

LIBRARY HOURS

Monday-Friday
7:00am-12:00am
Saturday-Sunday
9:00am-12:00am

REFERENCE HOURS

Monday-Thursday
9:00am-7:00pm
Friday
9:00am-5:00pm

PHONE NUMBERS

Circulation
312-942-5950
Education
312-942-2274
Outreach
312-942-6784
Interlibrary Loan
312-942-5220
Electronic Reserves
312-942-2107
METC
312-942-6799

LIBRARY DIRECTOR

Christine Frank
312-942-8735
Christine_Frank@rush.edu

ADDRESS

600 South Paulina Street, Suite
573
Chicago, Illinois 60612

HOME PAGE

<http://www.rushu.rush.edu/library>

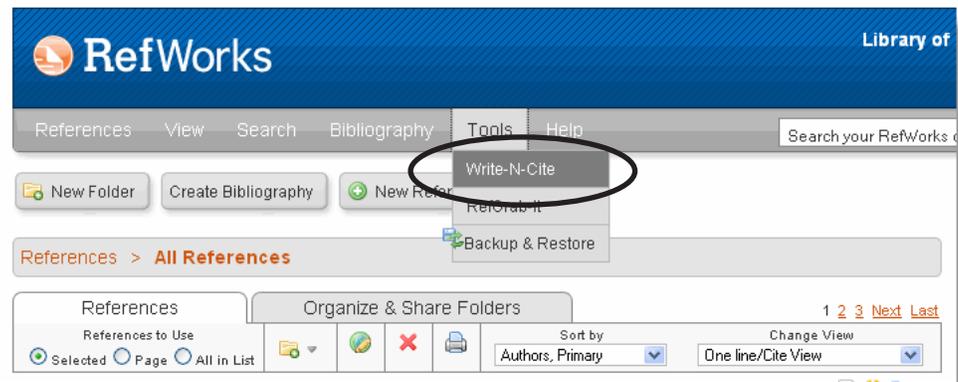
Adding Citations to a Document

The first step in adding citations to a document is to decide which method to use. No specific way is better than the other. It simply depends on the user's preference. There are 3 different ways to add citations to a paper. They are as follows:

1. Download and use Write-N-Cite to add citations to a document.
2. Use One line/Cite View and copy/paste the citations into a document.
3. Enter the RefID number for each reference into the text of the document.

Adding Write-N-Cite to your computer

Write-N-Cite is available through the Tools menu inside of a RefWorks account. It requires you to have administrative privileges for the computer to which the item will be installed.



Select the appropriate download for your computer; either PC or Mac. It requires you to have administrative privileges for the computer to which the item will be installed. Click the download button and add Write-N-Cite to your machine.



Using Write-N-Cite to add citations to your document

1. Open the document.
2. Launch the Write-N-Cite program.
3. Log in to Write-N-Cite using the same username and password for RefWorks.
4. Make sure the box *Always on top* is checked. This will make it easier for you to keep track of the Write-N-Cite box from which you will add citations to your paper.
5. Place the cursor in the exact location to which you would like to add a citation.
6. In the Write-N-Cite window click the word *Cite* to the left of the citation you would like to add. The citation has now been added to your document.
7. Repeat these steps to add all the citations to the document.
8. Save the document when you are finished.

Using One line/Cite View to add citations to your document

1. Open the document.
2. Change the view of the citations in your RefWorks account by using the Change View menu. Select One line/Cite View.
3. Click the double curly bracket symbol to the right of the citation you'd like to add.
4. Click Select in the Citation Viewer window.
5. Copy the highlighted citation in the Citation Viewer window.
6. Place the cursor in the spot where you would like to add that citation.
7. Paste the citation.
8. Repeat these steps to add all the citations to the document. Remember to clear the Citation Viewer before adding the next citation.
9. Save the document when you are finished.

Using the RefID to add citations to your document

1. Open the document.
2. Change the view of the citations in your RefWorks account by using the Change View menu. Select Standard or Full View. The RefID number is displayed to the left of each citation.
3. The RefID number can be typed directly into the document as long as it is inserted between a double set of curly brackets.

Example: {{23}}

Users may download a list of the references in their RefWorks account, with the RefID number, to use for this purpose.

Creating a Bibliography from a Paper

1. Mouse over Bibliography, in the RefWorks toolbar.
2. Select Create from the menu.
3. Select the appropriate Output Style from Output Style menu.
4. Select the menu called Format Paper and Bibliography.
5. Select the Browse button and find the paper you'd like to format.
6. Click the Create Bibliography button.
7. Save the file to your computer with a different name than the original.

Creating a Bibliography from a List

1. Mouse over Bibliography, in the RefWorks toolbar.
2. Select Create from the menu.
3. Select the appropriate Output Style from Output Style menu.
4. Select the menu called Format a Bibliography from a List of References.
5. Select the type of file you'd like to create.
6. Select the references that you'd like to format.
7. Click the Create Bibliography button.
8. Save the file to your computer.

Are you ready to learn a few more things about RefWorks? Please see the next handout titled RefWorks 2.0: Additional Features. If you need assistance with anything covered in the previous pages, please contact the Library at 312-942-5950 or lib_ref@rush.edu.