BYU Software Training

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Author Note

This was made using Write-N-Cite version 4.4 integrated with Microsoft Word

It’s super easy to insert citations as you write, using Write-N-Cite! Write-N-Cite integrates with Microsoft word to allow you to insert citations directly from RefWorks without having to switch between pages or write them by hand (Abel et al., 2010). All you need to do is log in to your RefWorks account through Word after downloading the Write-N-Cite application, select your style, and click “Insert Citation > Insert New” (Baer-Dubowska, Bartoszek, & Malejka-Giganti, 2006). If at any time, you want to use a different citation style for your paper, all you have to do is change the style on the RefWorks tab, and all the citations you’ve entered will automatically adjust (Chakravadhanula et al., 2014).

 To create a bibliography, go to the Bibliography Options tab and choose “Insert Bibliography.” Then, as you write and enter new citations[[1]](#footnote-1), the references will automatically appear in the bibliography in the proper order and format, which you can adjust if you want to (Hayes & Kim, 2015).

 Your automated bibliography will only include references you actually cite in your paper (Peng, 2015). If you delete a reference, RefWorks will also remove it from your bibliography (Pinheiro, Oliveira, & Oliveira, 2015). You can edit and format your bibliography under the Bibliography Options tab (Warshawsky & Landolph, 2006).

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1. You can also use citations in footnotes like this one (Cani et al., 2015). [↑](#footnote-ref-1)