After searching and importing citations into your RefWorks account, you can cite these references in your Word document using Write-N-Cite. The instructions below are meant to supplement the online help you can find at http://www.refworks.com/refworks2/help/refworks2.htm

Installing Write-N-Cite

1. Download Write-N-Cite software by logging in to your RefWorks account.
2. Go to Tools and click on Write-N-Cite.
3. A new browser window will open with instructions for downloading Write-N-Cite. Choose the appropriate version (Write-N-Cite for Windows or Write-N-Cite for MAC). Choose "Other Versions" to see additional options.
Using Write-N-Cite

1. Open a Microsoft Word document.

2. After installing Write-N-Cite, a RefWorks tab will appear as a ribbon within Microsoft Word (Windows). In the newest version of Write-N-Cite, the tab may appear as “ProQuest” instead of RefWorks:

3. Or as a floating toolbar in Word for Mac:

If you do not see this toolbar, you can find it and enable it by selecting View > Toolbars > Write-N-Cite.

4. If you do NOT see the RefWorks tab/toolbar or an option for enabling it, there may have been a problem with installation. Contact the Library Research Services Office at 817-735-2070 for assistance.

5. Using your RefWorks account information and the UNTHSC group code, log in to Write-N-Cite using Log In

If you are using the current version of Write-N-Cite, you will not need the UNTHSC group code, only your RefWorks account information. Older versions of Write-N-Cite may still require the group code.

6. Your database will “Sync” with the RefWorks servers the first time you log in. If you remain logged in, you may have to select the “Sync My Database” button on subsequent uses of Write-N-Cite if you have added any new citations to your RefWorks account.

7. Before you start writing your paper, you may want to go ahead and select the output style you will be using. If you don’t do this now, you can always apply this setting at the end and easily change the style.
from one style to another. Choose the Style drop-down menu and select your style, or the “Select Other Style” option if you don’t see the style you need.

8. Begin typing your paper in a Word document. To add in text citations, first make sure that your cursor is in the correct position depending on your style. For APA format, you want the cursor to go before the period, and for AMA format you want the cursor to go after the period. Then click on and then insert new:

\[\text{ALLEN, JEFFREY R., 2013} \]
\[\text{Aksoy, M., 1977} \]
\[\text{Beliles, R. P., 1989} \]
\[\text{Insert New} \]

9. A pop-up box will appear. Navigate to the folder where your citations are located, or the Not in Folder area if you do not use folders. Select the appropriate citation by clicking on it, and then click OK to insert the citation. Note that you can choose to hide the author or year, which can be helpful in cases where you need to suppress an element (such as citing the author in the leading sentence of an APA citation).
10. To create a bibliography or reference list click on \( \text{Bibliography Options} \) and then
\( \text{Insert Bibliography} \). You can change the style by using the style drop-down menu, as outlined
in step 6. I have changed the style (pictured below) from AMA to APA format. If you change styles, you
may have to correct punctuation differences. **Please double check the references to be sure they
were formatted correctly and make any necessary changes to your document!**

11. Once you have created a bibliography, you should see a formatted reference list appear at the end of
your Word document.

Writing papers is easy now because of RefWorks (ALLEN, WRIGHT, & JOHNSON, 2013). Now I can focus
on the paper about benzene, rather than the arcane rules of APA format (Galbraith, Gross, &
Paustenbach, 2010).

**References**

Health & Safety, 40(9), 26-28. Retrieved from

appraisal of associations with various diseases. Critical Reviews in Toxicology, 40(SUPPL. 2), 1-46.

HELPFUL HINTS: For APA format, add a space before the punctuation and then insert the citation. For AMA
format insert the citation directly after the punctuation with no space.

*If you want to create a bibliography or reference list of your entire RefWorks account, such as a Works Cited
and Consulted page, this can be done by logging into your RefWorks account and then:

Select Bibliography and Create
Select an Output Style and File Type (Word for Windows or Mac recommended)
Under References to Include, you may select All References or only references from one folder.