

## **Using RefWorks Citation Tools - for Mac Users**

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### **Write-N-Cite and One Line/Cite View**

RefWorks provides several tools that allow you to create in-text citations and a bibliography from a list of references in your RefWorks account. Write-N-Cite is a utility that allows you to run an abbreviated version of RefWorks while you are working in Microsoft Word. To use Write-N-Cite you must download a small, free program to your home or office computer. (Write-N-Cite has been installed on some CSC public access computers.) If the computer that you are using does not allow you to download and install programs, use **One Line/Cite View** to generate your bibliography. One Line/Cite View is also recommended for Firefox users.

### **Download Write-N-Cite for Mac v. 2.5**

Write-N-Cite for Macintosh is compatible with Mac 98 and up (including Word 2008) and Mac OS X version 10.3 or later (including Leopard).

To install Write-N-Cite, login to your RefWorks account and go to the navigation toolbar. Click on Tools and then use the drop down menu to go to Write-N-Cite. Click on the link to download **Write-N-Cite for Mac v. 2.5**.

After downloading Write-N-Cite from RefWorks, drag the file called macwncinstall.dmg to the desired location, typically your Applications folder. You must restart your computer for the installation to take effect.

*Note:* Do not install Write-N-Cite with Microsoft Word running.

### **Working with Write-N-Cite**

1. Launch Write-N-Cite from within Word by clicking the Write-N-Cite icon on your desktop. In addition to the standard Macintosh menus, there is a Word menu in Write-N-Cite which lists open Word documents. This is a convenience which allows you to activate Word or select a document to bring forward.
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 (you can drag Write-N-Cite out of the way to view your paper in MS Word). Also, notice that the name of the Word document that is active in RefWorks is written next to MS Word Status.

Write-N-Cite provides only the essential items to allow more viewing area for your references. You can 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.

## Citing References

1. From your Word Processor, click the insertion point (the point where you want the reference inserted).
2. 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.
3. 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.
4. 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** which 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) 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.

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

1. Click **Bibliography** to generate the formatted paper.
2. Select the correct **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. 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. Also, you are not able to create a bibliography from a list.

For more information about this program, go to the RefWorks navigation toolbar, click on **Help**, and use the drop down menu to go to **Write-N-Cite Help**.

## One Line/Cite View (the Write-N-Cite Alternative)

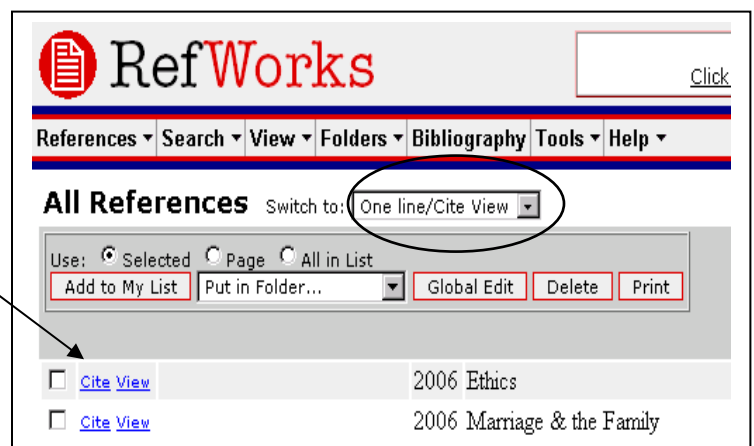
One Line/Cite View allows you to insert citations and create a bibliography from your references in RefWorks while you write your document.

## 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 highlighted temporary 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.

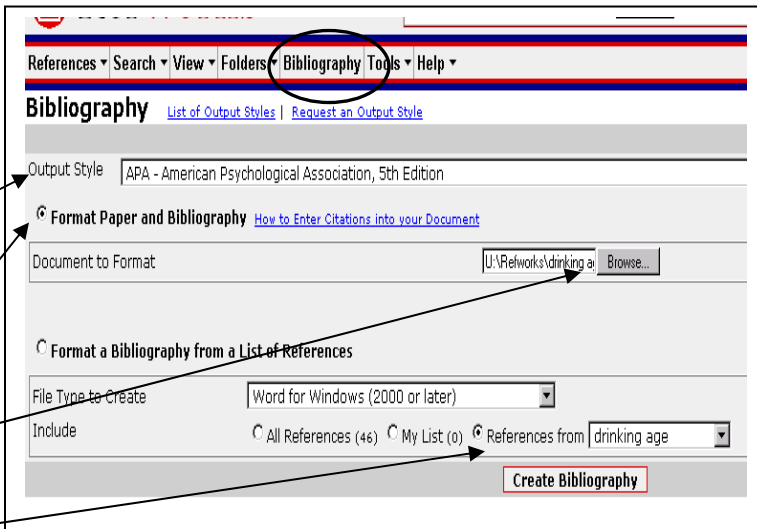
**Step 1:** Click the **Bibliography** button from the **Citation Viewer** window or from the **Bibliography** menu from RefWorks toolbar.

**Step 2:** Select the **Output Style** (MLA, APA) that your 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 screenshot shows the RefWorks 'Bibliography' window. The 'Bibliography' menu item in the top toolbar is circled in red. An arrow points from Step 1 to this menu item. Another arrow points from Step 2 to the 'Output Style' dropdown menu, which is currently set to 'APA - American Psychological Association, 5th Edition'. A third arrow points from Step 3 to the 'Format Paper and Bibliography' button. A fourth arrow points from Step 4 to the 'Browse...' button next to the 'Document to Format' field. A fifth arrow points from Step 5 to the 'Create Bibliography' button at the bottom right of the window. The 'Document to Format' field contains the path 'U:\Networks\drinking age'.

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

*Gray / October 2008*