Computer Applications

Advanced Functions in Word – References and Table of Contents

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References and Table of Contents

- References tab

- Footnotes, citations/index and bibliography

- Automatic document table of contents

References in a Word document

References are pointers to:

- sources of information (books, articles, websites, …),
- explanations in footnotes,
- chapters in the document (table of contents, cross-references),
- images, tables and charts (captions and lists of figures).

Word provides a dedicated References tab for working with them

References in Word

References

- Table of Contents,
- Footnotes
- Citations & Bibliography
- Captions
- Index

Footnotes / Endnote

A footnote is an explanation or note that appears:

- as a small number next to the text (^{1}, ^{2}, ^{3} ...)
- with the full note text at the bottom of the page

Used for:

- additional explanations
- translations of terms
- citing sources without interrupting the main text

Footnotes / Endnote

Endnote

- Similar to footnotes, but they appear:
    - at the end of the document, or
    - at the end of a section

- Suitable for:
    - longer academic papers
    - books
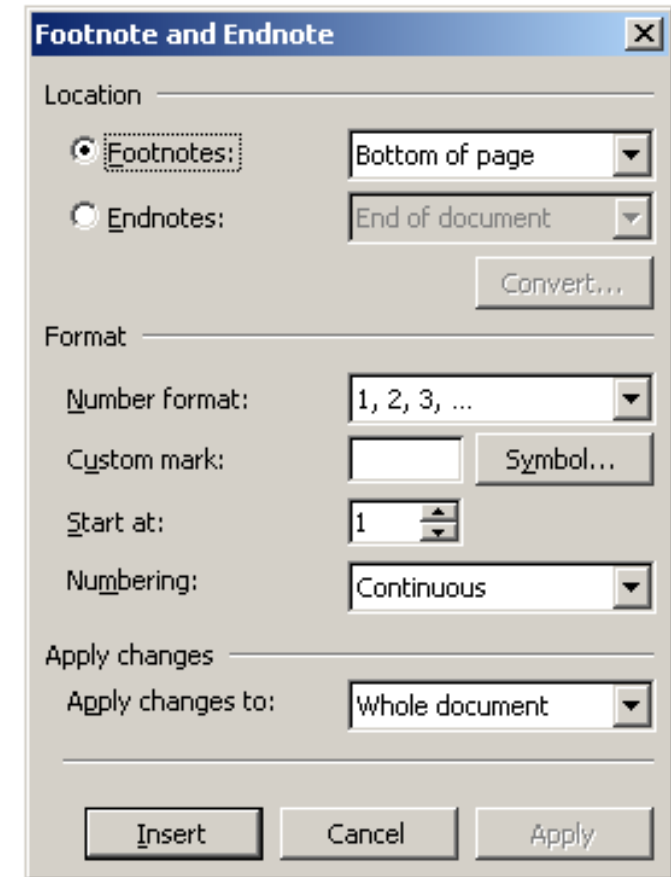   - documents with many notes

Word can convert footnotes to endnotes and vice versa

Footnotes

Insert/Reference/Footnote and Endnote

- Location (Footnote / Endnote)

- Number format

- Custom mark

- Start at

- Numbering

Exercise

Open the document „**Sunflowers and pine cones.doc**" and insert the following footnotes

- At the first occurrence of the name *Fibonacci*, insert the footnote: "*Italian mathematician Leonardo Pisano Fibonacci (1175–1250)*"

- At the occurrence of the name *Frederick II*, insert the footnote: "*Competition in Pisa in 1225*"

- At the occurrence of the phrase "miraculous spiral", insert the footnote: "*spirala mirabilis*"

- At the occurrence of the phrase "golden angle", insert the footnote: "*angle of 137.5 degrees*"
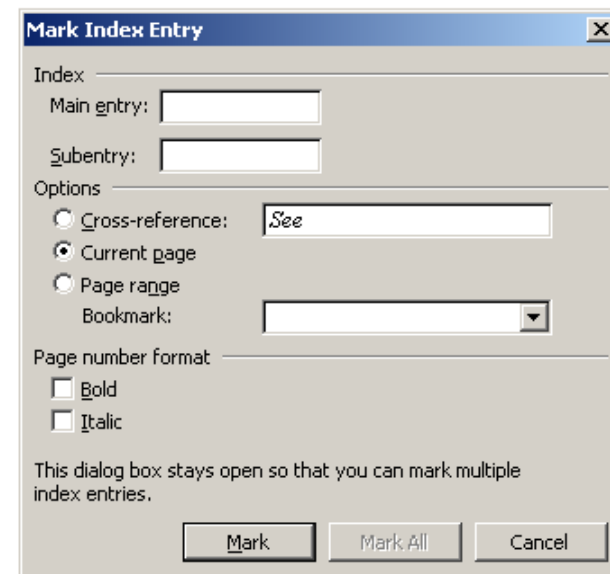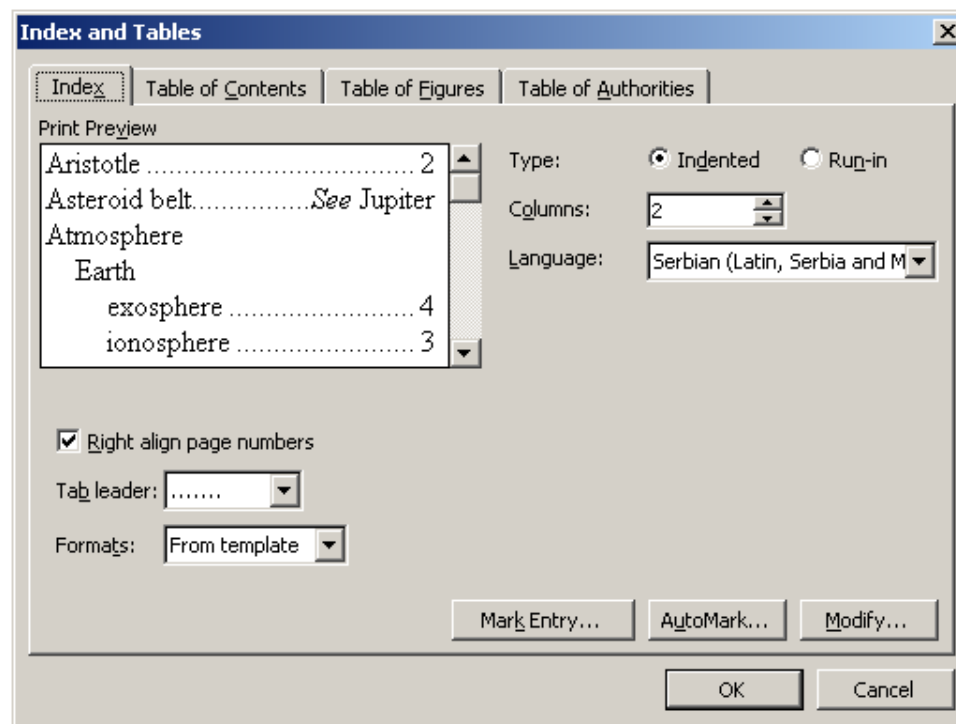
Creating an index of terms
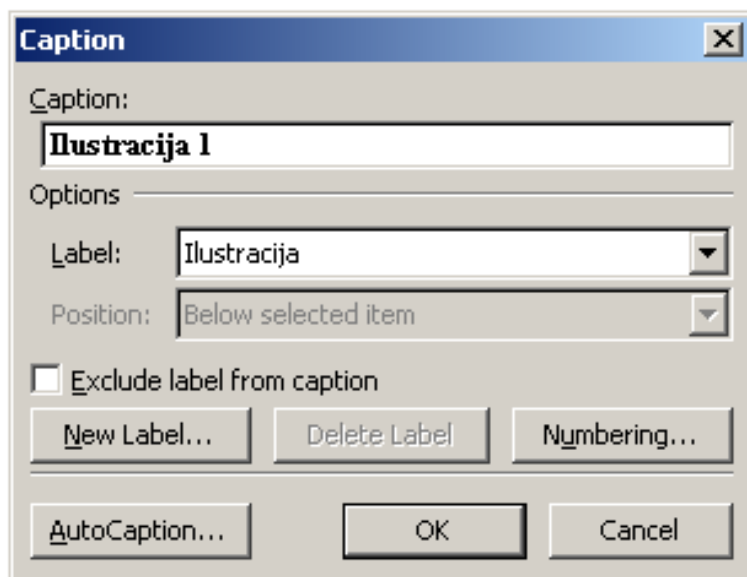
Insert/Reference/Index and Tables

An index is a list of key terms that helps the reader to easily find more detailed information related to a given term

- Indented
- Run-in
- Columns
- Language
- Right align page number
  - Mark Entry

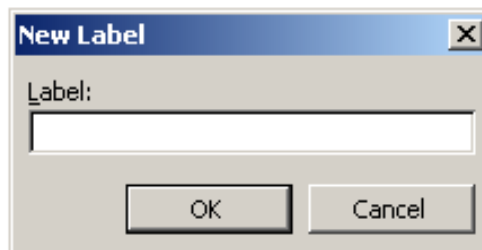# Labeling figures, tables, objects

Insert/Reference/Caption

Citations and bibliographic sources
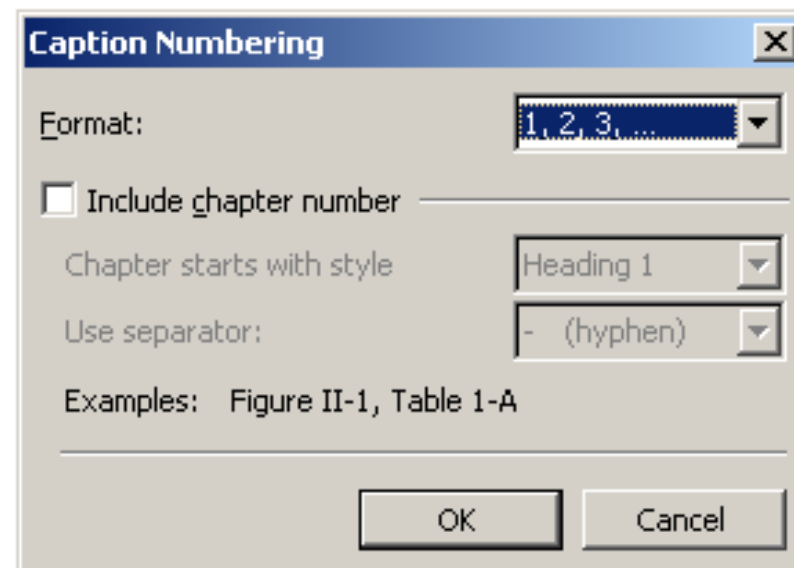
Citations & Bibliography

Word allows you to:

- enter sources (Source) – book, article, website, …

- insert a citation in the text (e.g. [1], (Petrović, 2020))

- automatically generate a reference list / bibliography

Citations and bibliographic sources

Citations & Bibliography

Entering a source – Create Source

- **References / Insert Citation / Add New Source…**
- **Type of Source**: book, article, website…
- Enter the data:
    - • author, title, year, city, publisher, …
    - • for web: URL, date accessed
- Word saves the source in the Master List

Once entered, a source can be used in multiple documents

Citations and bibliographic sources

Citations & Bibliography

Inserting a citation

- Place the cursor where the citation should appear

- Insert Citation → choose one of the already entered sources

- Word automatically adds the citation in the selected style

  - APA, MLA, Chicago, IEEE, ISO 690, …

- If a change is needed → Edit Citation

  - add a page number

  - add text before/after the citation

Citations and bibliographic sources

Citations & Bibliography

Reference list (Bibliography / Works Cited)

- Place the cursor at the end of the document (or chapter)
- Bibliography → Insert Bibliography or Works Cited
- Word automatically creates a list of all used sources
- The list is tied to the chosen style (APA, IEEE, …)
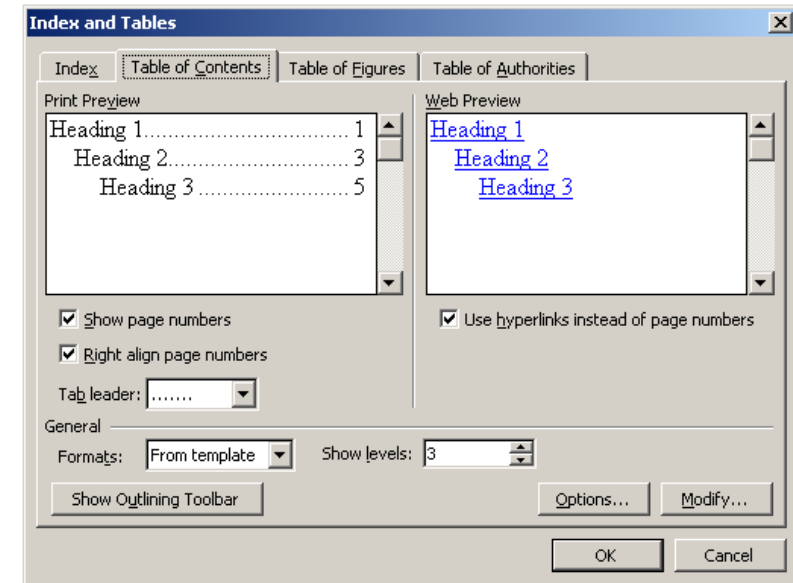- The list of citations can be updated by right-clicking and choosing Update Field

Table of Contents

Insert/Reference/Index and Tables/Table of contents

A table of contents is a list of chapters and subchapters with page numbers, created automatically based on styles (built-in or custom styles)

- All headings and subheadings in the document

  must be marked with appropriate styles:

  - Heading of the highest level

  - Subheading of the first level

  - Subheading of a lower level, etc.

- Place the cursor in the document where the table of contents should appear

- Insert/Reference/Index and Tables/Table of Contents

- Set the options related to the appearance of the table of contents and click **OK**

Exercise

- Create a document with at least 3 chapters and one subheading in each

- Apply styles: Heading 1 for chapters, Heading 2 for subheadings

- On the second page of the document, insert an automatic table of contents

- Add more text so that page numbers change

- Update the table of contents so that the page numbers are refreshed

Exercise

- Prepare a document 1–2 pages long on a topic of your choice

- The document must contain:

  - at least 2 heading levels (Heading 1 and Heading 2)

  - 3 footnotes

  - at least 2 citations (with entered sources)

  - a reference list

  - an automatic table of contents at the beginning of the document

Questions & Answers

Network of centers for regional short study programs in the countries of the Western Balkans
Call: ERASMUS-EDU-2023-CBHE
Project number: 101128813