of the citation. This is often used when citing the same source many times in a single paragraph.



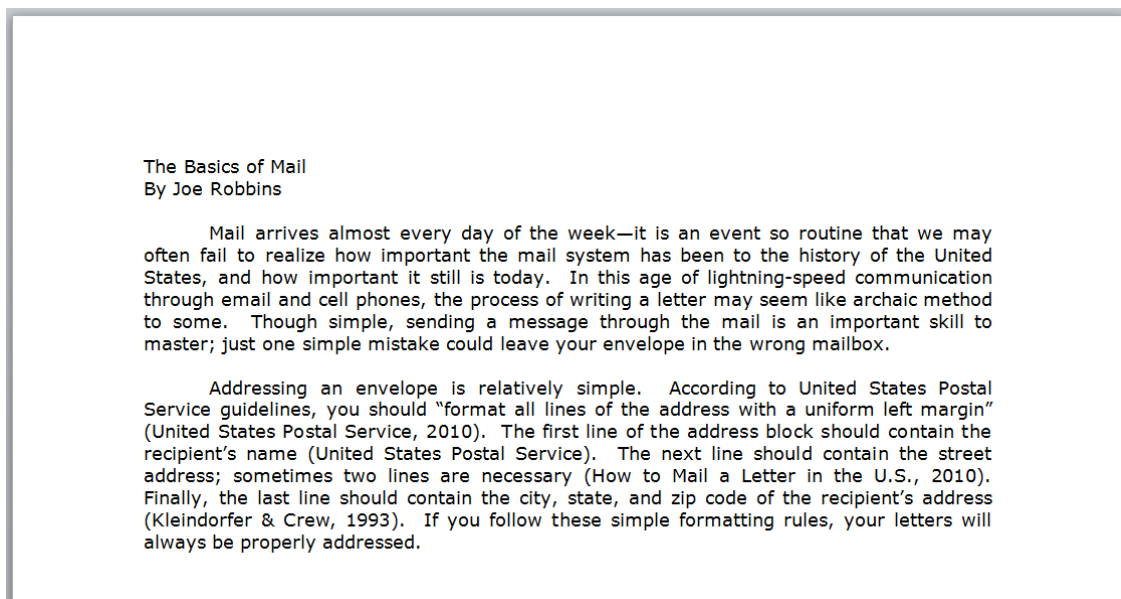
**Figure 14.10 – Editing the Citation**

Selecting Edit Source will open the Edit source window, which looks very much like the Create Source window. Here you can edit any of the source information you may have entered incorrectly (Figure 14.11). If you choose to Convert the citation to static text, the citation will become normal text just like the rest of the copy in your document. Though this feature will allow you to completely customize the internal citation, the Source Manager will not recognize it as an internal citation and unless cited elsewhere in the document it will not appear in an automatically generated Works Cited.

**Figure 14.10 – Editing the Citation**

## Adding a Footnote

As you can see in Figure 14.11, the first paragraph has been fully developed and there are a number of internal citations referencing additional sources. At this point you can pause to add a footnote at the bottom of the page. This practice is usually reserved for digressive information that could disrupt the reader’s pace, or anything that could require additional comment or detail not appropriate to the current topic. A footnote will appear at the end of its marker’s page, while endnotes will appear at the bottom of the last page of the document. To add a footnote to your current document, place the cursor where you want the marker to appear. Then find the Insert Footnote tool in the Footnotes panel under the Reference tab. The marker and a blank footnote will appear on the page as shown in Figure 14.12.



**Figure 14.11 – The Finished Second Paragraph**

recipient's name (United States Postal Service). The next line should contain the street address; sometimes two lines are necessary (How to Mail a Letter in the U.S., 2010). Finally, the last line should contain the city, state, and zip code of the recipient's address (Kleindorfer & Crew, 1993). If you follow these simple formatting rules, your letters will always be properly addressed.<sup>1</sup>

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### Figure 14.12 – Footnote Inserted

To add text to the note, simply click to the right of the note at the bottom of the page and type. You can see the note below in Figure 12.13.

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<sup>1</sup> Rules may change depending on the region and internal mail systems of some organizations. Contact a local post office for more detailed information.

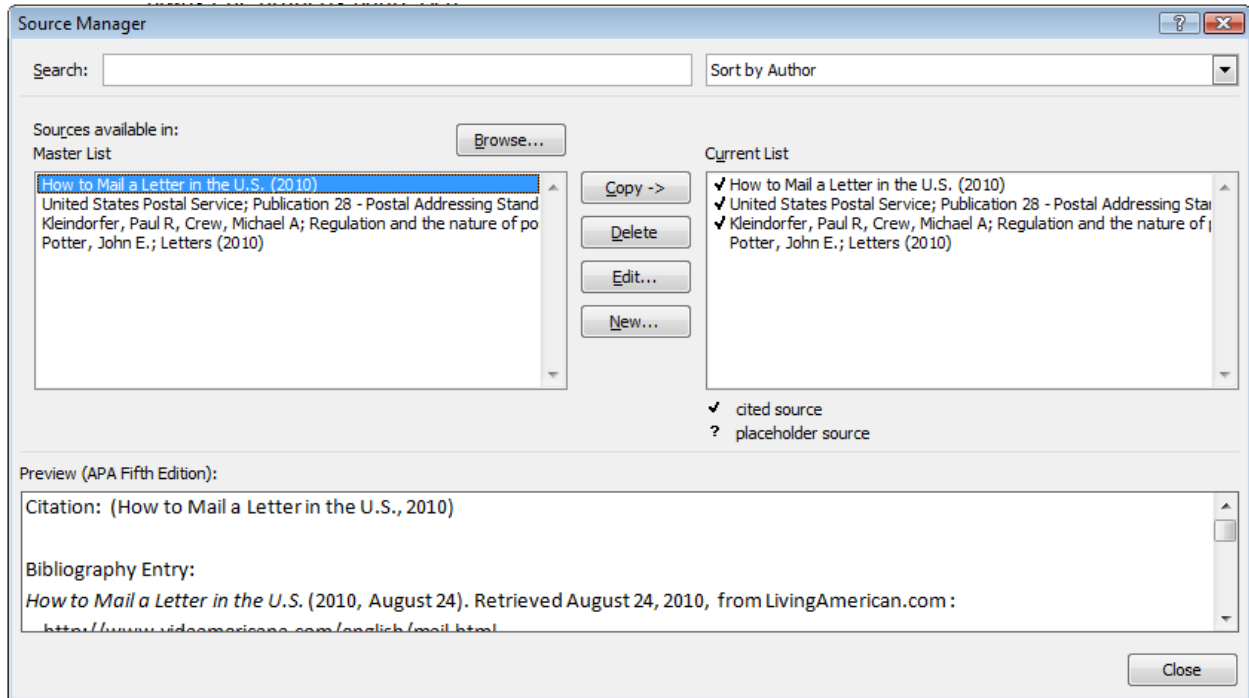
### Figure 14.13 – Text Added to Footnote

## Creating a Bibliography and Works Cited

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Because you have used the source manager to store all of your source information, creating a Bibliography and Works Cited will be much easier than having to individually format each source by hand. If you open the Source Manager you will see in your Current list that some sources have a check mark beside them while one does not (Figure 14.14).

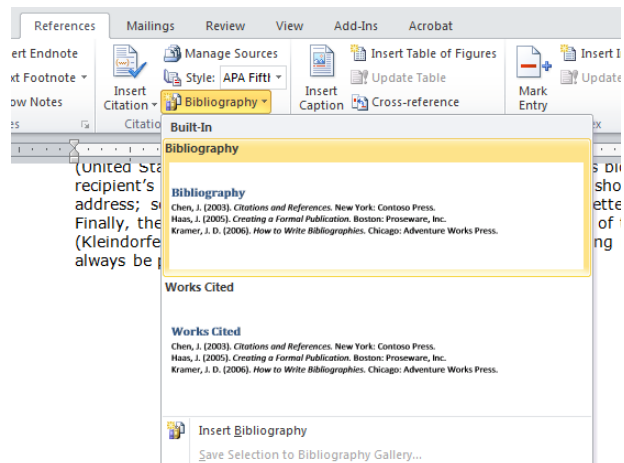




**Figure 14.14 – Source Manager**

The source in the current list that is not checked has not been cited in the document. However, because it is in the Current list it will be included in the Bibliography and Works Cited. If you wanted to remove it completely from both lists, select it from both lists and hit Delete. To remove it from the Current List, select it from the right side and hit Delete. If it is in the Master List only, it will only appear in the Bibliography. For now, leave the Source Manager as shown in Figure 14.14. Close the Source Manager.

Usually a long document will feature a Bibliography and Works Cited that begin on new pages. Because this report is short, both of the lists will fit on the same page as the copy. To insert a bibliography, select the Bibliography tool from the Citations & Bibliography panel under the Reference tab. Select the Bibliography option as shown in Figure 14.15 and a bibliography will appear at the location of your cursor as shown in Figure 14.16. Insert a Works Cited as well using the same procedure, only selecting Works Cited from the Bibliography tool menu (Figure 14.17).



**Figure 14.15 – Bibliography Tool**

(Kleindorfer & Crew, 1993). If you follow these simple formatting rules, your letters will always be properly addressed.<sup>1</sup>

### Bibliography

*How to Mail a Letter in the U.S.* (2010, August 24). Retrieved August 24, 2010, from LivingAmerican.com : <http://www.vidaamericana.com/english/mail.html>  
Kleindorfer, P. R., & Crew, M. A. (1993). *Regulation and the nature of postal and delivery services*. Boston: Kluwer Academic Publishers.  
Potter, J. E. (2010, August 2010). Letters. (J. Robbins, Interviewer)  
United States Postal Service. (2010, April 1). *Publication 28 - Postal Addressing Standards*. Retrieved August 24, 2010, from United States Postal Service: <http://pe.usps.gov/text/pub28/welcome.htm>

**Figure 14.16 – The Inserted Bibliography**

(Kleindorfer & Crew, 1993). If you follow these simple formatting rules, your letters will always be properly addressed.<sup>1</sup>

### Bibliography

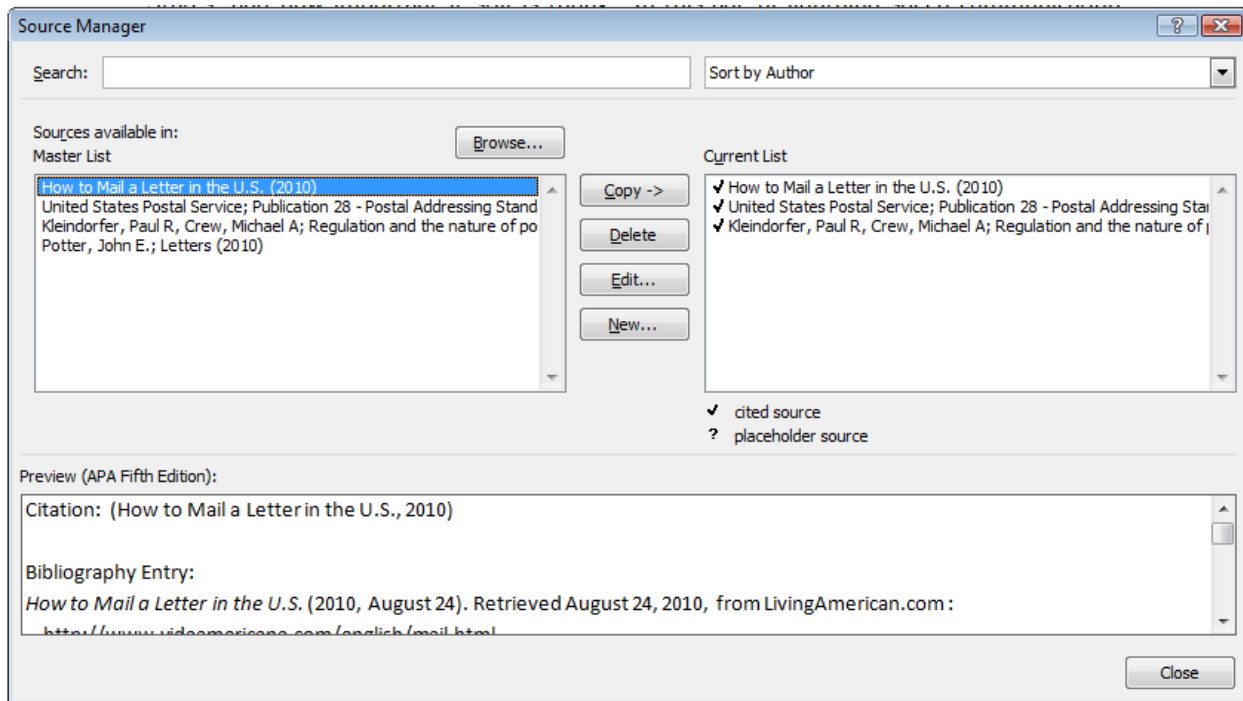
*How to Mail a Letter in the U.S.* (2010, August 24). Retrieved August 24, 2010, from LivingAmerican.com : <http://www.vidaamericana.com/english/mail.html>  
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### Works Cited

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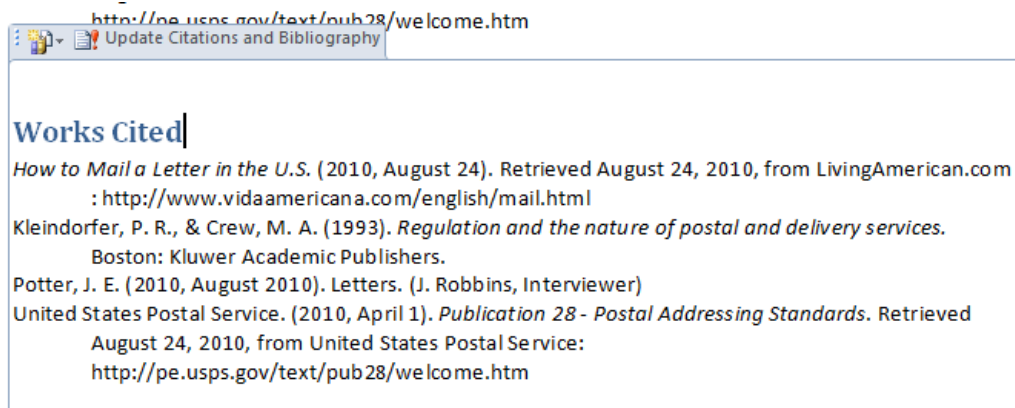
**Figure 14.16 – The Inserted Works Cited**

Notice that both of the lists contain the exact same four references. However, because you did not cite the interview in the copy, it does not belong in the Works Cited but only the Bibliography. To make this change open the Source Manager and remove the interview from the Current List by selecting it and hitting Delete (Figure 14.17).



**Figure 14.17 – Removing a Source from the Current List**

When you close the Source Manager you will notice that the interview still appears in the Works Cited. To update the list, click the Update Citations and Bibliography tool that appears above the Works Cited after you select the list (Figure 14.18). The interview will disappear from the Works Cited as shown in Figure 14.19.



**Figure 14.18 – Updating Citations and Bibliography**

The Basics of Mail  
By Joe Robbins

Mail arrives almost every day of the week—it is an event so routine that we may often fail to realize how important the mail system has been to the history of the United States, and how important it still is today. In this age of lightning-speed communication through email and cell phones, the process of writing a letter may seem like an archaic method to some. Though simple, sending a message through the mail is an important skill to master; just one simple mistake could leave your envelope in the wrong mailbox.

Addressing an envelope is relatively simple. According to United States Postal Service guidelines, you should “format all lines of the address with a uniform left margin” (United States Postal Service, 2010). The first line of the address block should contain the recipient’s name (United States Postal Service). The next line should contain the street address; sometimes two lines are necessary (How to Mail a Letter in the U.S., 2010). Finally, the last line should contain the city, state, and zip code of the recipient’s address (Kleindorfer & Crew, 1993). If you follow these simple formatting rules, your letters will always be properly addressed.<sup>1</sup>

### Bibliography

- How to Mail a Letter in the U.S.* (2010, August 24). Retrieved August 24, 2010, from LivingAmerican.com : <http://www.vidaamericana.com/english/mail.html>
- Kleindorfer, P. R., & Crew, M. A. (1993). *Regulation and the nature of postal and delivery services*. Boston: Kluwer Academic Publishers.
- Potter, J. E. (2010, August 2010). Letters. (J. Robbins, Interviewer)
- United States Postal Service. (2010, April 1). *Publication 28 - Postal Addressing Standards*. Retrieved August 24, 2010, from United States Postal Service: <http://pe.usps.gov/text/pub28/welcome.htm>

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- How to Mail a Letter in the U.S.* (2010, August 24). Retrieved August 24, 2010, from LivingAmerican.com : <http://www.vidaamericana.com/english/mail.html>
- Kleindorfer, P. R., & Crew, M. A. (1993). *Regulation and the nature of postal and delivery services*. Boston: Kluwer Academic Publishers.
- Potter, J. E. (2010, August 2010). Letters. (J. Robbins, Interviewer)
- United States Postal Service. (2010, April 1). *Publication 28 - Postal Addressing Standards*. Retrieved August 24, 2010, from United States Postal Service: <http://pe.usps.gov/text/pub28/welcome.htm>

<sup>1</sup> Rules may change depending on the region and internal mail systems of some organizations. Contact a local post office for more detailed information.

Figure 14.19 – The Finished Report

**\* World Class CAD Challenge 30-14 \* - Use the Source Manager to save and organize sources that you reference internally in a paper or report of your choice. Place a Bibliography and Works Cited, as well as at least three footnotes. There is no set time limit to accomplish this Challenge.**