Footnotes & Citation in Microsoft Word

By Ashlin Perumall for the PSLR Writing Workshop 2010

Microsoft Word 2007/2010

- **Source Management**: what are sources and how to use them
- **Footnoting Capabilities**: How to insert a footnote
- **Citations:** tools for citing sources in your document
- **Cross-Referencing**: tricks to avoid the 'lost footnote'
- **Other useful tips**: automatic bibliography and table of authorities
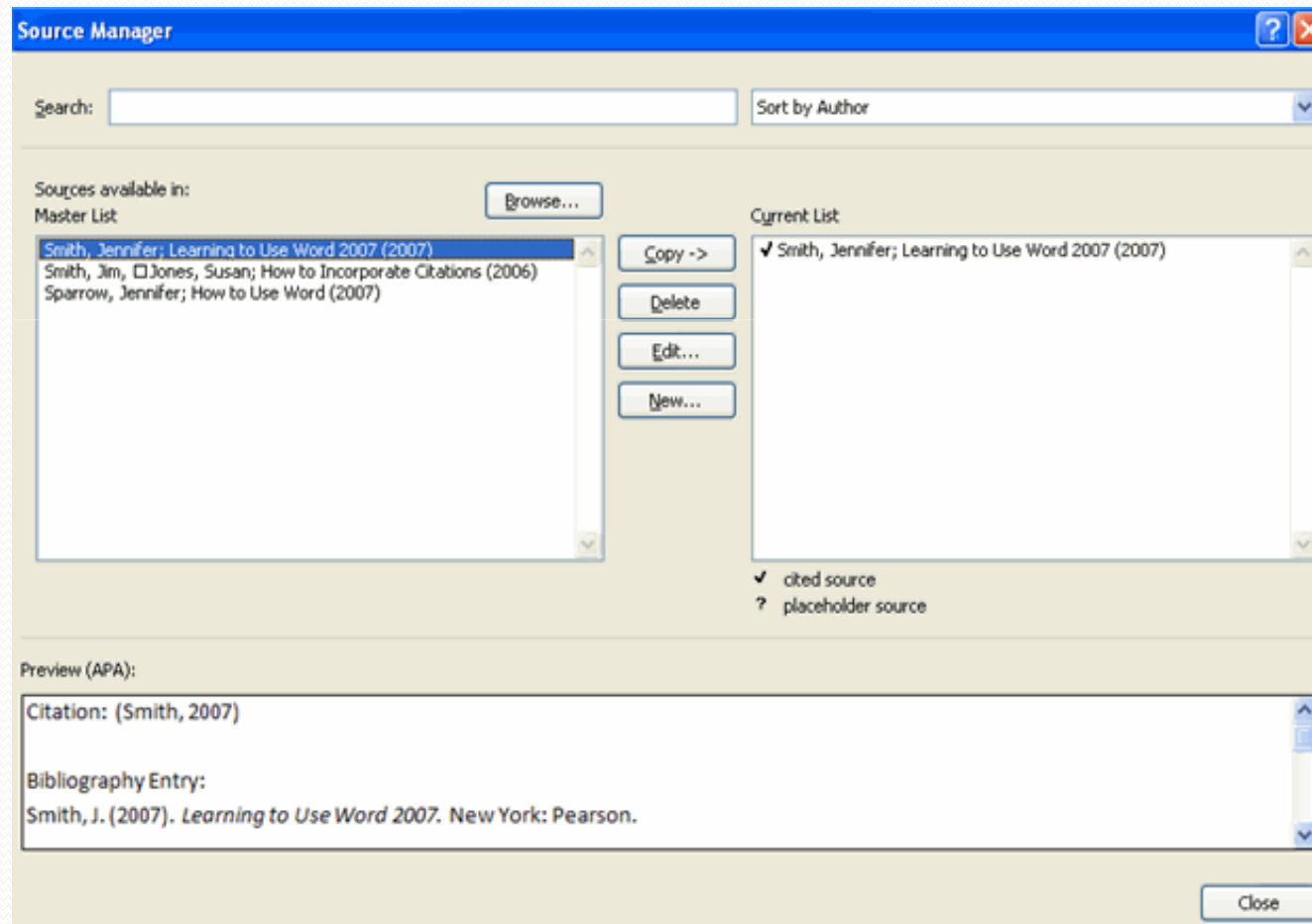
Source Management

- **Microsoft Word** allows you to add sources into a **database** for your document
- You can then **cite these sources** in footnotes, in your text or in a bibliography and Microsoft Word will **format it automatically**
- **Benefits:**
  - **Saves time**
  - **More organized**
  - **Difficult to 'lose' sources**

Source Management

- To create a **new source:**
  - Click the **References** Tab on the Ribbon
  - Click the **Manage Sources** Button on the Citations & Bibliography Group
  - Click the **New** button in the centre of the window
  - Type in all the **details** of your source in the **form** that pops up and click **OK**
  - It will now appear in you current list (the list for all the source for the document you are working on)
  - You have now created a source!

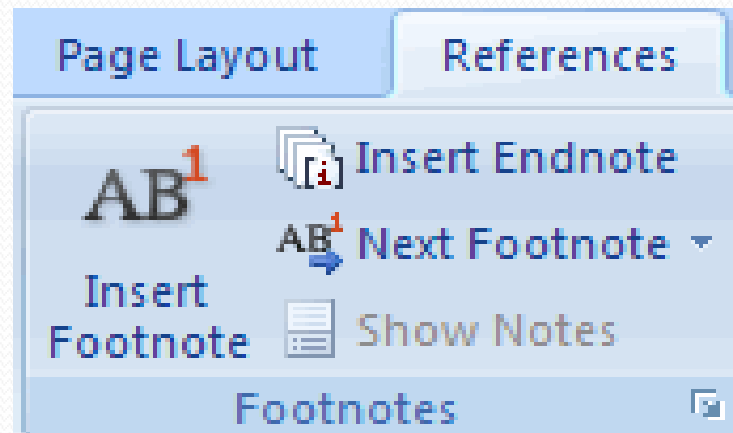# Source Management

Source Management

Using Sources

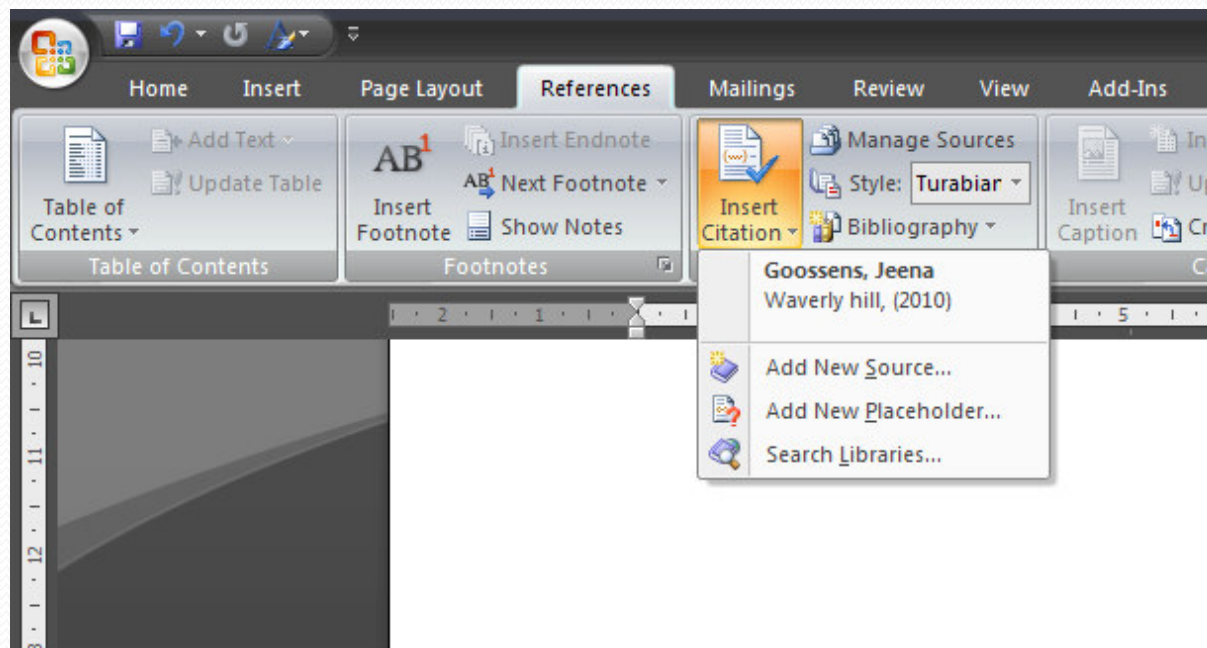- **In a footnote**
- **In a bibliography**

Footnotes

- To insert a footnote:
- Click the **References** Tab on the Ribbon
- Click **Insert Footnote**

Footnotes

- Now click on the **Insert Citation button**
- A **list of the sources** you have made will appear
- Click on the **source you wish to insert**

Styles

- There are many **styles** you can choose from for your citations and bibliography
- This refers to **how** the information will be displayed
- The style you use is either of **personal preference** or determined by your **lecturer**, **publisher, etc.**
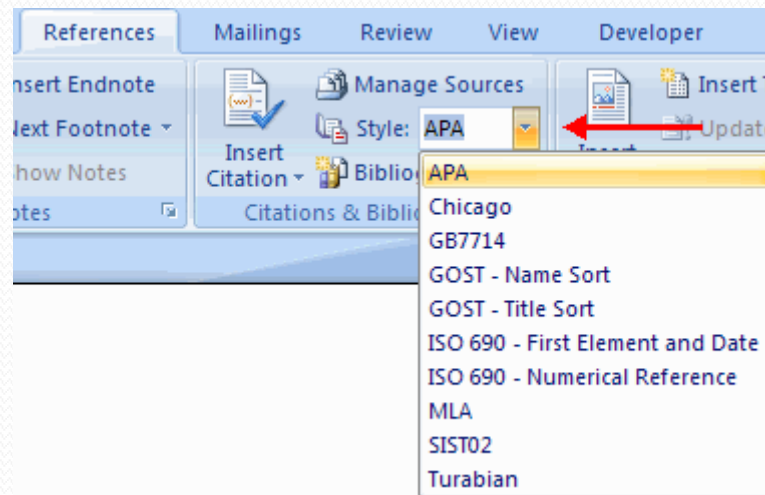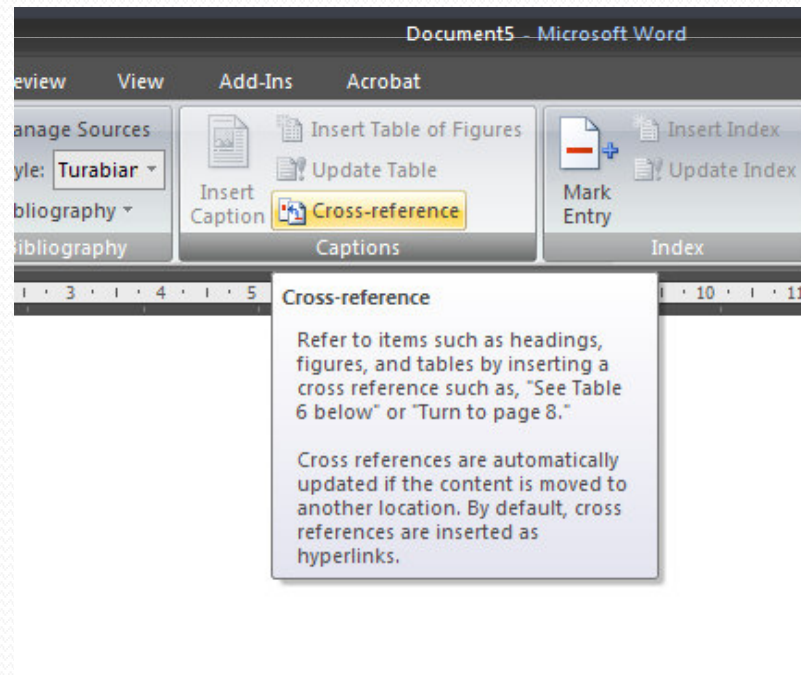
Cross-referencing

- A lot of legal writers cite **previous footnotes** in a **later footnote** to avoid repeating the same information (and save on word count!)
- Eg: *supra, FN 34 / See fn 3*
- This leads to a problem where new **footnotes are added above** this footnote and the number sequence is disrupted
- This leads to a '**lost footnote**' or a footnote which refers to information which has been moved
- In a dissertation / thesis this can lead to issues of **plagiarism**

Cross-referencing

- Microsoft Word offers a solution: **cross-referencing**
- This creates a '**field**' or an *automatically updatable position* in your text which can be updated to any changes in numbering

Cross-referencing

- To insert a field in a footnote first create the footnote
- Type the beginning part of the footnote – eg: "supra" or "See" but do not type in the number of the footnote you are referring to
- Then in the **Reference** Ribbon click on cross-reference
- The following **window** should come up:

Cross-referencing

Cross-referencing

- A list of all **previous footnotes** will be shown
- Click on the footnote you wish to refer to and then click **insert**
- **A number** will be inserted in the footnote which can be updated to any changes in your document
- **To update all footnotes:** press **Ctrl+A** (i.e. Select all text) and press **F9**
- **This renumbers all the cross-referenced footnotes according to where the information is located**

Other useful tips

- If you are using the source feature of Microsoft Word then you can create an **Automatic Bibliography:**
  - Click the **References** Tab on the Ribbon
  - Click the **Bibliography** Button on the Citations & Bibliography Group
  - Click on the **style** you wish to use for the bibliography
  - Word will now insert a **bibliography** of all your sources automatically
  - **NOTE**: the style in which information is displayed should be chosen when entering a source into the database

Other useful tips

- Tables of authorities can also be created automatically
- Whenever you enter a **case citation** or a **Act of Parliament**, etc. do the following:
  - Highlight the text
  - Click of the **references** ribbon
  - Click **Mark Citation (Mark all if necessary)**
  - Chose what **Category** your citation falls under (cases, statutes, etc) and then choose **MARK**
  - The **hidden formatting** symbols may pop up to remove them click the **HOME** tab and click on:

Other useful tips
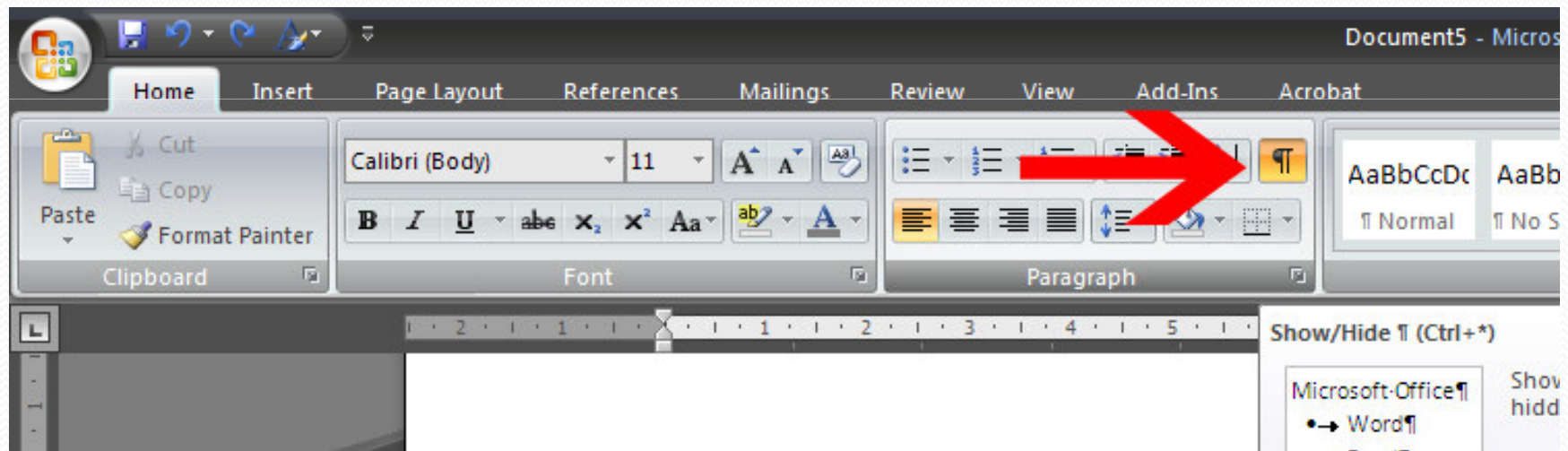
Other useful tips

- To insert a Table of all the authorities you have marked
  - Click of the **references** ribbon
  - Click **Insert Table of Authorities**
  - Make any adjustments you feel necessary
  - Then Click **OK**
  - A table of all the **marked information** will now appear:

Cases

Campbell v MGN Ltd [2004] 3, 16

Copland v UK [2007] ECHR 253...1

Murray v Big Pictures (UK) Ltd [2008] 2, 16, 24

NM v Smith (Freedom of Expression Institute as Amicus Curiae) 2007 (7) BCLR 751 (CC)...5

Conclusion

- **Microsoft Word** offers many ways to make your writing simple and fast
- **Less time** can be spent on **formalities** such as referencing and indexing and **more** can be spent on the **writing itself**
- Learning to use these tools is a **must** for legal practitioners who need to write as **accurately as possible**
- **There are many other tools also available**
- Make use of the program to its full potential!