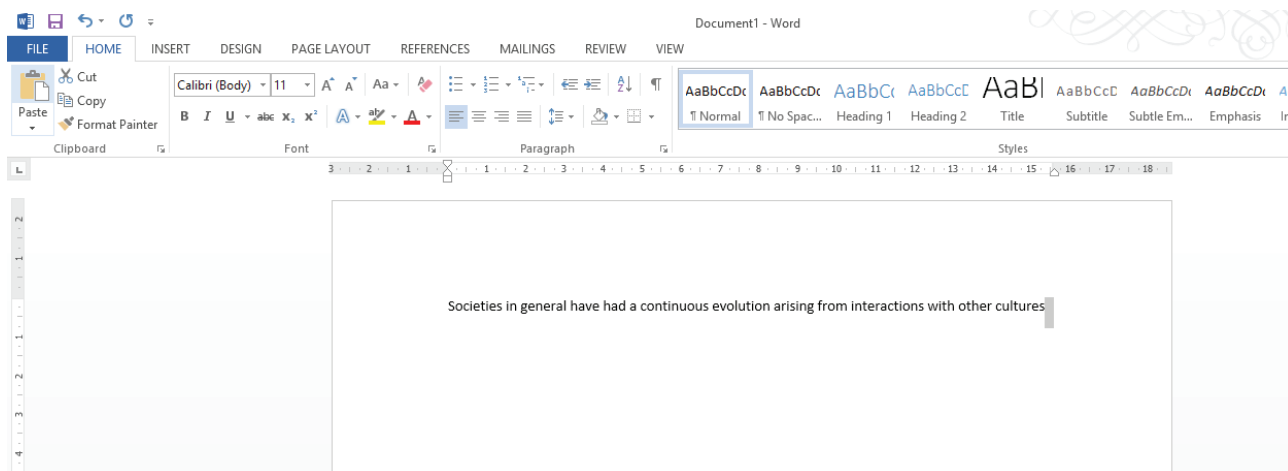


GUIDELINES FOR APA STYLE REFERENCES USING WORD

This manual presents a brief description of the required steps to cite references in APA style using Word tools.

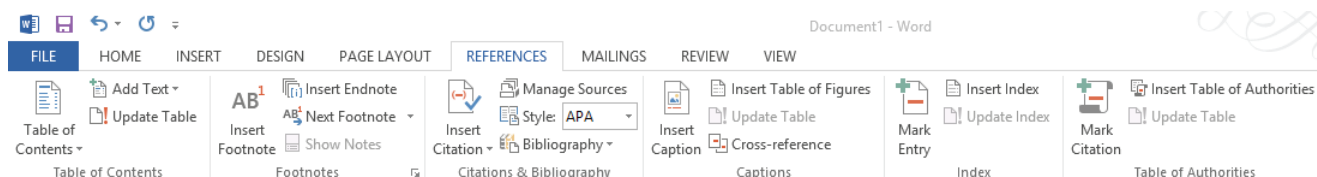
Step 1. Selecting the position where the in-text reference should appear.

When writing the article and adding a reference, you can locate the place where the reference will be by clicking on the desired space.

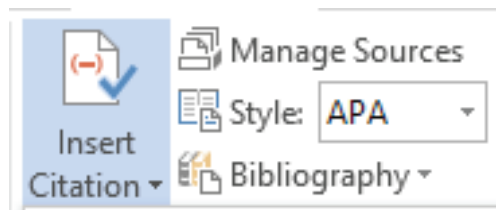


Step 2. Locating the APA style reference tools

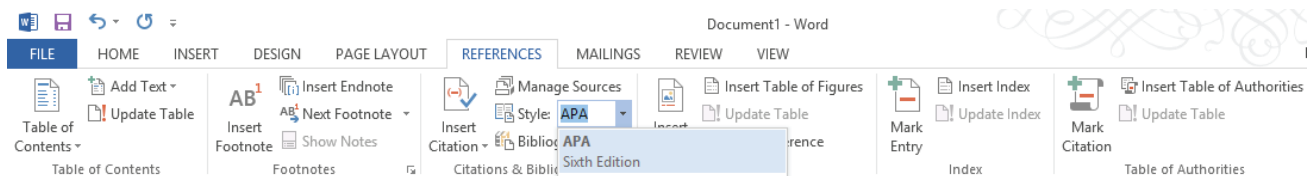
To access these tools, you must go to “References” in the Word menu, located in the upper part.



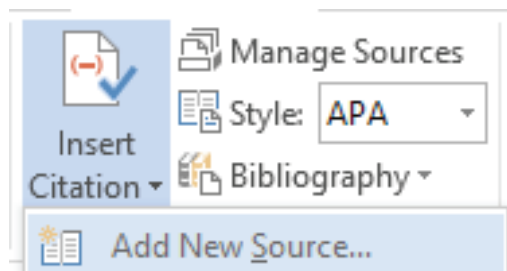
A section will appear where you must check that the option “Style” is displaying “APA Sixth”.



Once “Style” is verified, you must choose the option “*Insert cite*”, from section “Cites and Bibliography”.



Several options will be displayed, select “*Add new source...*”.



Step 3. Registering the reference information

An emerging window is displayed with label “*Create source*”, where you should select the type of bibliographical source you wish to refer.

Once the type of source is selected, you should click on the option “*Edit*”, located next to the field “*Author*”.

A new emerging window will appear with label “*Edit name*”, in which the following fields must be filled:

- Last Names
- Name
- Second Name (If applies)

Click on “Add” to include the names in section “Names” and then “Accept”.

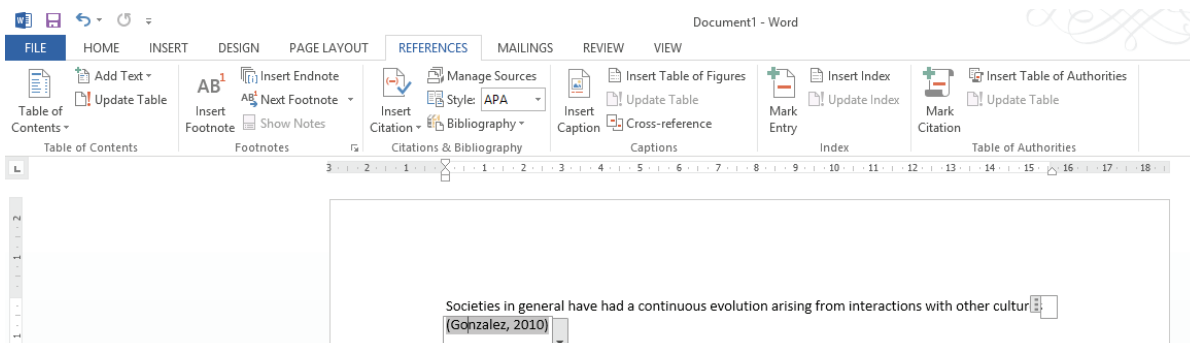
The author's name is displayed in “Create source” window. Now, you must mark the option “Show all bibliographic fields” and fill the asterisked fields (*), which are required.

NOTE: It is suggested to fill not only the required fields but also the other spaces in order to have more complete references.

Click on “Accept” after filling all the spaces.

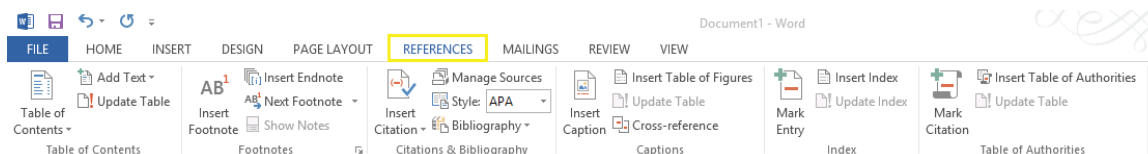
Step 4. In-text reference generation

Word generates the cite in APA style according to the place where you chose its location.

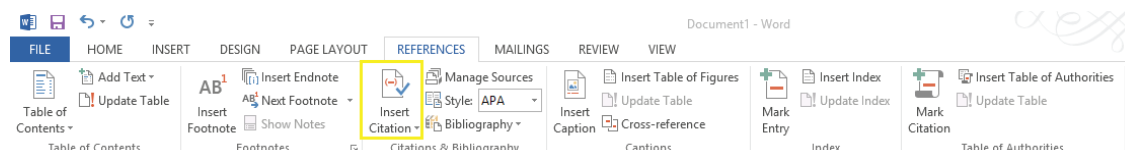


Step 5. Use already created references

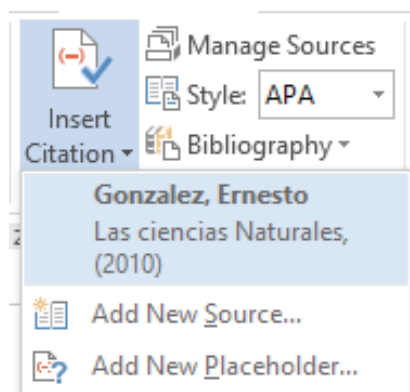
If it is necessary to use a previously created reference inside the article, you must go to “References” in the Word menu, located in the upper part.



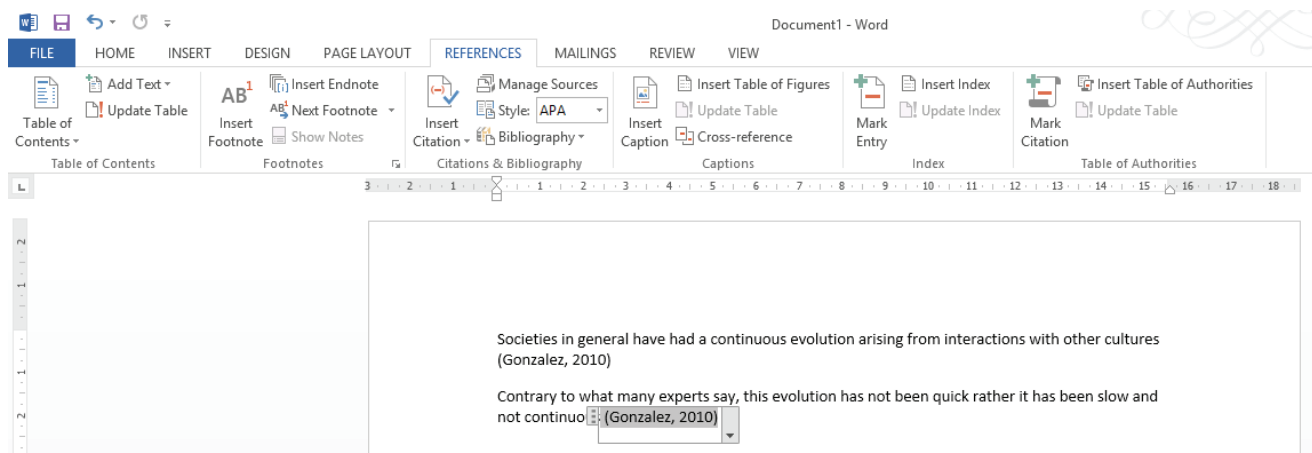
Select option “Insert cite” from section “Cites and bibliography”.



Several options are displayed, among which you should find the created reference.

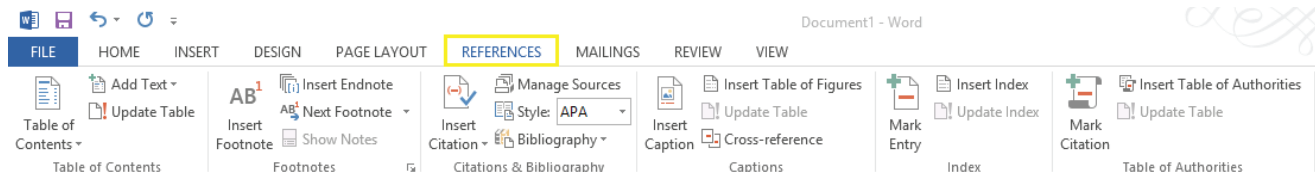


Word inserts the created reference.

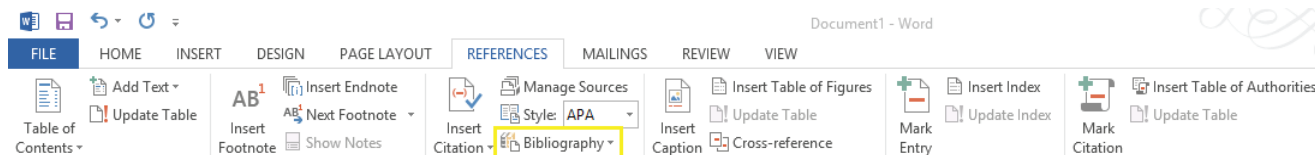


Step 6. List of references generation

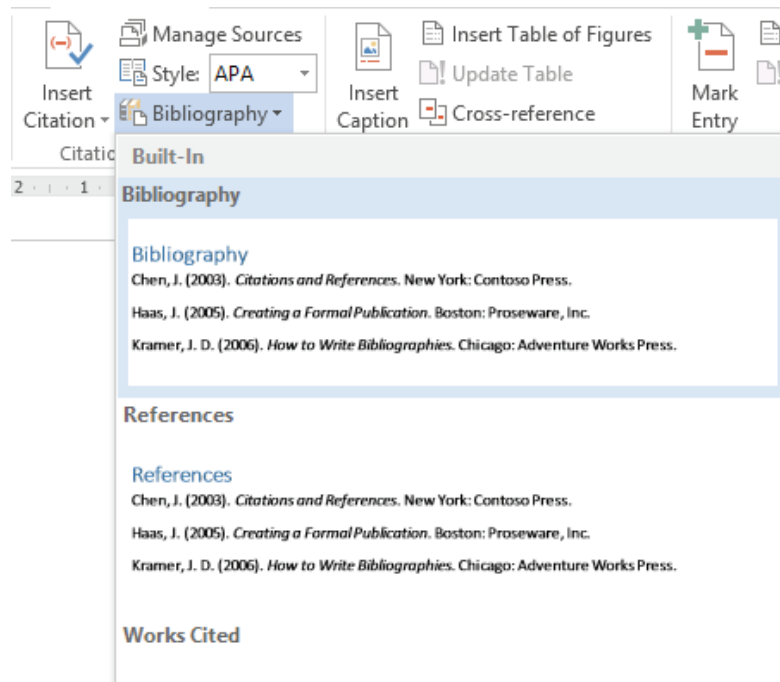
Once the article is written, it is important to generate the list of **Bibliographic references**. In order to do it, you should go to “References” in the Word menu, located in the upper part.



Select option “Bibliography” from section “Cites and bibliography”.



A window with several options is displayed. Select the first option.



Word inserts the list of bibliographic references at the end of the document in **alphabetical order**, as required by APA style.

