

Please note: These instructions show you how to use the Microsoft Word tool for basic References. Please refer to the 'IPU New Zealand Referencing and Style Guide' for guidance about how your assignment should be presented, including in-text citations and references.

INSERTING NEW CITATIONS /

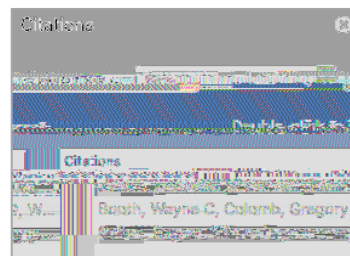
INSERTING PREVIOUSLY USED CITATIONS / REFERENCES

1. Set the cursor where you would like the in-text citation to show in your assignment.
2. Click on the **Citations** button:



Your previously added citations / references will appear in a list - double click on the citation you would like you use.

Please check the in-text citations look the way they should by referring to page 5 of the 'IPU New Zealand Referencing and Style Guide.'



ADDING PAGE NUMBERS TO IN-TEXT CITATIONS

Sometimes it is necessary to add **page numbers** to an in-text citation, for example, when using a direct quotation. *Please see page 5 of the IPU New Zealand Referencing and Style Guide.*

1. Click somewhere in the in-text citation that you need to edit. A blue box will appear around the citation with a **blue arrow** on the side:



2. Click on the blue arrow and then on **"Edit This Citation."**



3. Add the page number (or anything else that is needed) and click OK. You don't need to type "p" as MS Word will add that automatically.



