Overview
Write-N-Cite III, is a quick and user friendly program that allows you to use RefWorks within
Microsoft Word. You can easily insert footnotes, endnotes and create a bibliography with Write-
N-Cite. Write-N-Cite is installed on all Library computers and instructions for downloading it to
your personal computer are below. The utility installs a Write-N-Cite button on your desktop as
well as an Add-in to your Word toolbar and a menu option in Word, under Add-Ins for launching
Write-N-Cite.

Downloading Write-N-Cite III for Windows/Write-N-Cite 2.5 for Mac
1. To get Write-N-Cite, you must first have an account with RefWorks. Go to RefWorks,
   via the library’s website and sign up for an account or log in. Off campus users will need
to use the group code: RWMarymountU
2. Once in RefWorks, go to the ‘Tools’ menu and click on ‘Write-N-Cite’.
3. Click on the appropriate version to download (Windows or Mac).
4. After you’ve downloaded it, you will need to run the installation program.

Getting Started with Write-n-Cite III for Windows
- Mac users can find instructions at:
  http://www.refworks.com/Refworks/help/Refworks.htm#Using_WriteNCite_for_Mac.htm

Launch Write-N-Cite from within Word by clicking on the Add-Ins tab and selecting ‘Write-N-
Cite’. (Windows users only) You can also launch the program from the ‘Write-N-Cite’ icon
on your desktop or by clicking the Start menu and selecting ‘Write-N-Cite’ from All Programs.
If you launch the program from the desktop icon, it automatically opens a copy of Word.
To keep Write-N-Cite on top of all other programs including Word, click the box next to Always on Top. Also, notice that the name of the Word document that is active in RefWorks is written next to MS Word Status.

- Write-N-Cite allows you to access your citations from RefWorks
  - You can use the Search RefWorks feature and author hyperlinks to search through references.
  - From the View menu you can select to view All references or view by Folder; you cannot create or edit folders.
  - You can also sort the reference list by selecting a sort option from the Sort by list. To see the full reference, click the View link button.
  - You can also modify citations using the Citation Editor (Windows users only).

Note:
You may have the full version of RefWorks open at the same time you have Write-N-Cite open. If you make edits in RefWorks be sure to refresh Write-N-Cite (which you can do by changing the view) to reflect the edits.

Citing References
- Begin typing your paper. When you reach a place for a citation, put the cursor at the point where you want the reference inserted.

  Hu Jintao has promoted domestic policies that focus on improving the living condition of China’s less well off population in rural and western areas while pursuing a peaceful foreign policy abroad. In his frequent travels around the country, he has encouraged local leaders to give more

- Go into Write-N-Cite and click on the “Cite” link next to the citation you want to use.

  Cite View Spetter Allan 1988 Albert T. Volwiler and the Unfinished Biography of President Benjamin Harrison
  Cite View Sullivan L 2007 Historical dictionary of the People’s Republic of China
RefWorks will add a citation placeholder. It will be formatted later according to the style you select.

Hu Jintao has promoted domestic policies that focus on improving the living condition of China’s less well off population in rural and western areas while pursuing a peaceful foreign policy abroad. (Sullivan, L. 2007) In his frequent travels around the country, he has encouraged local leaders to give more consideration to the plight of ordinary citizens by “putting people first.”

If you are using footnotes or endnotes, you must first insert the footnote or endnote in Word and then you can use Write-N-Cite.

Editing Citations within your paper

- Be aware that if you edit your in-text citations via Write-N-Cite, it will not change the original entry in RefWorks. You will have to go to RefWorks and edit the citation there, as well.
- To preview how your citation will look, put your cursor in the citation and click on “Edit Citation” in Write-N-Cite.

A box will pop up and you can preview your citation in the format of your choice by making a selection in the “Target Output Style” box.

You may edit certain parts of your citation. To make other changes, you will need to go into RefWorks and edit the original data entered.
**Formatting your paper and references**

When you have completed your paper, you can create a bibliography and format your citations by clicking on “Bibliography” in Write-N-Cite.

- Bring up the Write-N-Cite window.
- Click on the **Bibliography** button in the top left. You do not need to select the file since Write-N-Cite is already linked to the current document.
- You will then be asked to choose which reference style you wish your paper to be in (ex. MLA, APA, Chicago, etc.).
- When you have selected it, click **Create Bibliography**.

Write-N-Cite opens a new window with the citations replacing the code and a bibliography of all works cited placed on the last page.

“...abroad. (Sullivan, 2007) In his frequent travels around the country, he has encouraged local leaders to give more consideration to the plight of ordinary citizens by “putting people first” and to confront the growing needs of society.”

**References**


For further information, stop by the reference desk, call (703) 284-1649, e-mail library@marymount.edu or IM MSN, Yahoo!, AOL, Google Talk, Meebo: AskMULibrary.

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