

Reference Citation Manager (RCM)

RCM is an App that sits within your Word document giving you quick access to the references stored in your Refworks account. Use it to insert your citations and it will then create your Reference list (Bibliography) at the end.

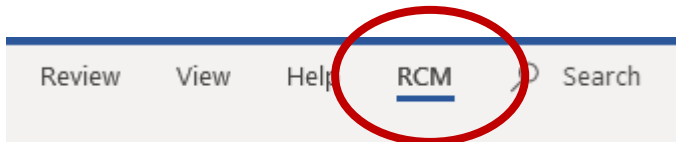
It works on Word 2016 and above, and on the university downloaded Microsoft 365. For earlier versions of Word use the Write-n-cite (download from Refworks).

NOTE: you can't log into RCM with your institutional login. You will need to set up an **Alternative** password within Refworks.

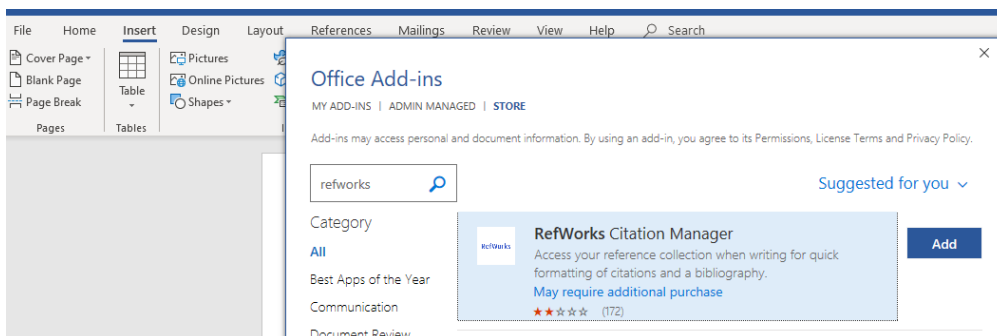
- Click on your name within Refworks to access **Settings**.
- Scroll down to see and set your **Alternative Password** (this can actually be the same as your university password if you want to keep things simple).

1. Accessing the RCM

- Open up a Word document. If you are on a University PC or using the university Microsoft 365 version of Word, the RCM will automatically appear on your tool bar.
- N.B This is a new addition so if you previously downloaded Microsoft 365 you may need to Sign out of Word, sign back in and Restart to pick it up.



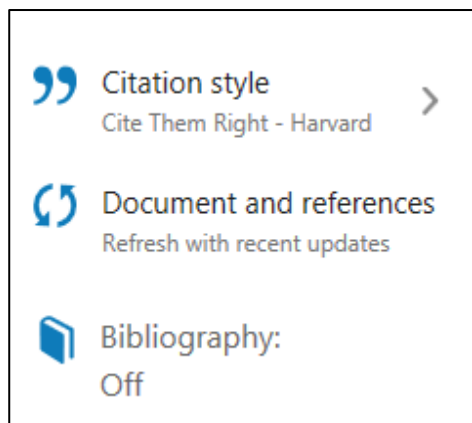
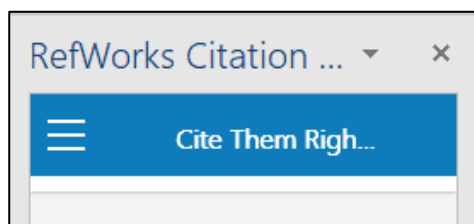
- If you are using your own version of Word you will need to add the RCM App. Click on **Insert > Get Add-ins > Store > search for Refworks and Add**



- You will now have the RCM tab on your toolbar.
- Click on the RCM which opens up an  click on that to open the sidebar.

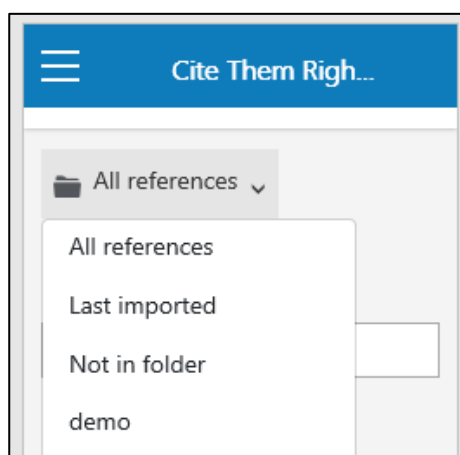
If you need to log in, use your university email and the **Alternate** password you set up.

2. The RCM sidebar



- Click on the v dropdown to resize or move the RCM box
- Click on the 3 lines in the blue banner to set or change your citation style. Most courses use Cite Them Right – Harvard 11th edn but other styles are available.
- This also where you will find the refresh (synchronise) option. The RCM automatically synchronises with your Refworks account each time you log in. But this gives you the option to refresh if you have added more references to your Refworks account whilst logged in. There is another refresh option bottom right.
- The Bibliography defaults to off and it is best to leave it that way. Just run the Bibliography generator at the end of your essay. Having it turned on and constantly updating your bibliography as you add a new citation just makes the whole thing run very slowly.

3. Adding and deleting Citations



Under **All References** you will find your Refworks folders. Hopefully you have created one for your assignment and can just select that. All of the references you have collected for that assignment will be in here.

Alternatively, you can search by title, author or date.

- Start typing your essay and when you want to insert a citation, find it in the RCM. Hovering over the citation shows you the **Cite** and **Edit** buttons. Use the **Cite** option to add the citation.

e.g. (Heath, 1998)

- Use **Edit** if you want to add the citation without an author or date, for example if the author is already part of the sentence.

e.g. Koppitz *et al.* (2017)

- To add page numbers to a quotation go to **Edit** and use the **Add suffix** field.

Format as comma, space, p. number.

- You can also go back in and **Edit** the layout of the citations after they have been added, just **double click** on the citation to access the **Edit** and **update** options.

- To add multiple citations to support your point, use the tick boxes. You will get a preview of the citation and you can edit here.

E.g. (Rowling, 2007; Edwards, 2015)

To remove a citation, double click anywhere in the in-text citation and it should open up the edit screen, which is where you will find the delete button

TIP – Avoid the normal Cut, Copy and Paste options when dealing with the in-text citations. They don't work well and mess up your final Bibliography. Use the Insert and Delete options from the RCM. If you want to move a citation it is better to delete it and insert again in the right place.

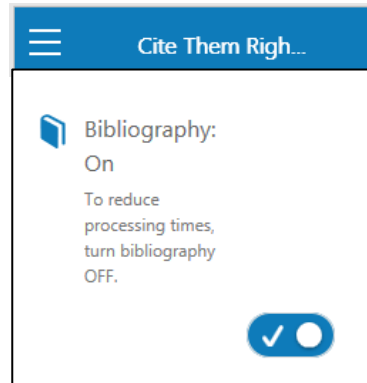
Refworks does now allow you to edit the citations in the text but any update will over-write this, so if make any changes at the end.

4. Create your bibliography

Do this at the end, when you have finished writing your assignment.

- Go to the Blue banner with the three lines and **turn the bibliography ON**.

It will automatically generate your bibliography at the end of your writing.



PLEASE NOTE: References can't be edited in Word or using the RCM. They are created from their Refworks entry, so any editing and formatting needs to be done in Refworks beforehand. This is why we always recommend checking and editing your references in "Citation view" as you go along. See page 5 in this guide

<https://my.cumbria.ac.uk/media/MyCumbria/Documents/Proquest-Refworks.pdf>

For example, below there are two "Londons" as place of publication in the Harry Potter reference. *Nurse Education Today* should be capitalised on every word. Use "and" rather than & In *Physical & Occupational Therapy*. All of these would need to be changed in Refworks. The changes would then copy over to your bibliography one you log in again or

use the refresh option



Bibliography

Edwards, M. (2015) 'Family Caregivers for People with Dementia and the Role of Occupational Therapy', *Physical & Occupational Therapy in Geriatrics*, 33(3), pp. 220-232. doi: 10.3109/02703181.2015.1031926.

Heath, H. (1998) 'Keeping a reflective practisediary: a practical guide', *Nurse education today*, 18(7), pp. 592-598. doi: //dx.doi.org/10.1016/S0260-6917(98)80010-5.

Koppitz, A., Bosshard, G., Blanc, G., Hediger, H., Payne, S. and Volken, T. (2017) 'Pain Intervention for people with Dementia in nursing homes (PID): study protocol for a quasi-experimental nurse intervention', *BMC Palliative Care*, 16(1), pp. 27. doi: 10.1186/s12904-017-0200-5.

Rowling, J.K. (2007) *Harry Potter and the philosopher's stone*. London: London : Bloomsbury.