

RefWorks Write-N-CiteIV

Write-N-Cite 4.0 is an add-in for Word which allows you to cite references in your text and automatically create a bibliography within a Word document.

This guide should help to get you started with Write-N-Cite, but you will find more detailed guidance in the Write-N-Cite or RefWorks online Help

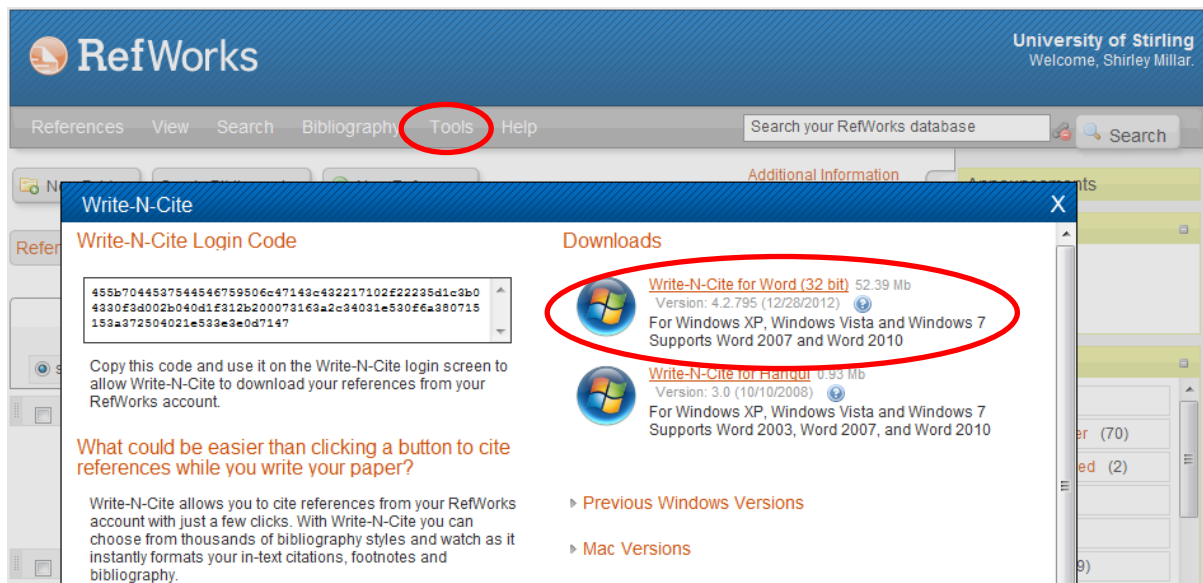
Download Write-N-Cite for staff

On-Campus download

Write-N-Cite is available from Run Advertised Programmes (Start; Control Panel; Run Advertised Programmes)

Download Write-N-Cite for staff and students to your own device, e.g., laptop or pc off-campus

Login to RefWorks via the University Portal or using your Stirling University account. From the RefWorks **Tools** menu, select **Write-N-Cite** and follow the download instructions. The newest version appears on the menu



The screenshot shows the RefWorks website interface. The top navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. The 'Tools' menu is circled in red. Below the navigation bar, there is a search box and a 'Search' button. The main content area is titled 'Write-N-Cite' and is divided into two columns. The left column contains a 'Write-N-Cite Login Code' field with a text area containing a long alphanumeric string. Below this is a paragraph of text: 'Copy this code and use it on the Write-N-Cite login screen to allow Write-N-Cite to download your references from your RefWorks account.' The right column is titled 'Downloads' and lists two options: 'Write-N-Cite for Word (32 bit)' (52.39 Mb, Version: 4.2.795 (12/28/2012)) and 'Write-N-Cite for Handout' (0.93 Mb, Version: 3.0 (10/10/2008)). The 'Write-N-Cite for Word (32 bit)' option is circled in red. Below the download list are links for 'Previous Windows Versions' and 'Mac Versions'.

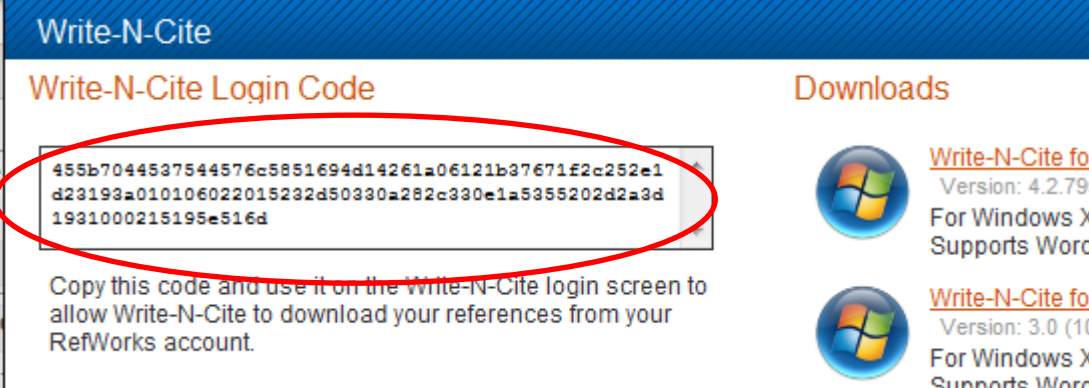
Login Code

On staff PCs or your own device: you should only need to use the login code when you first login to WNC. You will not need it again unless you log out.

On student PCs in labs and in the Library, each time you wish to use Write-N-Cite you will need to enter the login code each time you use WNC.

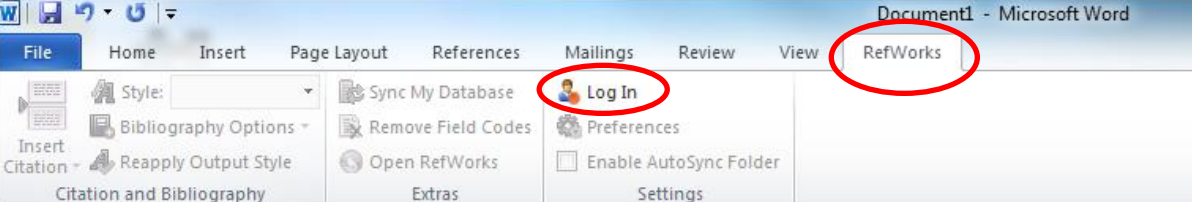
To get the Login Code open **Refworks** and then select **Tools**. This will provide you with the **Login Code** you need to use Write-N-Cite with Word.

Copy the Login Code (Ctrl – C)

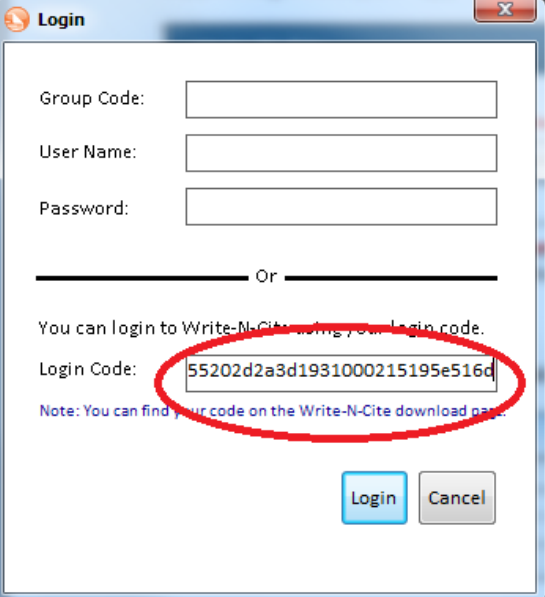


The screenshot shows the Write-N-Cite website interface. On the left, under the heading "Write-N-Cite Login Code", a text box contains a long alphanumeric string: 455b7044537544576c5851694d14261a06121b37671f2c252e1d23193a010106022015232d50330a282c330e1a5355202d2a3d1931000215195e516d. This text box is circled in red. Below it, instructions state: "Copy this code and use it on the Write-N-Cite login screen to allow Write-N-Cite to download your references from your RefWorks account." On the right, under the heading "Downloads", there are two download links for Windows X, each with a Windows logo icon. The first is "Write-N-Cite for Version: 4.2.795 For Windows X Supports Word". The second is "Write-N-Cite for Version: 3.0 (10 For Windows X Supports Word".

Now open **Word**, select the **Refworks** tab and click **Login**.



The screenshot shows the Microsoft Word ribbon interface. The "RefWorks" tab is selected and circled in red. Within this tab, the "Log In" button is also circled in red. Other buttons visible in the ribbon include "Sync My Database", "Remove Field Codes", "Open RefWorks", "Preferences", and "Enable AutoSync Folder".



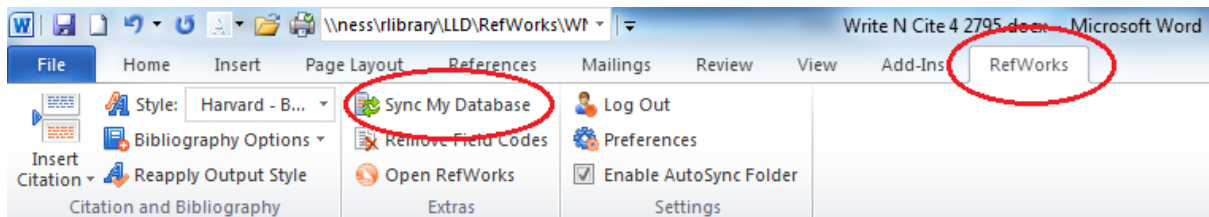
The screenshot shows the "Login" dialog box. It has three input fields: "Group Code:", "User Name:", and "Password:". Below these is a horizontal line with "Or" in the center. Underneath, it says "You can login to Write-N-Cite using your login code." followed by a "Login Code:" field containing the alphanumeric string 55202d2a3d1931000215195e516d, which is circled in red. A note at the bottom says "Note: You can find your code on the Write-N-Cite download page." At the bottom of the dialog are "Login" and "Cancel" buttons.

Paste the Write-N-Cite Login Code (Ctrl-V) into the dialogue box (you do not need the group code)

You will have to do this every time you logon to a lab pc. There may be a short delay while your RefWorks database is synchronised with Word – this is usual.

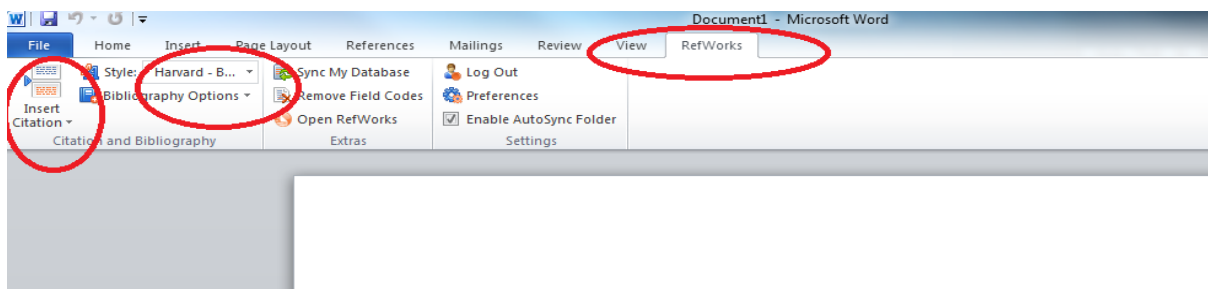
Sync Your Database

Click on the **RefWorks** tab on the **Word toolbar** then click **Sync My Database** to synchronise any new references you have added to your RefWorks database and make them available in WNC.



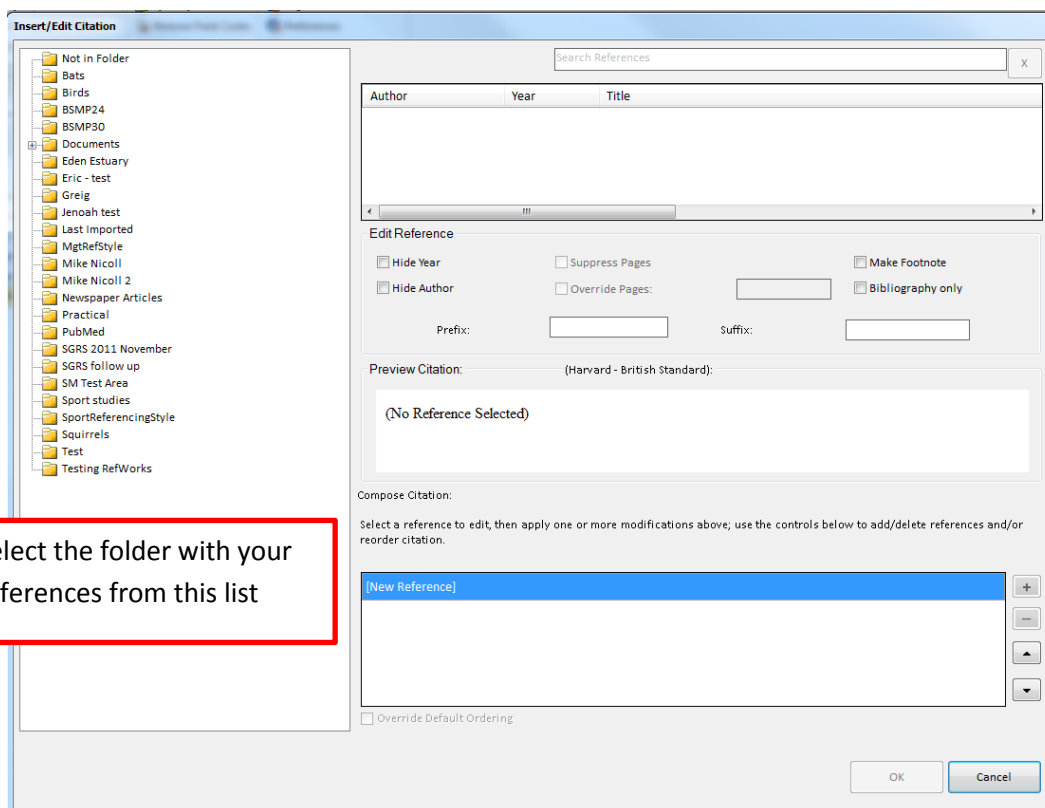
Using Write-N-Cite

In order to use Write-N-Cite with Word you need to go to the Refworks tab on the Word toolbar.




From here you can insert a citation into your document and choose the style of your Bibliography.

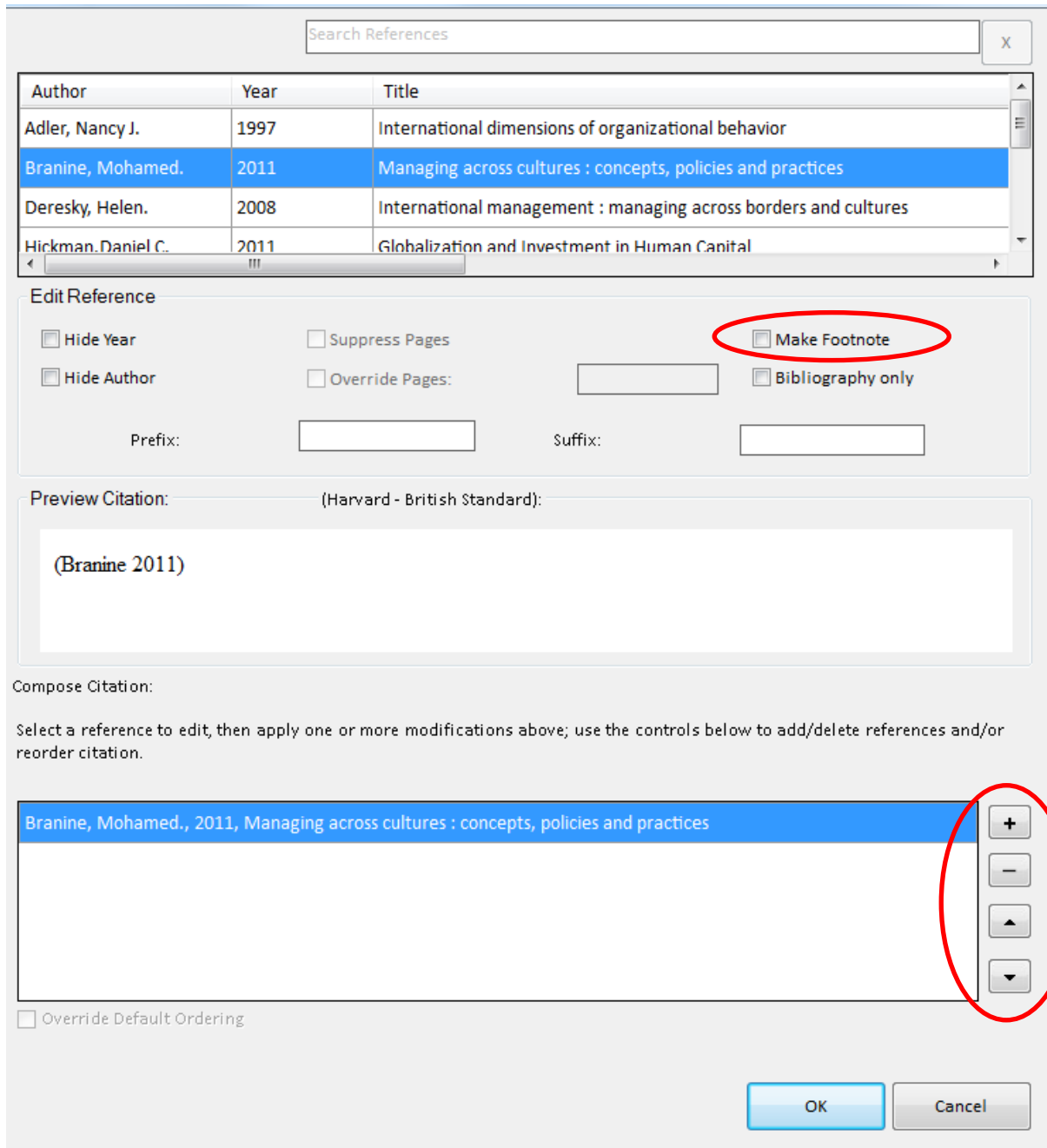
In order to insert a new citation select **Insert Citation** and then select **Insert New**. You can then choose which reference **folder** to use from within RefWorks.



Once you have selected the appropriate folder you can click on a reference to insert at this point in your document

If you want to add more than one reference at the same point in your text, select the  button. To change the order that the references appear, use the up and down arrows.

Use the **Edit Reference** options in the middle of the screen if you wish to use a **footnote** style, add a page number (suffix) etc.



Search References

Author	Year	Title
Adler, Nancy J.	1997	International dimensions of organizational behavior
Branine, Mohamed.	2011	Managing across cultures : concepts, policies and practices
Deresky, Helen.	2008	International management : managing across borders and cultures
Hickman, Daniel C.	2011	Globalization and Investment in Human Capital

Edit Reference

Hide Year Suppress Pages **Make Footnote**

Hide Author Override Pages: Bibliography only

Prefix: Suffix:

Preview Citation: (Harvard - British Standard):

(Branine 2011)

Compose Citation:

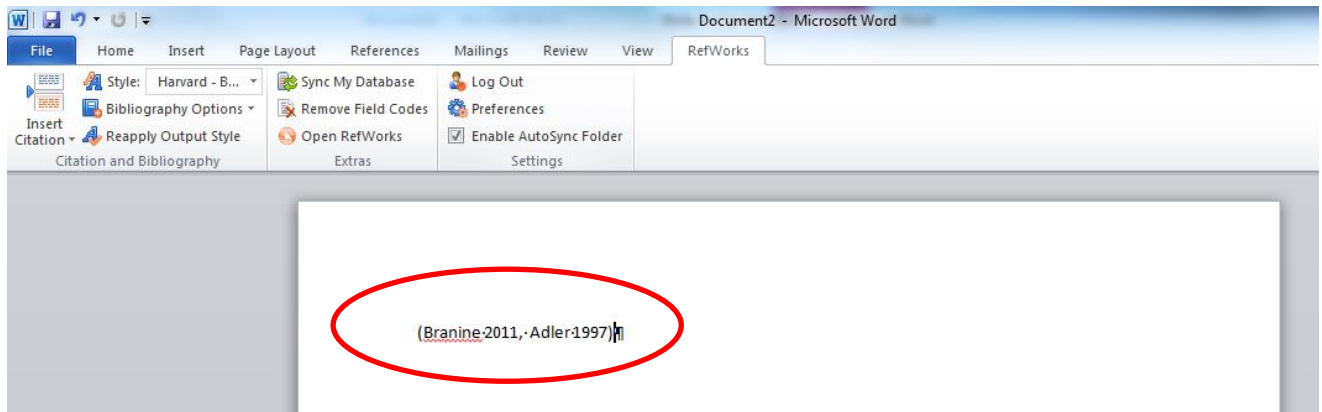
Select a reference to edit, then apply one or more modifications above; use the controls below to add/delete references and/or reorder citation.

Branine, Mohamed., 2011, Managing across cultures : concepts, policies and practices

Override Default Ordering

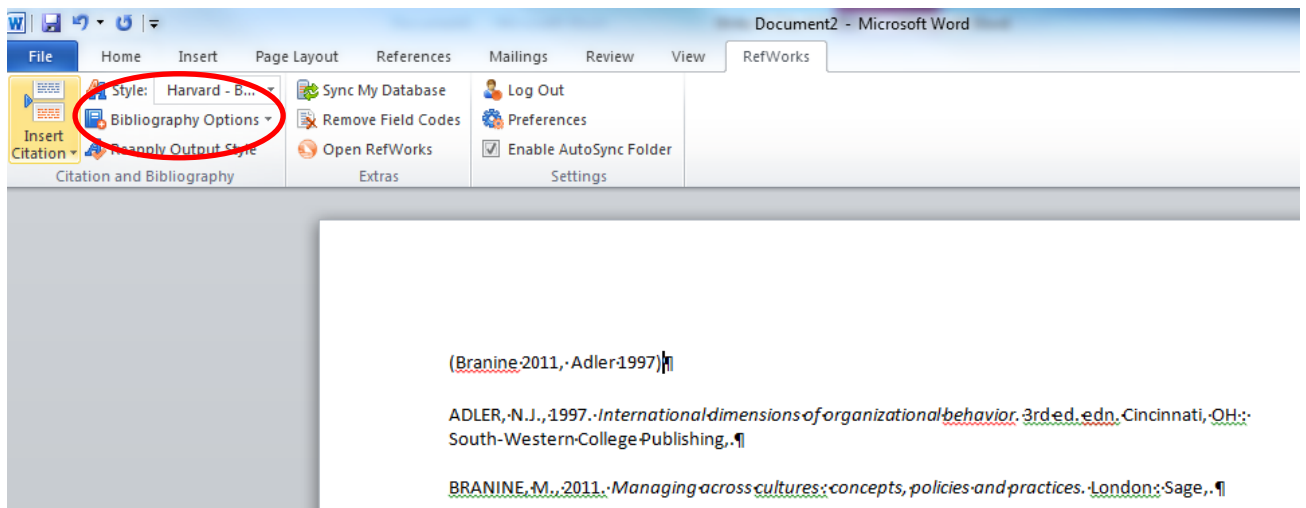
OK Cancel

Your in-text citations will then appear in the correct style within your document.



Creating Your Bibliography

When you are ready to create your bibliography, position your cursor at the end of your document, select **Bibliography Options** then click **Insert Bibliography** from the Refworks tab and your Bibliography will be created.



Your bibliography will automatically be updated if add further references to your text.

Deleting or Moving Your Bibliography

If you wish to move a bibliography e.g. if you created it in the wrong place in your document, click **Bibliography Options** and select **Remove Bibliography**.