



Bangor University Library & Archives

RefWorks

Write-N-Cite 4 Guide

Write-N-Cite is a utility that allows users to run an abbreviated version of RefWorks in Microsoft Word. You can access your references by folder (or sub-folder), by quick search or by all references with the ability to sort by author, title or year.

With Write-N-Cite, you can cite references in a manuscript with just a click and watch your paper format instantly including in-text citations, footnotes and your bibliography. The utility installs a RefWorks tab in the MS Word ribbon or you can access it from the References tab in Microsoft Word.

Academic Support Team

August 2014

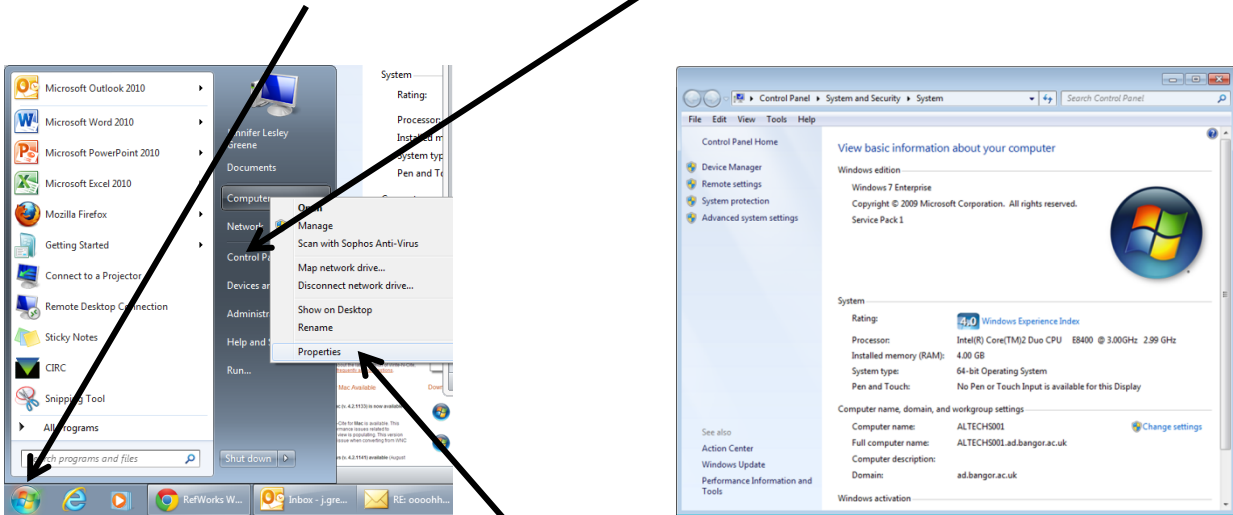
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1. Installing Write-N-Cite

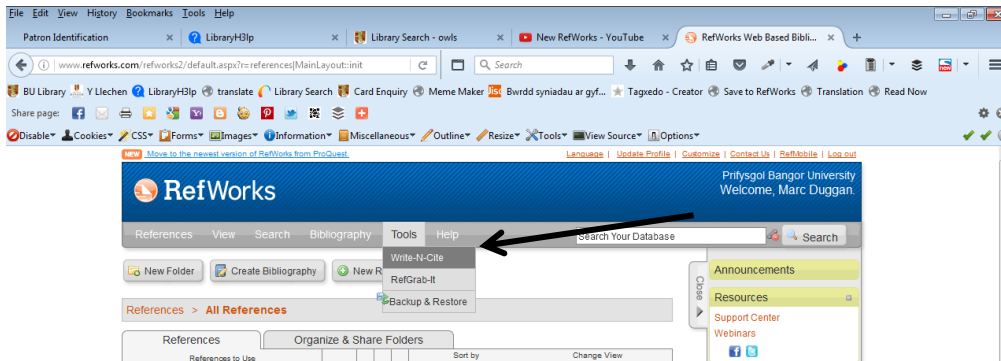
To install Write-N-Cite – WNC4. You will need to know if you have a 64 bit or 32 bit computer. To check this, do the following:

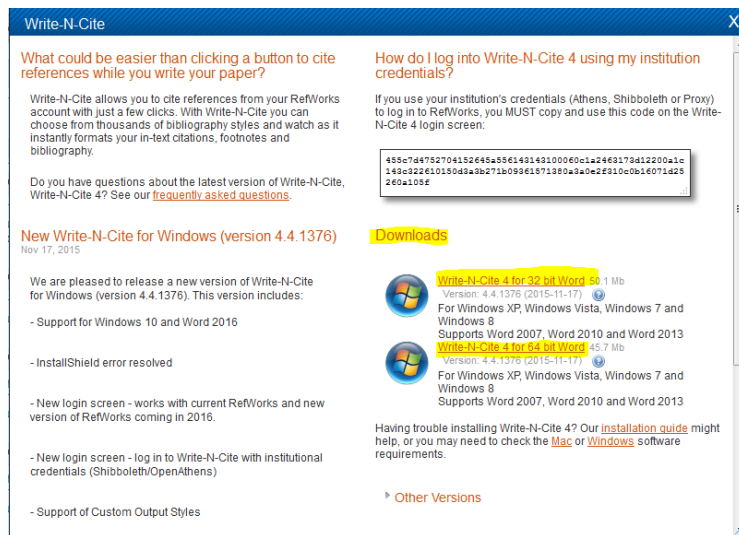
- Click on the Start button and then **RIGHT** click on 'Computer'.



From the pull-down menu select 'properties'.

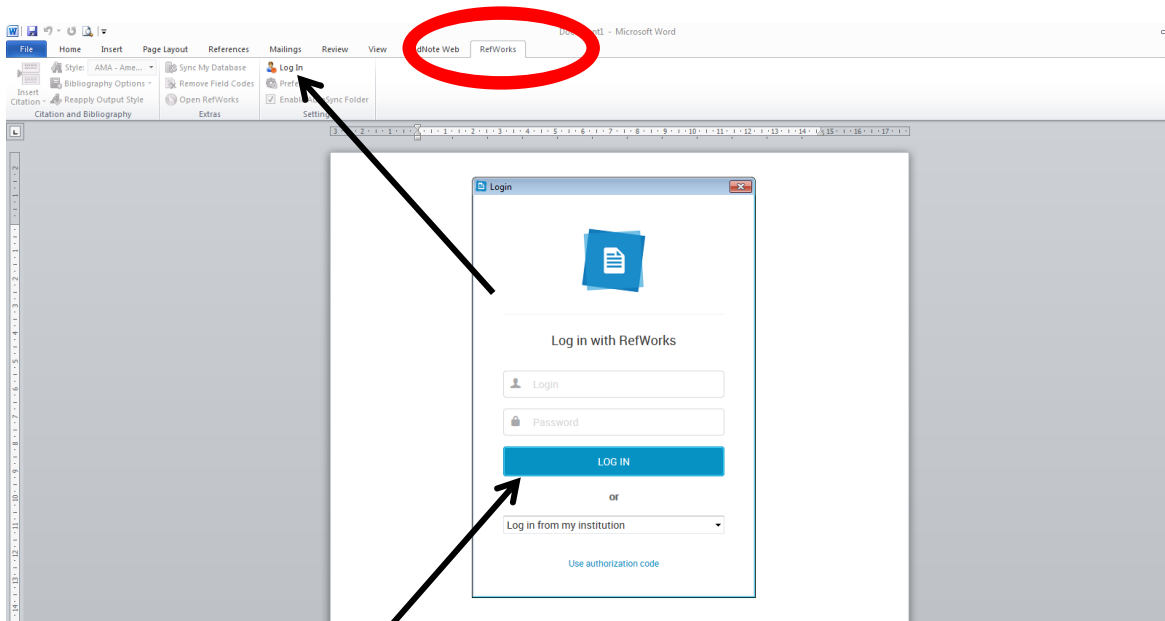
- When you have established which version of Windows you have:
- Go into RefWorks, click the Tools tab and select Write-N-Cite.



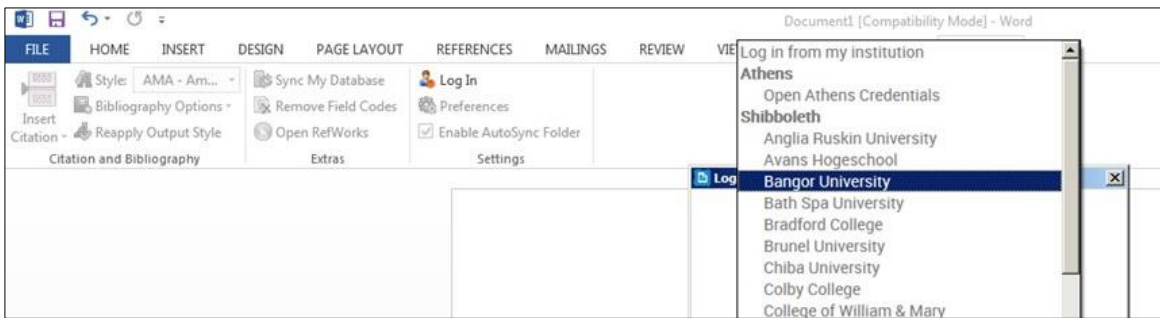


- Click to download the relevant version of WNC4
- Click on Save File.
- The file will download onto your desktop, where you can find and click on it e.g. (PQfQInstall32-4.4.1376.exe).
- Install the file: click on Run and then follow the installation steps.

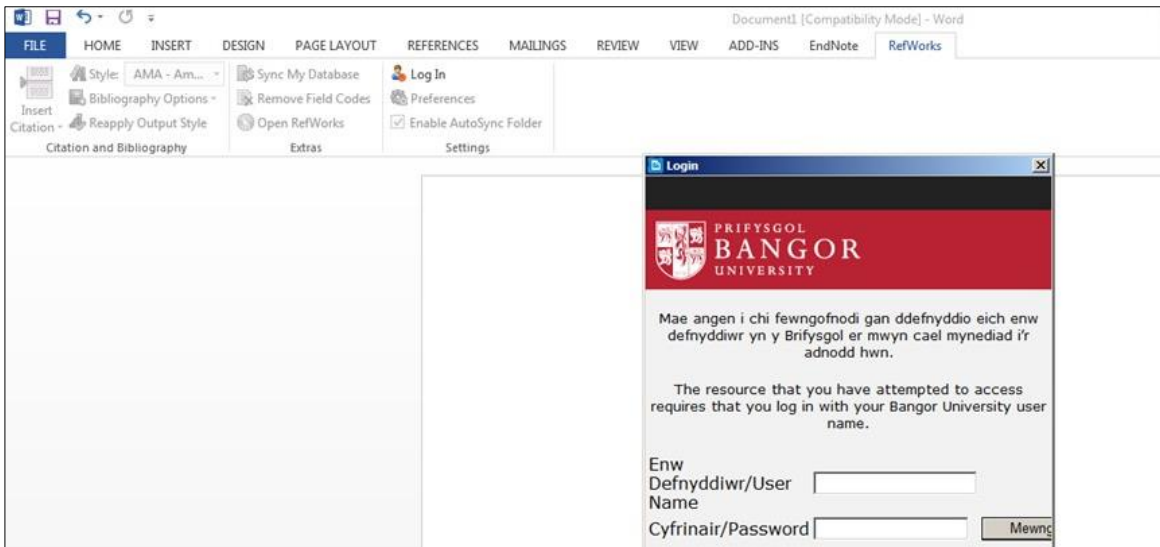
Open Word, and look for a tab at the top of the screen called **Refworks**



- Login to your RefWorks account by first clicking the login button on the Ribbon, then Select **Bangor** from the drop down list.



- Login using your Bangor username and password and login code when prompted.



- The ribbon commands are all now activated

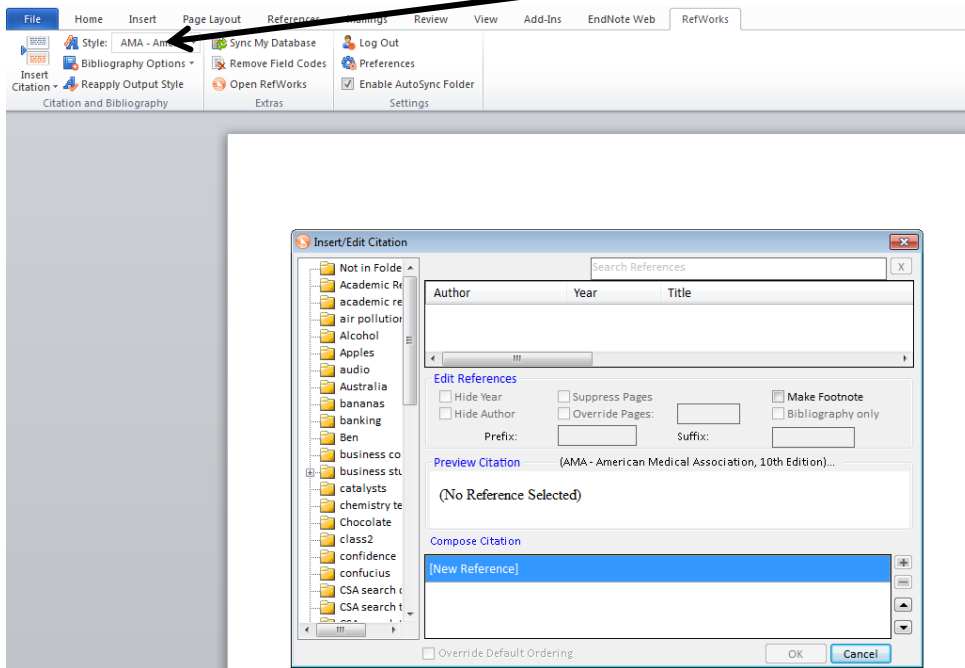
Installing **Write-N-Cite 4 for Mac** please use the following link to tutorial

<http://www.youtube.com/watch?v=kZSpx9Q5OV8> (This may now be out of date)

2. Inserting References and Creating Bibliographies

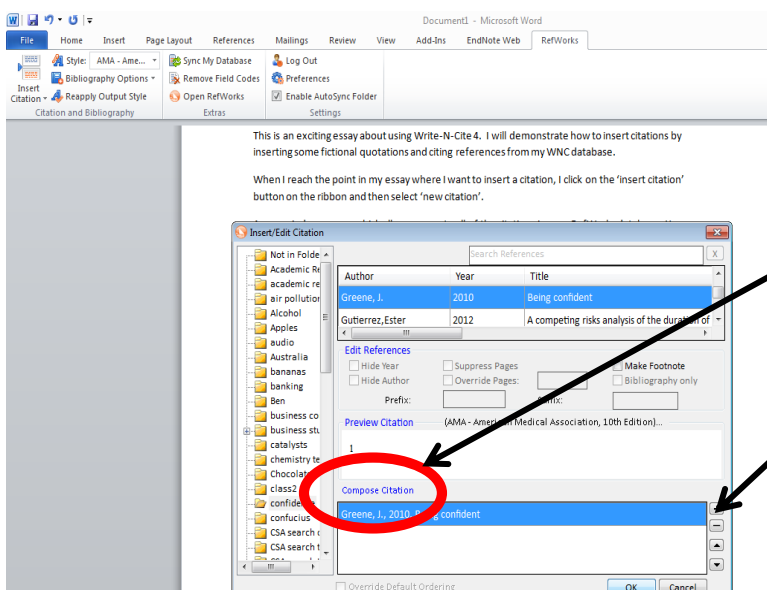
When you reach the point in your essay where you want to insert a reference, click on the **'insert citation'** button on the ribbon and then select **'new citation'**.

A new window opens, which allows access to all of the references in your RefWorks database. The first thing you should do is to select your **Reference Style**. You do this by scrolling through the pull-down options shown in the small box next to the **'Style'** icon on the ribbon.



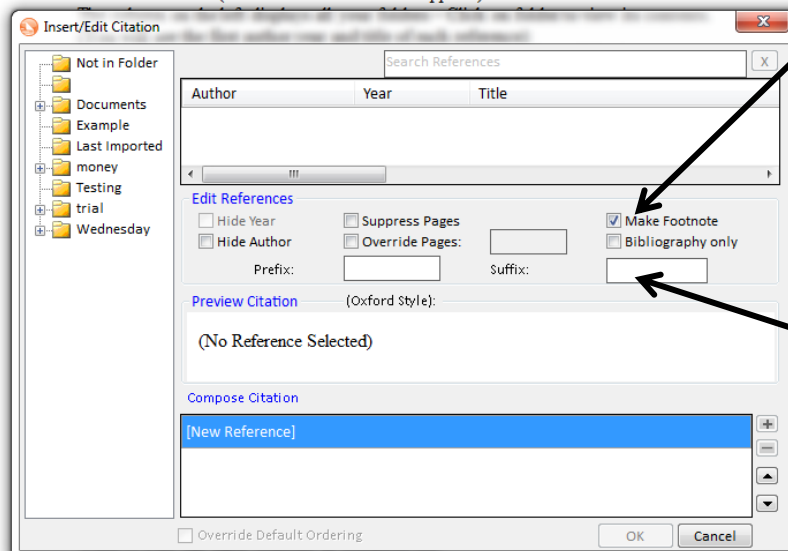
You can then select a specific folder and browse for a particular author.

In this example the folder **'confidence'** was selected and clicked on the author **Greene, J.** to insert that citation.



If you need to cite more than one source at once, click on the first reference you want then in the **Compose Citation** area at the bottom of the box, click **+ sign** and select next reference. When you have chosen all your references click **OK**

Writ-N-Cite can also input references as footnotes. To make a footnote input **Insert Citation** then **Insert New**. Select the source you want and then tick **Make Footnote** box click **OK**. This will create footnote and add the citation information into it at the bottom of the page.



To inset page numbers for your reference, in the **suffix box** type your page number remembering to leave a space and use p.
e.g. p.37

To add bibliography first place the cursor where you want the bibliography to appear, and then click **Bibliography Options**

Select **Insert Bibliography** your formatted bibliography will appear

This is my document and I am going to insert a citation here (Burtner & Kennedy, 2010; Cau & Navarro, 2003) and I will write some more and insert more citations (Delahunt, Stehbens, Gilbert-Barness, & Shozawa, 2000) and even more here (Kudlow, Kennedy, & Monnat, 2007; Merideth et al., 2008)

References

Burtner, C. R., & Kennedy, B. K. (2010). Progeria syndromes and ageing: What is the connection? *Nature Reviews. Molecular Cell Biology*, 11(8), 567-78. doi: 10.1038/nrm2944

Cau, P., & Navarro, C. (2003). Lamin A truncation in hutchinson-gilford progeria. *Science*, 300(5628), 2055-2055. Retrieved from <http://search.proquest.com/docview/213593799?accountid=131239>

4. Useful Web Addresses, Tutorials and Help

Tutorials and further help is available at the following addresses:-

RefWorks You tube channel: <https://www.youtube.com/user/ProQuestRefWorks>

NEW RefWorks You tube channel:

https://www.youtube.com/channel/UCzmTj_AGeY59VoNv-0SvcCg

RefWorks Write-N-Cite 4: Installing & Logging In

www.youtube.com/watch?v=IL_OyAJLpPI

RefWorks Write-N-Cite 4: The Basics: Inserting Citations & Creating Bibliographies

www.youtube.com/watch?v=um5oOxJjXAk

Contact details for help

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College of Business, Law, Education and Social Sciences

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