

Write-N-Cite

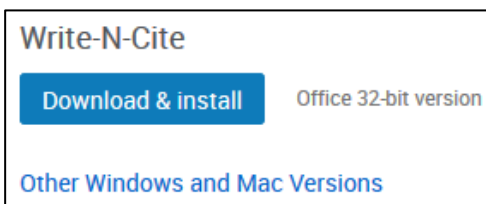
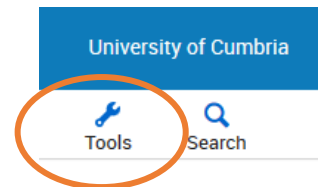
Write-N-Cite is a plugin that sits within your Word document giving you quick access to the references stored in your Refworks account. Use it to insert your citations and it will then create your Reference list (Bibliography) at the end. It will work off-line.

It works on Word 2016 and earlier for Windows, for Macs pre 2016 only. For Word 2019 and Office 365 use the RCM.

You will need to download it from Refworks and install it onto your PC. For this reason it is not available on University PCs.

1. Getting set up

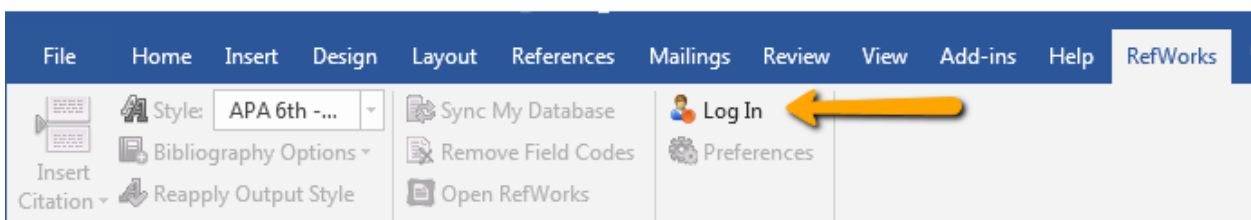
- Log into Refworks and find the Write-N-Cite option in Tools
- Click on the link to **Other windows** to see which version to use (Scroll down to see if you need 32 or 64 bit).



- **Download** and **Install** the Write-N-Cite.
- Once downloaded open up a word document - RefWorks should appear in the Microsoft **Word** ribbon, or within the Referencing tab.



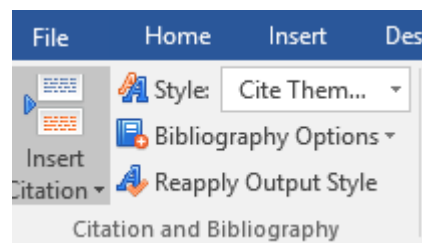
- Open up the RefWorks menu in word and **Log In**.



Logging in Syncs your RefWorks account with Write-n-Cite. If you are working on your own personal computer there is no need to log out. As you add new references to RefWorks you should get into the habit of Syncing your accounts so that the Write-N-Cite has access to all your references.

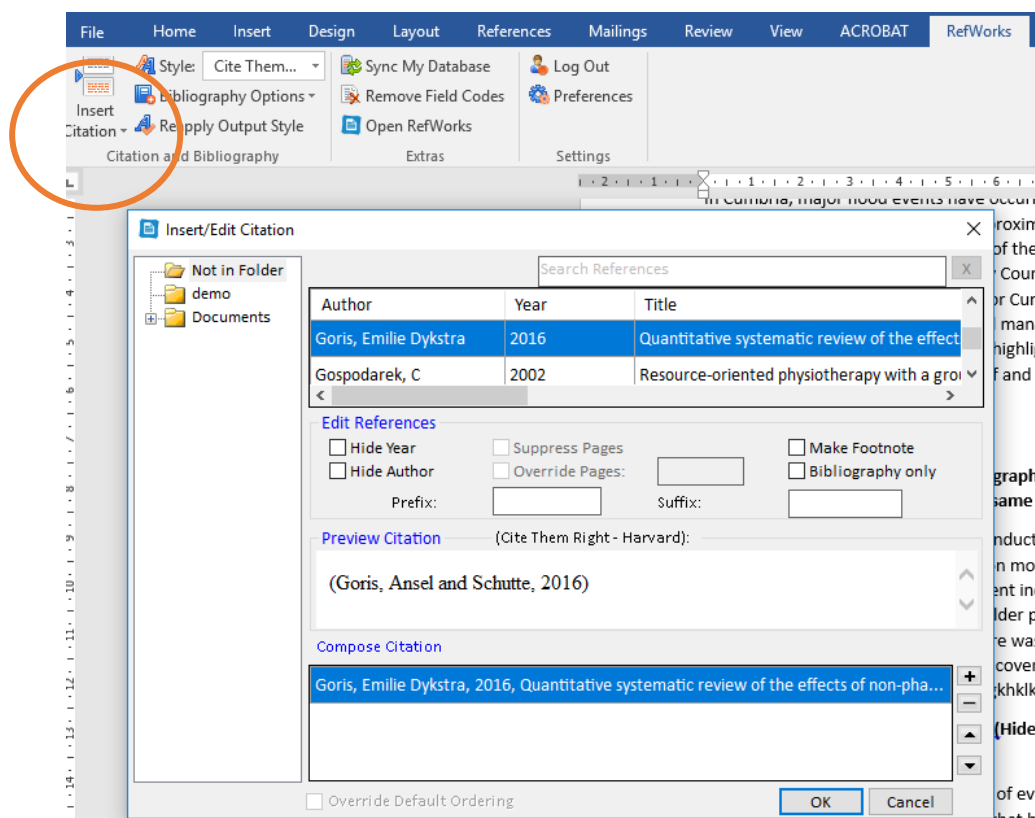
2. Set your citation style

Once logged in and on the RefWorks tab, set your referencing style – *Cite them right* for most UoC courses. If this doesn't appear in the dropdown, set it up in Refworks first and then Sync your account again to pick up the change.



3. Add your citations

- Start writing and use the **Insert Citation** option when you want to add your reference. Scroll down your list or Search to select the citation to add. Check the preview.



- You can **Edit** the citation before inserting.
Hide Author if you have already used the author as part of the text.
Use the **Suffix box** to add page number on Quotations (start with a comma + space to get the format right)

4. Create your reference list (Bibliography)

When you have **finished writing**, use the **Bibliography options** to create the Reference list.

NOTE: You can add citations after creating the Bibliography, but they will take longer to add, as it will update your Reference list every time. If you tweak (edit) your references and then add another citation it will reformat the references back to the original format. So it is best to **create the Bibliography as the last step**.

For more detail on working with write-n-cite see

https://knowledge.exlibrisgroup.com/RefWorks/Product_Documentation/RefWorks_User_Guide/0500_RefWorks_Plugins%3A_Connecting_Your_Browser%2C_Microsoft_Word%2C_and_Google_Docs_to_RefWorks/001_Write-N-Cite