INSTALL WRITE-N-CITE FOR MICROSOFT WORD

- Go to https://refworks.proquest.com and login to your account.
- Click on the **More** button in the top navigation menu.
- From the drop-down menu, select **Tools**.
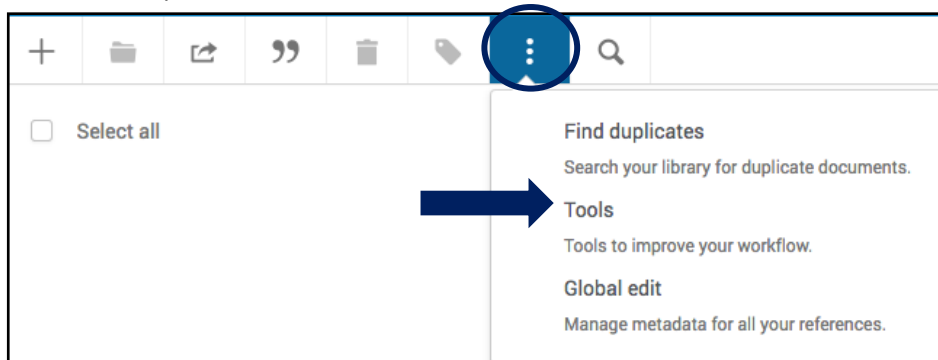
- Scroll down to **Cite in Microsoft Word**. Click on **Download and Install**.
- You must have Java on your computer to complete the install. Install for free by visiting http://www.java.com.
- MAC users: ProQuest RefWorks is NOT supported in MS Office 2016. The work-around is to use the Bibliography generator and Quick Cite from within RefWorks, then copy/paste to Word.
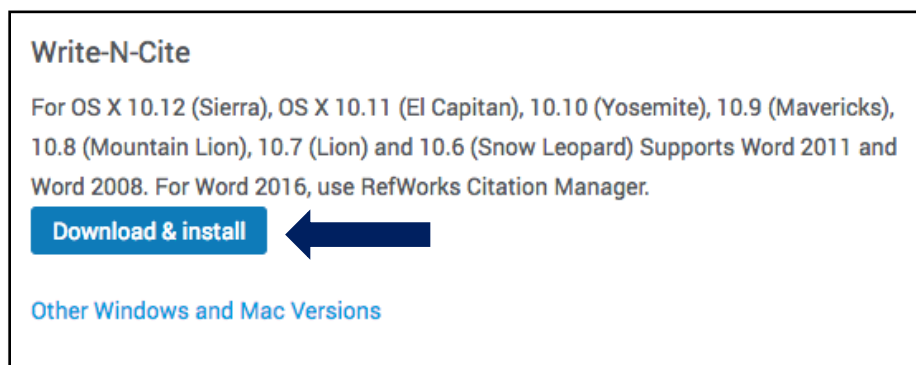
- After the download is completed, open up Microsoft Word.
- RefWorks should automatically show up in your toolbar. If it does not, take the following steps.
  - Click on File, the select Options.
  - In the Word Options menu, click on Add-Ons
  - You should see this box at the box at the bottom of the screen.
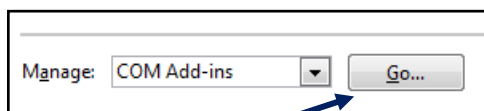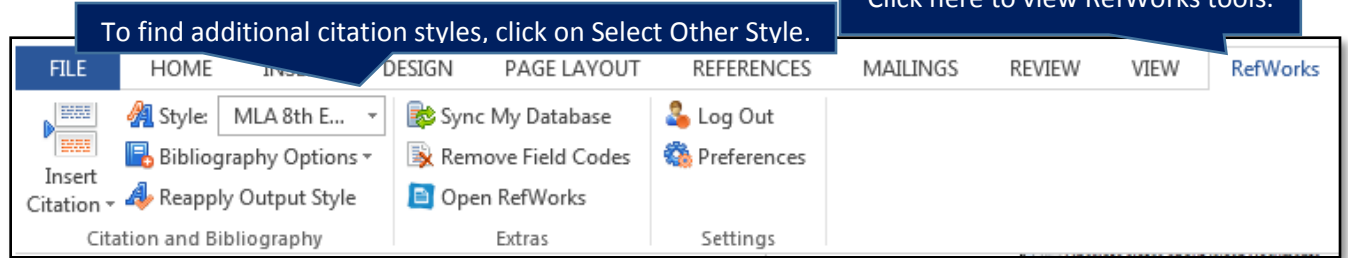

  - Click on Go.
  - In the Add-Ins box, click on Write n Cite and then click Ok.
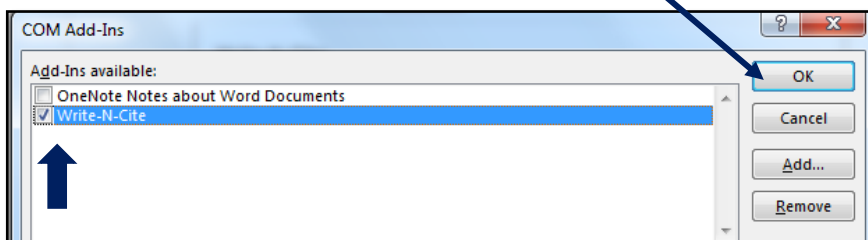
  - You may need to restart Word or even your computer before RefWorks shows up in the toolbar.

USING WRITE-N-CITE IN MICROSOFT WORD

- Once the Write-n-Cite add-in is installed to MS Word, **RefWorks** will display in the **toolbar**. Click on the RefWorks tab to view the available tools. If nothing appears accessible, click Login and enter your ProQuest Refworks credentials.
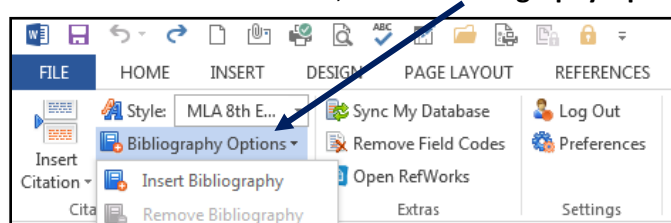
Click here to view RefWorks tools.

To find additional citation styles, click on Select Other Style.

| FILE | HOME | INS... | DESIGN | PAGE LAYOUT | REFERENCES | MAILINGS | REVIEW | VIEW | RefWorks |

Style: MLA 8th E...
Insert Citation
Bibliography Options
Reapply Output Style
Sync My Database
Remove Field Codes
Open RefWorks
Log Out
Preferences

Citation and Bibliography   Extras   Settings

- Before you start working on your paper, **select the citation style** you are using from the drop-down **Style** menu.

Style: MLA 8th E...
Insert Citation
Bibliography Options
Reapply Output Style

Citation and Bibliography

Your RefWorks folders will display here.

After selecting a folder, scroll through the list to find the resource you need to cite.

- Begin writing your paper. When you come to a place where you need to insert an in-text citation, click on **Insert Citation**. Then, choose New from the drop down menu.

- The **Insert/Edit Citation** box will appear. The column on the left displays all of the **folders** you have created in your ProQuest RefWorks account. Choose the appropriate folder for your current paper and click it open.

- The resources in that folder will display on the right hand side. **Locate the resource** you need to cite and click on it.

- Check the preview of the in-text citation for any errors, then click on OK. The in-text citation will be inserted in the last cursor location. Make sure to manually add page number(s) to the in-text citation as needed.

Insert/Edit Citation

Not in Folder
Butterflies
Documents
Document1
gender studies
Gun Control
Immmigration
zombie project

Author	Year	Title
Cozic, Charles P	1992	Gun control
Jacobs, James B	2002	Can Gun Control Work?

Edit References
☐ Hide Year   ☐ Suppress Pages   ☐ Make Footnote
☐ Hide Author   ☐ Override Pages: ☐ Bibliography only
Prefix: Suffix:

Preview Citation   (MLA 7th Edition):

Compose Citation

[New Reference]

☐ Override Default Ordering   OK   Cancel

- To **create a bibliography**, place your cursor in the place you want your bibliography to appear. (You may need to insert a page break to move the bibliography to its own page at the end of the paper.)

- Within the RefWorks menu, click on **Bibliography Options**, then select **Insert Bibliography**.

| FILE | HOME | INSERT | DESIGN | PAGE LAYOUT | REFERENCES |

Style: MLA 8th E...
Insert Citation
Bibliography Options
Insert Bibliography
Remove Bibliography
Sync My Database
Remove Field Codes
Open RefWorks
Log Out
Preferences

Cita   Extras   Settings

- Your formatted bibliography will appear including only the resources you have cited within your paper.

HELPFUL TIPS

- Before using Write-n-Cite, you need to have your research resources organized into a named folder in your ProQuest RefWorks account.
- Always **check all of your citations for errors**!
- If an in-text citation occurs at the end of a sentence, be sure to place the period after the citation.
- So what do you do if you have a **source that you do not cite within the context of your paper**, but want on your bibliography? Insert the citation within the body of your paper, make sure that full citation is displaying in your bibliography, then delete the unwanted in-text citation.