1. In Word, click on the References tab

2. From the References tab you would click on the Style drop down – Choose APA (it’s the newest APA format version)
How to Insert In-Text APA Citations & References in WORD.doc (Windows)

3. Click on Manage Sources, the Source Manager Box will pop up. If the source you want isn’t listed click on New (if it is already there, click on Copy and that will copy it from the Master List to the Current list)

4. When you click on New the following box will pop up, from the drop down model choose what type of source it is; fill out all of the information; when finished click OK and it will be added to your Sources
5. To insert an in-text Citation click on insert citation, from the drop down box click on the source you want and it will insert it into your document

Example of what the in-text Citation will look like:

a) Provide the citation for this source:

Emerging Strategies in the Prevention of Domestic Violence (Wolfe & Jaffe, 1999)


Primary, Secondary, & Tertiary Preventions

b) Briefly discuss how the theory, model, or framework you identified helps you to understand your practice question:

Primary Preventions: Targeted to populations before domestic violence happens
Secondary Preventions: Targeted to individuals, following early signs of domestic violence
Tertiary Preventions: Targeted to victims and perpetrators after domestic violence has ended
6. **How to insert a Reference Page:** go to a new page at the end of your document, click on the references tab click on the bibliography drop down and then choose References (for APA it’s usually a References page they request).
This is what the inserted References page will look like.

References


