



RefWorks



RefWorks

Using One Line/Cite View

One Line/Cite View Compatibility

(Compatible with Netscape 6.0 and above, IE 5 and above, Mozilla 1.2.1 and above, and, as of this release (March 27, 2003), compatible with Safari beta release)

Citing References

Follow the steps below to cite a reference in your paper:

1. Click on the **Cite link** next to the appropriate reference. A **Citation Viewer window** will appear containing the citation formatted like {{54 Johnson;}}.
2. To cite a second reference in the same location just click on the **Cite link** by any other reference. (If you are using a Macintosh, you will need to click twice – the first click will activate the **RefWorks** program the second will perform the Cite function. This is due to Macintosh functionality not the **RefWorks** program.)
3. Once you have all of the references you need for a particular in-text citation, click on the **Select Citation button**.
4. Perform a **Copy** command or simply drag and drop the citation into your word processor document.
5. Go to your word processor, click on the document where you want the citation inserted and paste the citation.
6. Be sure to **Clear** the **Citation Viewer window** before creating your next citation.

Click on the **View link** to see the entire reference and to access the **Edit** command if you want to make changes.

Creating a Bibliography

1. Save the document you have just created before formatting the paper and the bibliography.

2. Click on the ***Bibliography button*** from the ***Citation Viewer window*** or from within the ***RefWorks*** program.
3. Select the ***Output Style*** (e.g., MLA, APA, etc.) you need and the paper you have just created as your document.
4. Click on **Create Bibliography**.

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Using Write-N-Cite in RefWorks

Citing References

1. Open a Microsoft Word document and click on **Write-N-Cite**.
(Before opening the Word document, download **Write-N-Cite** on your computer from **RefWorks**.)
2. Log in to **RefWorks** and select the appropriate subject folder that you created for your citations.
3. Return to Microsoft Word and type the text of your document. Save your document.
4. When you want to insert an in-text citation into your document, position your cursor in the exact location that you want to see the citation.
5. Switch to **Write-N-Cite** and click the **Cite link** next to the correct reference.

Write-N-Cite automatically inserts the opening and closing curly brackets as well as the *Ref ID*, *Author Last Name* and *Year*. This is called a **Citation Placeholder** and it is what **RefWorks** reads when formatting your paper. (It is not what your final citation will look like.)

6. If you want to modify or remove information that will appear in the formatted citation, click on the [Edit Citation](#) link in the upper right-hand corner of the Write-N-Cite window (**Note:** only Windows users have this option -- Mac users can modify **citation placeholders** by using [In-Text Switches](#)).
7. To cite a second reference in the same location, click the **Cite link** for the second reference. The reference information is automatically inserted in the same set of curly brackets.

Editing Citations (Windows Users only)

1. The **Edit Citation link** launches the **Citation editor** which allows you to:
 - a. preview your reference in an output style of your choice
 - b. modify how your citation will appear in-text or in a footnote by

- suppressing (hiding) entire citation
 - suppress (hiding) the author
 - suppress (hiding) the year
 - adding text before the in-text citation
 - adding text after the in-text citation
 - adding a specific page number (overriding the page number in your **RefWorks** record). This feature only works if the output style you plan to use has page numbers in the in-text citation or footnote. Also, this is the **ONLY** editing feature that works with a footnote.
2. When you make any changes using the **Citation Editor**, your **citation placeholder** (the temporary citation used by **RefWorks** to read and format your paper) will appear like this:

Before using the **Citation Editor**:

```
{ {14578 Babcock, L.E. 1988; } }
```

After using the **Citation Editor** to add a page number and text:

```
{ 14578 Babcock, L.E. 1988/p text before /f text after; } }
```

3. When you use the **Citation Editor**, you will see some coding inserted in your **citation placeholder**. This coding (also called "switches") tells **RefWorks** to do the action you specified. This coding is removed when your paper is formatted.

Note: Make sure you "save to Word" any changes you make using the **Citation Editor**.

4. To edit an existing **citation placeholder** in a Word document, place your cursor within the double curly brackets of the **citation placeholder** you wish to modify. The [Edit Citation](#) link will display in **Write-N-Cite** and you can make any edits you desire.
5. Editing Citations (Mac, Netscape and Linux Users)

Some **Output Styles** require that a specific page be included in an in-text citation. Others require that the author name be left out of the citation if the name is included in the text. **RefWorks** cannot determine a specific page number for a reference or know when an author name is in the text. You can, however, manually instruct the program to exclude or include certain items in the citation through the use of in-text switches.

Creating a Bibliography

1. Click **Bibliography** to generate the formatted paper.

2. Select the correct **Output Style** (e.g., MLA, APA, etc.) and select **Create Bibliography**.

You do not need to select the file since **Write-N-Cite** is already linked to the current document. The program creates the formatted paper as a *new* document with the document name preceded by the word "Final". For example, a document named **Test.doc** would be formatted with the name **Final-Test.doc**. Remember, if you need to make edits to the document, be sure to edit the original document and re-create the formatted document by running the bibliography process again.

3. **Norton Internet Security Users:** If you have trouble generating a bibliography from within **Write-N-Cite**, check to make sure **Write-N-Cite** has "permission" to access the Internet.

To do this:

- open **Norton Internet Security**
- Select **Personal Firewall** and click on the **configure** button
- Select the **Programs** tab
- Scroll down the list to find **Write-N-Cite**
- In the Internet Access column, make sure access is set to **Permit**

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