



## RefWorks III: Formatting Your Paper

Use RefWorks to insert citations into your paper, as you write, and then to format both the citations and bibliography into a desired style (e.g. APA, MLA, etc.) in a simple step.

There are two methods to format references and bibliographies in manuscripts:

- Using "Write-N-Cite" (Requires Microsoft Word)
- Using "One Line / Cite View"

Instructions below assume that you have citations for your paper in a RefWorks account.

### Using Write-N-Cite

The **Write-N-Cite** plugins run an abbreviated version of RefWorks. A plugin is available for Macs (WNC v2.5), PCs running pre-Vista operating systems (WNC v2.0), and PCs running XP and Vista (WNC III). Write-N-Cite III, just released May 2008, newly provides single-document formatting and offline Write-N-Cite functionality.

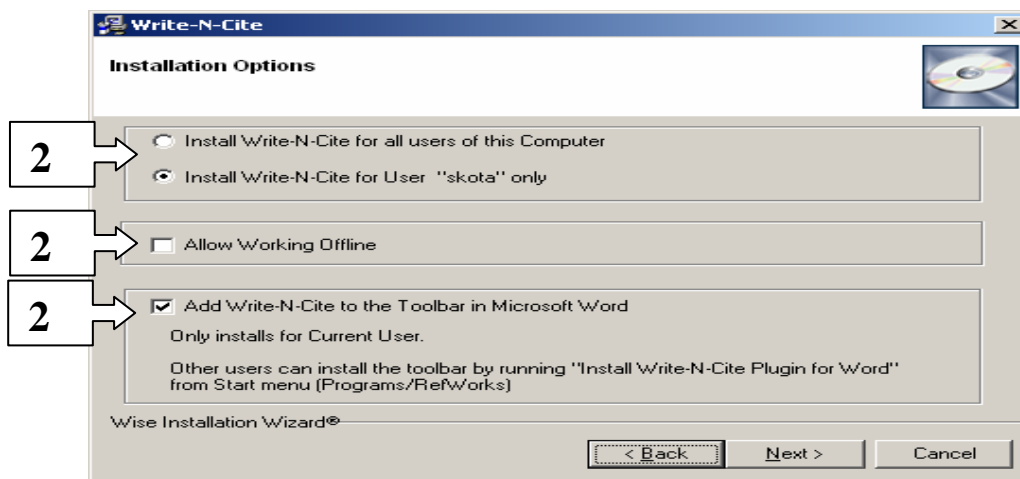
The compatibility and systems requirements are:

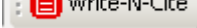
**WNC v2.0:** Windows (98, ME, NT, 2000, XP), Word 2000+ and Internet Explorer 5.0+.

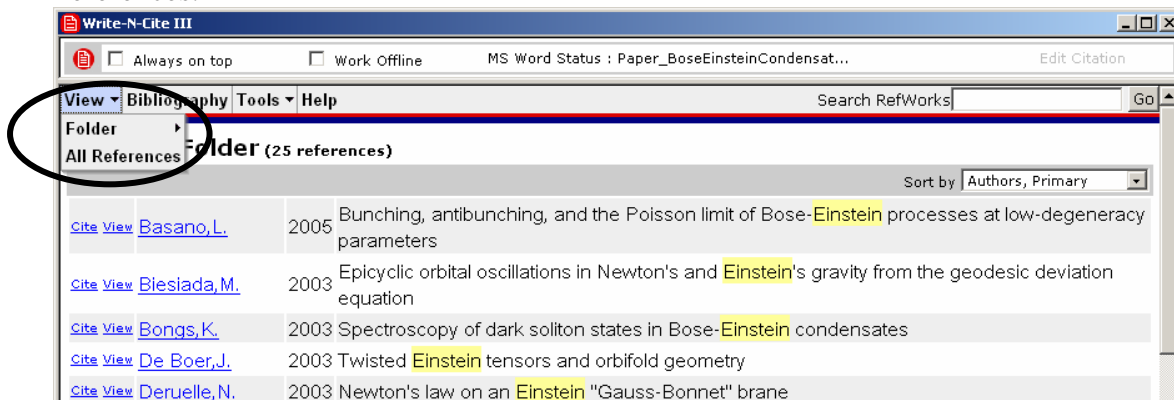
**WNC v2.5:** Mac OS 10.3+, Word for Mac 98+, and any RefWorks-compatible browser.

**WNC vIII:** Windows (Vista, XP), 64 MB of RAM, 1.5 MB of available hard-disk space, Microsoft Word 2003+, and Internet Explorer 6.0+.

1. To download and install the **Write-N-Cite** plugin, select **Write-N-Cite** from the **Tools** menu in your RefWorks account. **NOTE:** *For Write-N-Cite III, confirm Microsoft Word is NOT running before installing the plugin.*
2. During installation, you may be prompted: to uninstall other versions of **Write-N-Cite** on your machine; to install for all users of the computer or only a specific user; to work offline (Write-N-Cite III only); and to install the **Write-N-Cite** toolbar in Microsoft Word.



- Once installed, launch Word, and click on the  icon in the Word toolbar or select **Write-N-Cite** from the **Tools** menu.
- A RefWorks log in window opens. Log in to the RefWorks account containing your references. *Optional: select **Always On Top** at the top of the log in screen.*
- In the **Write-N-Cite** window, use the **View** pull-down menu to display your references.

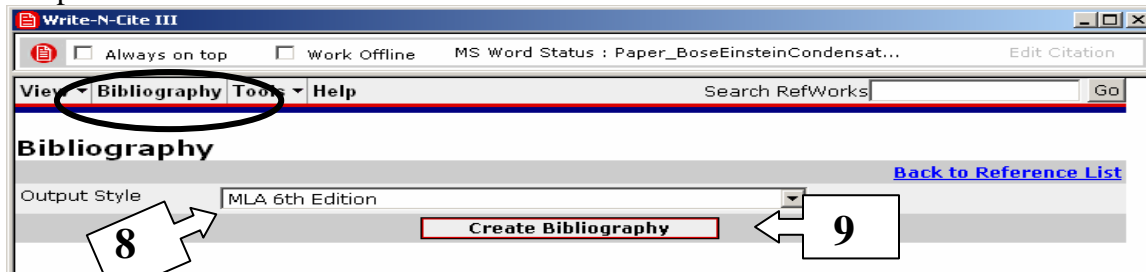


- Back in the Word document, place the cursor where the reference should be. Switch back to **Write-N-Cite** and click **Cite** next to the reference in the screen that you want inserted. A “placeholder” citation **{{n}}** is inserted in the Word document.

Condensates are extremely low-temperature fluids with properties that are currently not completely understood, such as spontaneously flowing out of their containers. **{{358 Singh, V. 2005}}** The effect is the consequence of quantum mechanics, which states that systems can only acquire energy in

The “placeholder” is later converted into the appropriate style. For FOOTNOTES, use the Word footnote feature, inserting references using the steps described above.

- To format your references, first save your paper. Then click on **Bibliography** in the top toolbar of the **Write-N-Cite** window.



- Select the output style (e.g. MLA, Chicago Style Manual, ACS Journals, etc). **Note:** If your desired output style does not appear, return to your full RefWorks account and under the **Tools** menu, select **Output Style Manager** and add your desired style to your **Favorites**. Then return to **Write-N-Cite**, refresh the screen by selecting **Bibliography** again, and your newly added output style will appear in the pull-down list.
- Click on **Create Bibliography** at the bottom of the window.

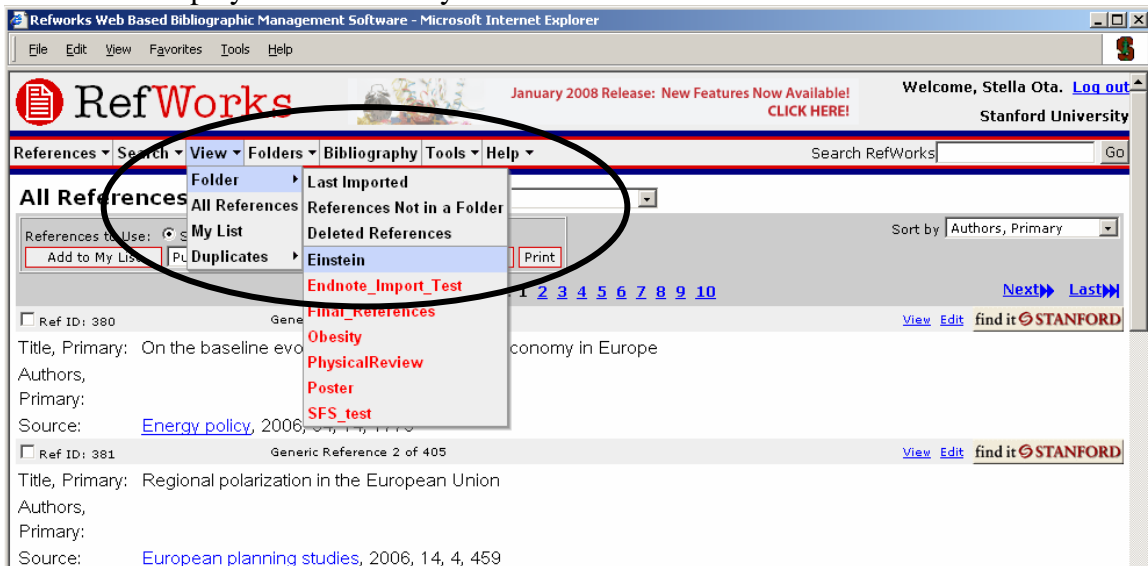
10. Except for Write-N-Cite III, a new window will open with the re-formatted Word manuscript. The file name of the re-formatted manuscript inserts “Final” before your original file name. Save and retain both versions of your Word document. If you need to revise your manuscript later, you must revise the original “draft” document, not the “final” version

11. For Write-N-Cite III, the original manuscript is converted. You may revise this converted document. NOTE: To use a Write-N-Cite III document with the full RefWorks program or on a Mac, go to the “Tools” menu and select “Revert to WNC v.2 Document”.

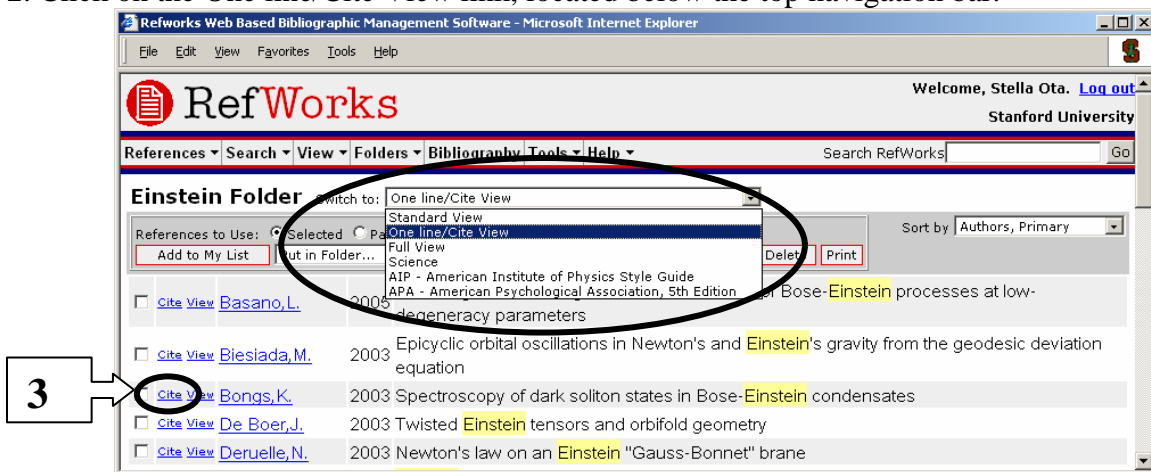
## Using One Line / Cite View

The alternative to the Write-N-Cite plugin is **One Line/Cite View**.

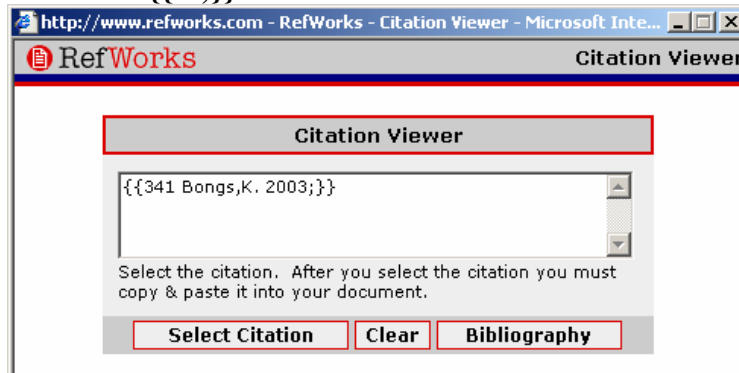
1. Log in to your RefWorks account and look under the **View** or **Folders** pull down menus to display the references you want to use.



2. Click on the One line/Cite View link, located below the top navigation bar.



3. To insert a reference, place your cursor where the reference should be in your manuscript and click Cite next to the reference in the One line/Cite View list.
4. The RefWorks Citation Viewer window will pop open, displaying the desired citation in “placeholder” format: `{{n ;}}`



5. Click on **Select Citation** in the RefWorks Citation Viewer window to highlight the reference.
6. Perform the Copy command in the RefWorks Citation Viewer window.
7. Return to your manuscript and paste the citation into your paper. (You can also drag and drop the citation into your manuscript.) For FOOTNOTES, use the Word footnote feature, inserting references using the steps described above.
8. Return to the RefWorks Citation Viewer window and click on **Clear** to remove the reference, otherwise it will be included with your next citation.
9. To change in-text references from the RefWorks format `{{n ;}}` to a standard reference and to create the bibliography, first, save and close your paper.
10. Return to the Citation Viewer window or the main RefWorks window and then click on the **Bibliography** button.
11. Select an output format from the pulldown list (e.g. AIP, IEEE, MLA, Science, etc).
12. Under **Format Paper and Bibliography**, click Browse and select your paper.
13. Click on **Create Bibliography** at the bottom of the window.
14. A new window will open with the re-formatted manuscript containing the bibliography. Note: the file name is the same as your original Word document except "Final" has been inserted in front of the file name.
15. Save and retain both versions of your Word document. If you need to revise your manuscript later, you must do it using the original document, not the “Final” version.

SKO 2008.05.29