

In-Text Citation Tools

Ready Reference Guide

One Line/Cite View, Write-N-Cite and manually-added citations

RefWorks provides several tools that allow you to insert citations into a document from a list of references in your RefWorks account. **One Line/Cite View** operates from within RefWorks and does not require you to download extra software. **Write-N-Cite** does require that you download a small piece of (free) software to your home or office computer. (It has been installed on some CSC public access computers. Consult a librarian for more information.)

Part 1: One Line/Cite View

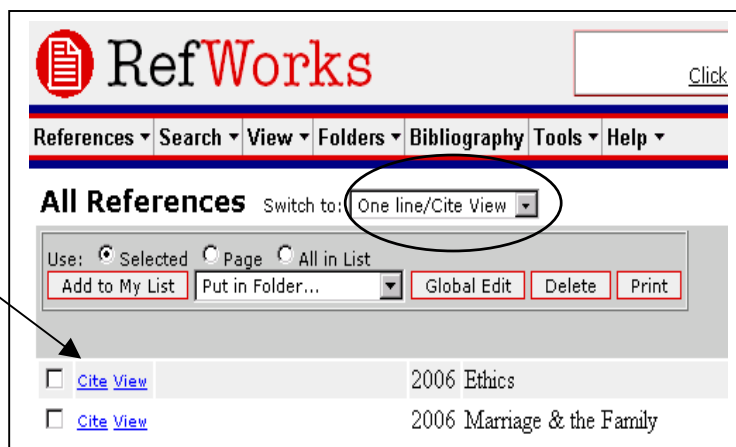
One Line/Cite View allows you to insert citations and create a bibliography from your references in RefWorks while you write your document.

Getting Started

1. Open your word processing program (such as Microsoft Word) and begin writing your paper. If you have written the paper, open it.
2. When you need to include a citation, open **RefWorks** in another window and log in.
3. Select the folder of the references you want to use in your paper. (Have you proofed your references for errors and compatibility with your citation style? If not, click on the **View** link beside the reference to see it. If you need to make corrections, click the **Edit** button.)

Citing References in your Paper

1. Switch to **One Line/Cite View** in RefWorks by using the view dropdown menu located next to the name of your references.
2. Click on the **Cite** link next to the reference you want to use. The **Citation Viewer** window will appear containing the citation formatted: {{54 Johnson;}}.
3. To cite a second reference in the same location, 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.)
4. Once you have all of the references you need for a particular in-text citation, click the **Select Citation** button.
5. The citation will be highlighted. Click **Edit, Copy** from the **Citation Viewer** toolbar. Go to your paper. Select **Edit, Paste** to insert the citation. (You can also drag and drop the citation into your document.)
6. Be sure to **Clear** the Citation Viewer window before creating your next citation.



Formatting your Document and Creating a Bibliography

Save the document you have just created, then follow these steps.

Step 1: Click the **Bibliography** button from the **Citation Viewer** window or from the **Bibliography** menu from RefWorks toolbar.

Step 2: Select the **Output Style** (MLA, APA) that you prefer

Step 3: Select the **Format Paper and Bibliography** button

Step 4: Use the **Browse** button to navigate to your paper

Step 5: Click **Create Bibliography**

The formatted document will open, which you can then save and edit as needed.

Part 2: Write-N-Cite

Getting Started

1. Launch Write-N-Cite from within Word by clicking the toolbar button (Windows users only) or by selecting Write-N-Cite from the Tools menu. You can also launch the program from the Write-N-Cite icon on your desktop or by clicking the Start menu and selecting RefWorks from Programs.

Mac Users: In addition to the standard Macintosh menus, there is a Word menu in Write-N-Cite that lists open Word documents.

2. When the login dialog box appears, enter your user name and password and click **Login**.
3. Click the box next to **Always on top** to keep Write-N-Cite on top of all other programs including Word. Also, notice that the name of the Word document that is active in RefWorks is written next to MS Word Status.

Finding Your References in RefWorks

Use the **Search RefWorks** feature and author hyperlinks to search through references. From the View menu you can select to view **All References** or view by **Folder**; you cannot create or edit folders. You can also sort the reference list by selecting a sort option from the **Sort by** list. To see the full reference, click the **View** link button. You can also modify citations using the Citation Editor.

Note: You may have the full version of RefWorks open at the same time you have Write-N-Cite open. If you make edits in RefWorks be sure to refresh Write-N-Cite (which you can do by changing the view) to reflect the edits.

Inserting In-text Citations into Your Paper

1. Open a new, blank document in Microsoft Word.
2. Put the cursor in your Word document where the reference should be inserted.
3. 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. (You will need to minimize Write-N-Cite to switch back and forth between it and your paper.)
4. 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.
5. 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

The **Edit Citation** link launches the **Citation Editor** that allows you to preview your reference in an output style of your choice and modify how your citation will appear in-text or in a footnote by:

- suppressing (hiding) the entire citation
- suppressing (hiding) the author
- suppressing (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.

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; }}
```

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**.

To edit an existing citation placeholder in Word, 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.

Creating a Bibliography

Have you proofed your references for errors and compatibility with your citation style? If not, go into RefWorks and click on the **View** link beside the reference to see it. If you need to make corrections, click the **Edit** button.

Now you are ready to create your paper's list of cited references.

1. Click **Bibliography** to generate the formatted paper.
2. Select your **Output Style** and select **Create Bibliography**.

(You do not need to select the file since Write-N-Cite is already linked to the current document.)

Write-N-Cite 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.

Note: You *cannot* create a bibliography from a list of references in Write-N-Cite.

Part 3: Manually added citations

Use this function if you need to work on your paper off-line (without access to the Internet and your RefWorks account).

1. First, access your RefWorks account and bring up the folder containing the citations you will use. Print a copy of these references.
2. Open your paper in Word. As you type, place the cursor where you want the citation. To enter a citation, type the **Ref ID** number of the citation (from the list of your RefWorks citations) in curly brackets. For example: `{{42}}`.
3. **Save** your paper.
4. When you do have access to the Internet, log into your RefWorks account.
5. Click the tab **Bibliography**.
6. Select **Format Paper and Bibliography** and navigate to the saved document.
7. Click **Create Bibliography**. Be sure to check your paper for accuracy.

Gray / August 2007