

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.

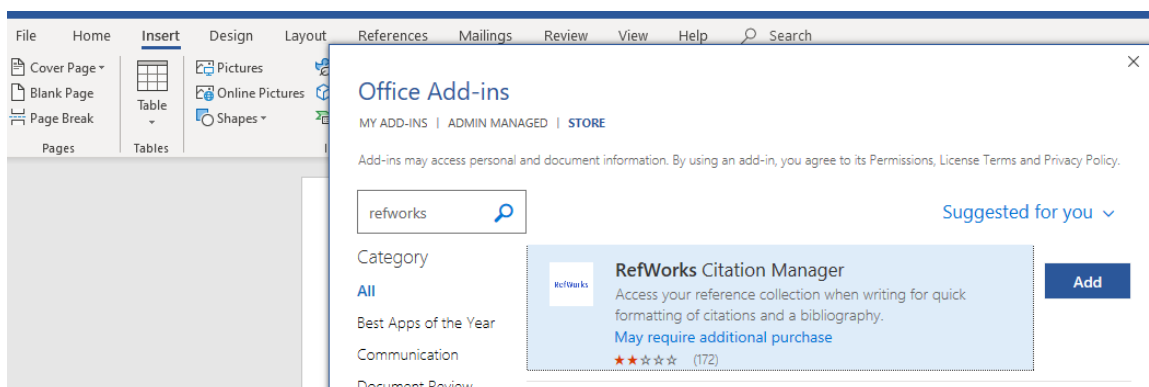
It works on Word 2016 and above and on the online version from Microsoft 365. For earlier versions of Word use the Write-n-cite (download from Refworks).

For the RCM to work it is necessary to have **Internet Explorer** loaded on your PC or **Safari** on a Mac. You don't need to use these as your browser to access the internet, they just need to be loaded on your PC.

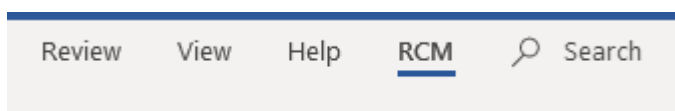
PLEASE NOTE - If you are using the free **Microsoft 365** from the University check that your name does not appear in the top blue banner. If it does, you need to **Sign out** (Restart is required) to be able to access the App. Signing out will mean that your documents won't automatically save to your OneDrive. Most of the time you can sign back in and the RCM remains.

1. Getting set up

- In Word 2016 and above click on **Insert > Get Add-ins > Store > search for Refworks and Add**



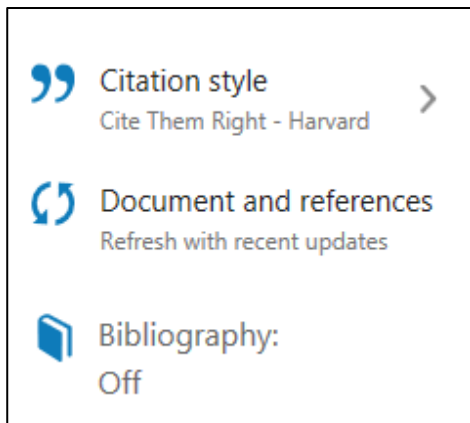
- You will now have an RCM tab in your word document



- Open the RCM sidebar and log in with your Refworks username and password.

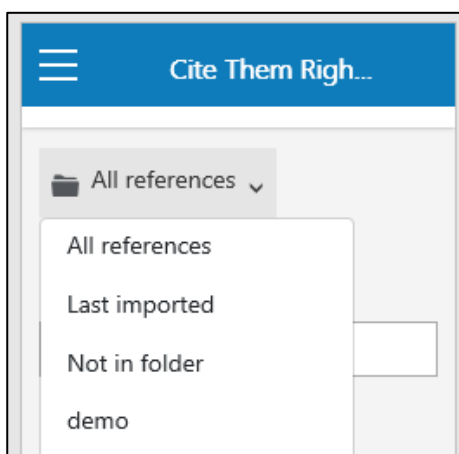
NOTE: you can't log into RCM with your institutional login. Hopefully you set up your account on an individual log in but if not log into Refworks with your Institutional log in > Select Settings (under your name) > Alternative password. Once you have set an alternative password use that to log into the RCM.

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 your citation style. Most courses use Cite Them Right – Harvard (not the 10th) but others 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.
- 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)

- 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. Similarly you can format the text but not the citation once it has been added.

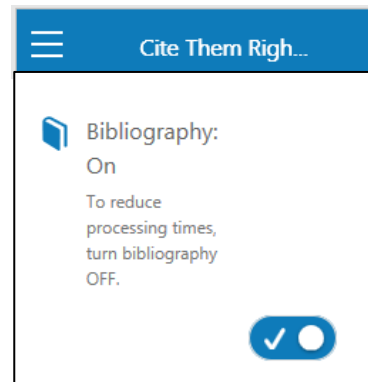
(Refworks are working to improve this lack of flexibility)

4. Create your bibliography

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

- Go back 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 practicediary: 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.