Exporting your reading list to MS Word

A reading list can be exported in various formats, including MS Word.

**Step 1**
Click on the **three dot icon** at the top of your list:

![EDIT icon](Image)

**Step 2**
Click on **Export**, then select **To Word**:

- Unpublish
- Order Citations in All Sections
- Duplicate list
- Lock
- Manage course association
- Save list structure as a template
- Configure list discussions
- List Permalink
- LTI Direct Access
- **Export**
- To .long file
- **To Word**
- To PDF
- To Excel
- To RIS file
- To EndNote
Step 3
Choose a citation style from the drop-down list, then click on EXPORT:

```
Export To Word

Bibliography style: American Psychological Association (APA)

CANCEL  EXPORT
```

Step 4
Review the word document to ensure the citations are in the correct format, e.g.

```
Librarianship in the 21st Century


```

Please note
Reference lists are generated using the data provided by the lecturers/collaborators and the Library system. You may need to ‘tweak’ the citations to match your nominated referencing style.