

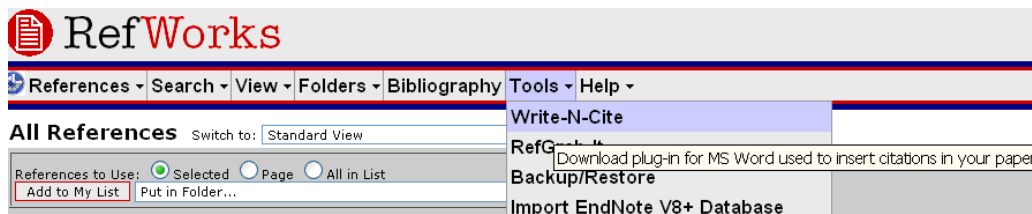


## Write-N-Cite

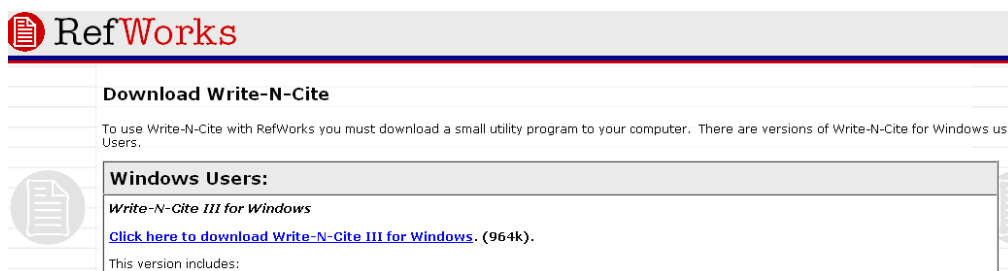
- Allows you to run an abbreviated version of your RefWorks database on your computer; Write-N-Cite is an add-in to your Word application
- Enables you to use your reference lists to create in-text citations and a corresponding bibliography in a selected style with a click of a button. Allows you to modify in-text citations/footnotes
- Displays Author, Title and Year as the default but allows you to view all the information about the reference that you have in your full RefWorks database
- Requires that you install a small utility onto your computer. You will run Write-N-Cite from within your Word application, a Write-N-Cite shortcut icon on your desktop, or from Start → Programs → RefWorks

### 1. Installing Write-N-Cite

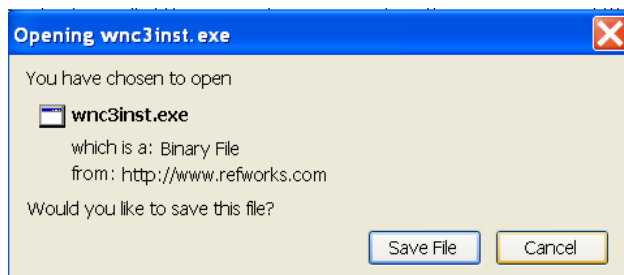
Locate under the Tools → Write-N-Cite



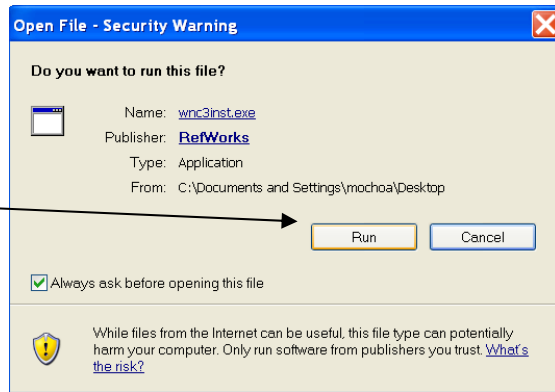
A window will open that indicates how to download Write-N-Cite for both Windows and Macintosh users. Select the appropriate download link.



Save the application

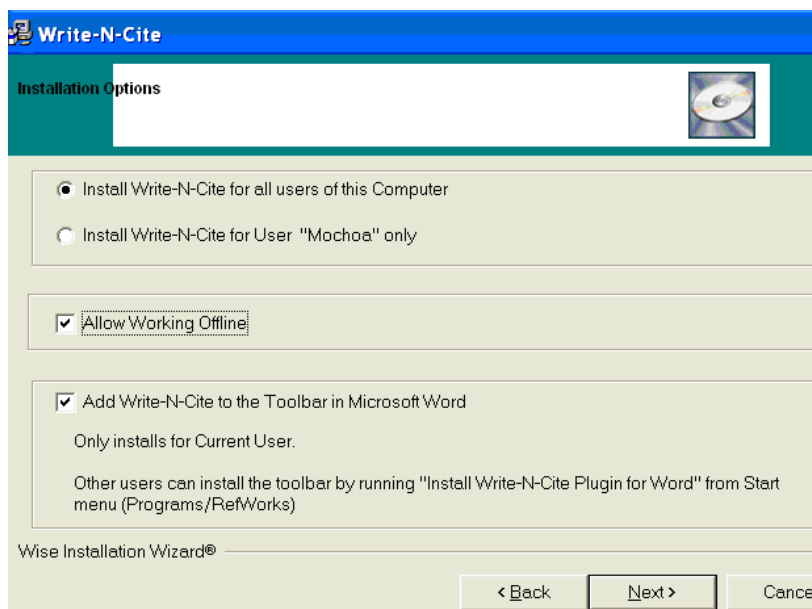


Run the application by clicking on the desktop icon



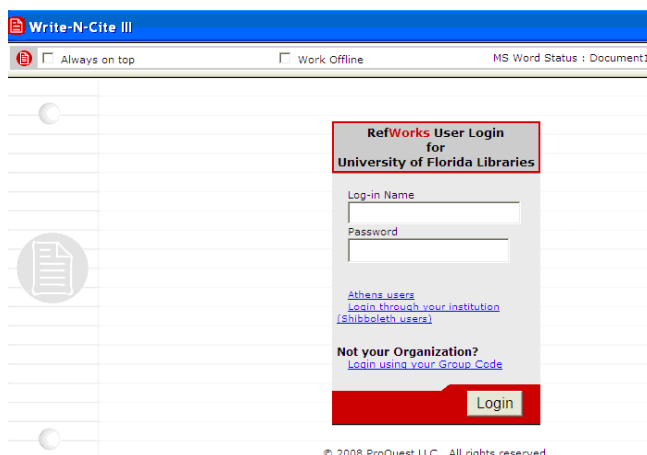
Choose the appropriate install options; below is an example for multi-user computers.

Note: It is recommended that you enable the use of offline working and add the Write-N-Cite toolbar to your Word application.



Click Next → Finish

Write-N-Cite will open a window for logging into your RefWorks database if you are not already logged in to RefWorks.



## 2. Using Write-N-Cite

Once loaded on to your computer, you can access the Write-N-Cite tool from Start→Programs→Refworks folder; your desktop if you added it; or from the Word application toolbar. Once launched, the following abbreviated database view will appear, sorted by Primary Authors with cite and full view options for the record:

1. Always on Top  
Forces the WNC window to remain on top of other windows opened. Cannot be minimized.

2. Work Offline  
Enables users to use the RefWorks database offline via WNC after downloading the database.

3. MS Word Status  
Identifies the document being edited with WNC.

4. View  
Shows list of folders from which to view citations.

5. Bibliography  
Allows bibliography and in-text citations creation based on user-selected format.

6. Tools  
Allows conversion of documents, language options and other advanced tools.

The Cite option is used when the user wants to include an in-text citation.

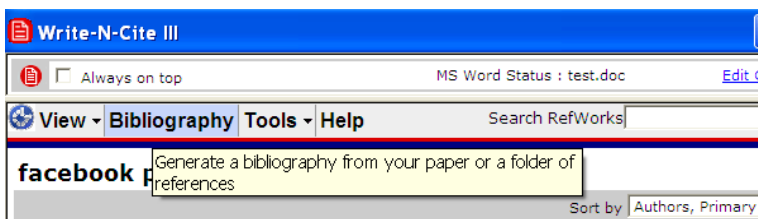
Place the cursor where an in-text citation is desired. Click on the cite link that is next to the reference you want to cite. A RefWorks placeholder will appear. Do not change the syntax of the placeholder as this will affect how Write-N-Cite renders the final in-text citation. Continue through the document before creating a bibliography.

Recognizing that Web 2.0 technologies were heavily used by undergraduate faculty were interested in experimenting by substituting the functionality of BlackBoard and other CMSs with the growing popularity of social networking sites such as FaceBook and MySpace. {{84 Thurston, Thomas J. 2001}}

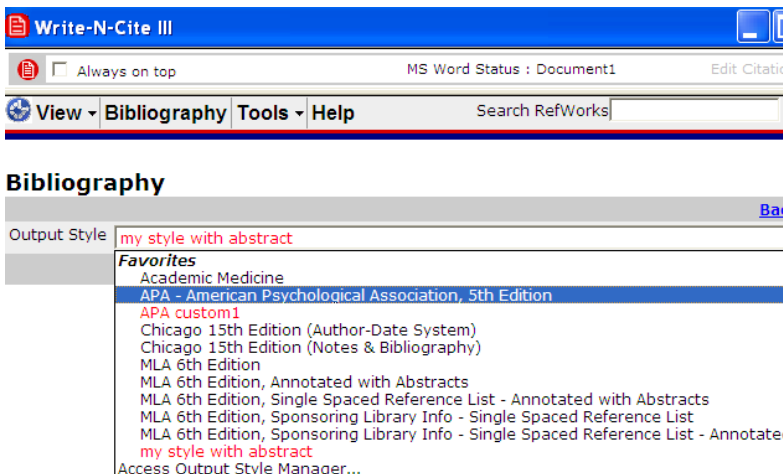
[IB] Based on the CMS options available, using a social networking site was the best fit for the honors class because it matched our interest in shifting the class structure from a focus on html technology to Web 2.0 technology. Specifically because of various features that integrate components for providing the diverse modes of instruction for the class. Our goal was to use some management system to accommodate discussions, group work, and updatable announcements, providing an online forum that did not require software or other downloads to utilize. The fact that at the time of writing was one of the more popular social networking sites for college students (as ranked from MO on most popular status) who would be taking the class. MySpace, Facebook hosts 71 million members and no longer requires a real identity but does limit users to the use of their real identities. This requires a strong association with academia, separates FaceBook from Myspace, and

<a href="#">Cite View</a>	<a href="#">Berg, Joanne</a>	2007 Social Networking Technologies: A "Poke"
<a href="#">Cite View</a>	<a href="#">Brown, Nicole E.</a>	2007 Information Literacy 2.0: Empowering Stud
<a href="#">Cite View</a>	<a href="#">Cook, James M.</a>	2005 Filling Structural Holes: Social Networks in
<a href="#">Cite View</a>	<a href="#">Lohnes, Sarah</a>	2008 A Brave New World: Understanding the N
<a href="#">Cite View</a>	<a href="#">Mazer, Joseph P.</a>	I'll See You On "Facebook": The Effects of 2007 Self-Disclosure on Student Motivation, Aff Climate
<a href="#">Cite View</a>	<a href="#">O'Hanlon, Charlene</a>	2007 If you can't beat 'em, Join 'em
<a href="#">Cite View</a>	<a href="#">Thurston, Thomas J.</a>	2001 Building social networks with computer net and learning

Once all in-text citation placeholders are created using the Write-N-Cite window, click on the bibliography from the menu bar.



Select the Output style. Remember that styles that are user defined (i.e. you created) are in red; default styles (i.e. standard styles such as APA, MLA, Chicago) for formats are in black type.

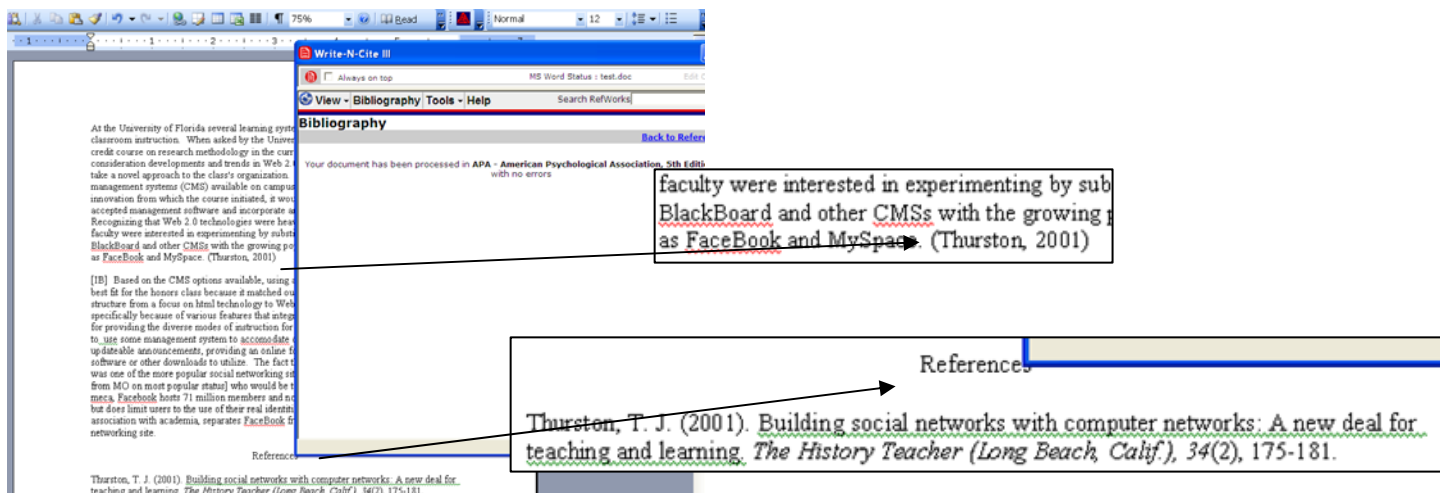


Output Style **APA - American Psychological Association, 5th Edition**

Click on Create Bibliography

**Create Bibliography**

The placeholders are rendered into approved formats and a bibliography from your references is created.



## C. Modifying In-Text Citations and Footnotes

(from [http://refworks.scholarsportal.info/Refworks/help/Modifying\\_an\\_In-Text\\_Citation\\_or\\_Footnote.htm](http://refworks.scholarsportal.info/Refworks/help/Modifying_an_In-Text_Citation_or_Footnote.htm))

To modify in-text citations or footnote without changing the references in your RefWorks database use a "switch", or a code, to the temporary citation placeholder RefWorks uses to read and format in-text citations or footnotes. All of the switches listed below can be used with an in-text citation with the following exception:

- numeric styles cannot have switches
- the /s switch cannot be used with an in-text citation UNLESS that style has been defined to ALWAYS include page numbers in the in-text citation (MLA is an example of an in-text style that includes pag{{66 Anonymous 2008/s5}}e numbers for which you could use the /s switch)

If you want to INCLUDE a page number in your in-text citation and your output style IS NOT defined to include a page number, then you must use the /f switch to add the page number.

/y Suppress the year field. This switch is used to hide the year field of a specific reference. Your citation should look like this, {{1 Smith 2003/y}} where the RefId number is 1. After formatting it would be: (Smith).

/a Suppress the author field. This switch is used to hide the Primary Author field for a specific reference. Your citation should look like this, {{1 Smith 2003/a}} After formatting it would be: (2003).

/h Hide text. This switch is used to hide an entire citation. This switch takes precedence over all other switches. It will not only hide the reference it is attached to, but all other references in the specific citation location as well. The hidden references will, however, still be included in the bibliography. A hidden citation would look like this: {{1 Smith 2003/h}}. When formatted it would not appear at all.

/f Following text. This switch is used to place text at the end of a specific reference citation *in an output style that does not normally contain page numbers in the in-text citation or footnote (if your potential output style DOES include page numbers, you must use the /s switch below...)*. You could use this switch to add page numbers after the author and year information. Your citation would look like this: {{1 Smith 2003/f p. 43}}. After formatting it would be: (Smith 2003 p. 43).

/p Preceding text. This switch is used to place text in front of a specific reference citation. All text up to the next switch or the end of the reference citation is used as the preceding text, including spaces and tab characters. Your citation would look like this: {{1 Smith 2003/pUnpublished work by }}. After formatting the citation would be (Unpublished work by Smith 2003).

/s Cite a specific page in-text or in a footnote or endnote. The /s switch is an override for the page numbers stored in the database record. By applying this switch you can cite specific page numbers both in-text citation and in a generated footnote or endnote. For example, a footnote citation would look like {{1 Smith /s43}}. The footnote will include the page number 43 instead of the page number(s) in the reference itself. *Note:* The original page number in your reference will print in the bibliography -- not the number you use in the in-text citation or endnote.

*Note:* Make sure your switch is placed before the semi-colon in your citation placeholder. Also include any spacing and punctuation you want between the citation and the additional information you are adding. For example: if you want an in-text citation to be (Smith 2003, p.43) your temporary placeholder with the switch would look like this {{1 Smith 2003/f, p. 43}}.

## Using Switches in Footnotes

Footnotes can be modified only with the /s switch and the same rule about the /s switch applies -- the page number MUST be defined in the footnote. Chicago and Turabian are examples of styles that have footnotes with page numbers.

## Citing Specific Page Numbers

Citing specific page numbers in your in-text citation or footnote can be confusing -- do you use the /f switch or the /s switch...The easiest way to tell if you can use the /s switch is when you are in WNC and using the citation editor....if you see a page number in the in-text citation or footnote preview, then you can modify it with the Specific Page (aka /s) feature. If you do not see a page number in the preview, then you must use the Text After (/f) feature.

If you are not using Write-N-Cite and the citation editor, you can use the output style preview utility to see whether your potential output style uses page numbers in-text or in the footnote. (Bibliography → Preview Styles)

The image shows two screenshots from the RefWorks website. The top screenshot is the main Bibliography page, and the bottom screenshot is the Output Style Preview Utility page.

**Top Screenshot: RefWorks Bibliography**

- Header: RefWorks, QUICK TIP, Write your paper on- OR off-line! CLICK HERE, Welcome,
- Navigation: References, Search, View, Folders, Bibliography, Tools, Help
- Section: Bibliography (with links for List of Output Styles, Request an Output Style, Modify an Output Style)
- Output Style: APA - American Psychological Association, 5th Edition (with Edit... and New buttons)
- Buttons: Format Paper and Bibliography, How to Enter Citations into your Document, Document to Format (with Browse... button)

**Bottom Screenshot: Output Style Preview Utility**

- Header: RefWorks, Output Style Preview Utility
- Preview: APA - American Psychological Association, 5th Edition (with Use References from your account checkbox checked)
- Book, Section:
  - Bibliography: Blackburn, B. R. (2008). Literacy from A to Z: Engaging students in reading, writing, speaking and listening. (pp. 180) Eye on Education.
  - In-Text Citation: (Blackburn, 2008)
- Book, Whole:
  - Bibliography: Padak, N. D., Rasinski, T. V., Logan, J., & College Reading Association. (1992). Literacy research and practice, foundations for the year 2000. Pittsburg, KS: College Reading Association.
  - In-Text Citation: (Padak, Rasinski, Logan, & College Reading Association, 1992)
- Conference Proceedings:
  - Bibliography: Yu, Y., & Liu, Z. (2008). Research on system usability of digital libraries in china. 4th IEEE International Symposium on Electronic Design, Test and Applications, DELTA 2008, Hong Kong, SAR. 95-98.
  - In-Text Citation: (Yu & Liu, 2008)

If you have any questions about using Write-N-Cite, please contact the Education Library at [edref@uflib.ufl.edu](mailto:edref@uflib.ufl.edu) or at 352.273.2780.

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