Formatting References Using Copilot Transcript

Presented by Dr. Bjorn Mercer, Department Chair in the School of Arts, Humanities, and Education

Hello and welcome to this informative video about formatting references using Copilot. My name is Dr. Bjorn Mercer, a Department Chair in the School of Arts, Humanities, and Education. This video specifically focuses on APA formatting, but if you use MLA, Chicago, Turabian, or IEEE, you can adjust your data slightly to fit your needs.

The first thing we'll want to do is go to Copilot. If you have anything done before, make sure to start a new chat. A new chat will always clear Copilot for new information. The article I'm going to use here is a great little article from The Guardian titled "Sex, Death, and Distance: The Strange, Obsessive World of Anton Bruckner." Bruckner is one of my favorite Austrian composers. You'll want to gather all the pertinent information: the title, the author, the date it was published, and the web link. Sometimes you'll need additional details, so keep track of everything for whatever format you're using.

Collect that information, typically in a Word document. Here is the prompt: "Please take the following and format a reference per the latest version of APA." Include the article title, author, date published, place of publication, and web link. Then, copy and paste this into Copilot and say thank you.

Copilot will think for a while and then provide the reference formatted in APA. It will include the author's last name, first initial, date of publication, title of the article, place of publication, and the web link. Always double-check this with APA guidelines. For example, a web page on a news website should have the last name, first initial, date, title of the article, place of publication, and web link. In this case, Copilot italicized the place of publication instead of the title of the article, so you'll need to adjust that.

Copy and paste the reference into your document. For example, if the title of the article should be italicized, make that change and unitalicize the place of publication. It's a small detail but important for accuracy.

When finding articles, textbooks, or any sources for your papers, essays, or presentations, always write down all the information just like this. Use a prompt, put it into Copilot, and it will format your references. It may not be perfect, but it will be close. Double-check it with the APA website or other style guides like MLA.

This is a great little video about how you can use Copilot to format references. If you have any questions, feel free to reach out. My name is Dr. Bjorn Mercer.