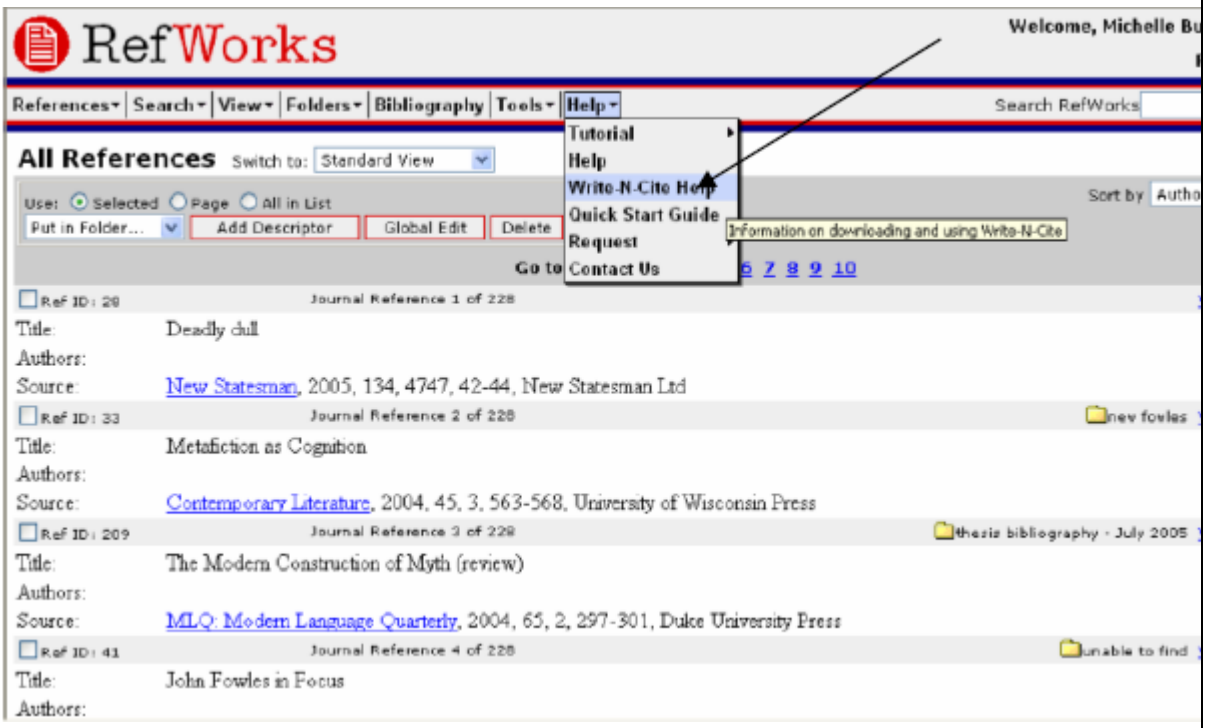
(Creating in-text citations, bibliographies, and paper-formatting)

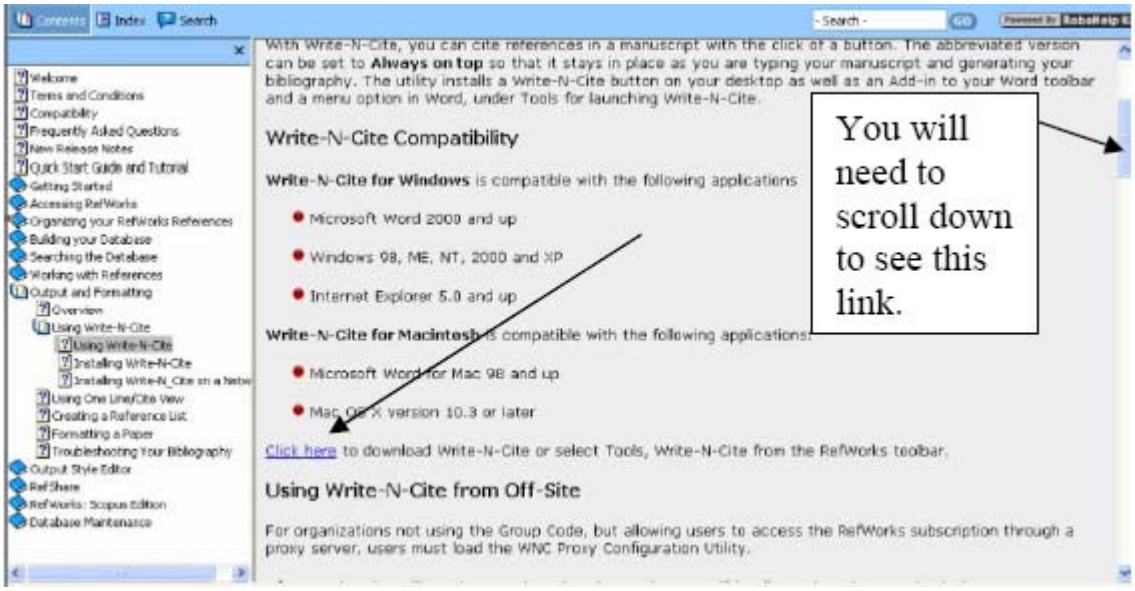
Quick Reference Card 6: Creating in-text citations

In academic papers, you will need to include an in-text citation when you quote directly, or paraphrase, from an article, book, or other source. **Write-N-Cite** is a software package (free to Franklin University students) that works with RefWorks to import and format your in-text citations automatically. In this process, you will learn how to download the software, and then how to use it to add an in-text citation to a paper.

Step 1	If you do not have Write-N-Cite loaded on your pc, you will need to download it. The easiest way to do this, is to go to the **Help** menu in your RefWorks session, then choose **Write-N-Cite Help**. 

Step 2

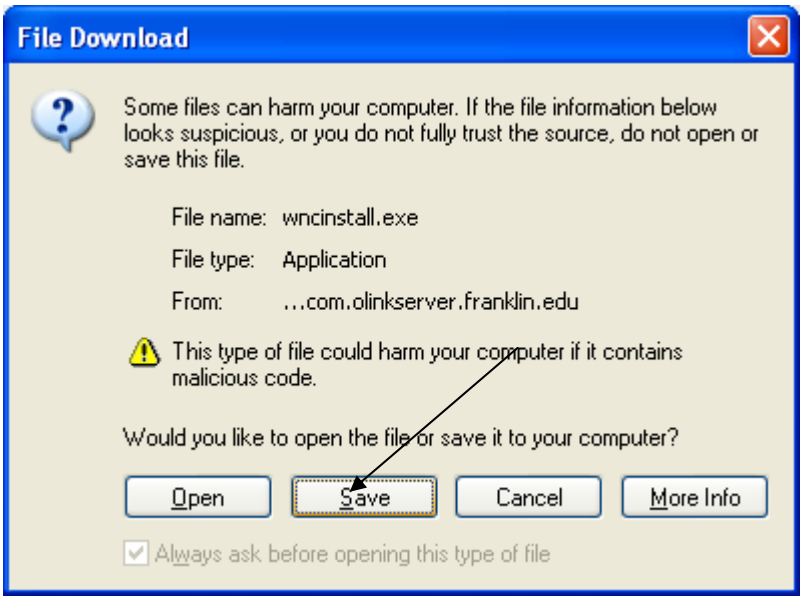
In the Write-N-Cite Help menu, scroll down until you see the Write-N-Cite compatibility section.



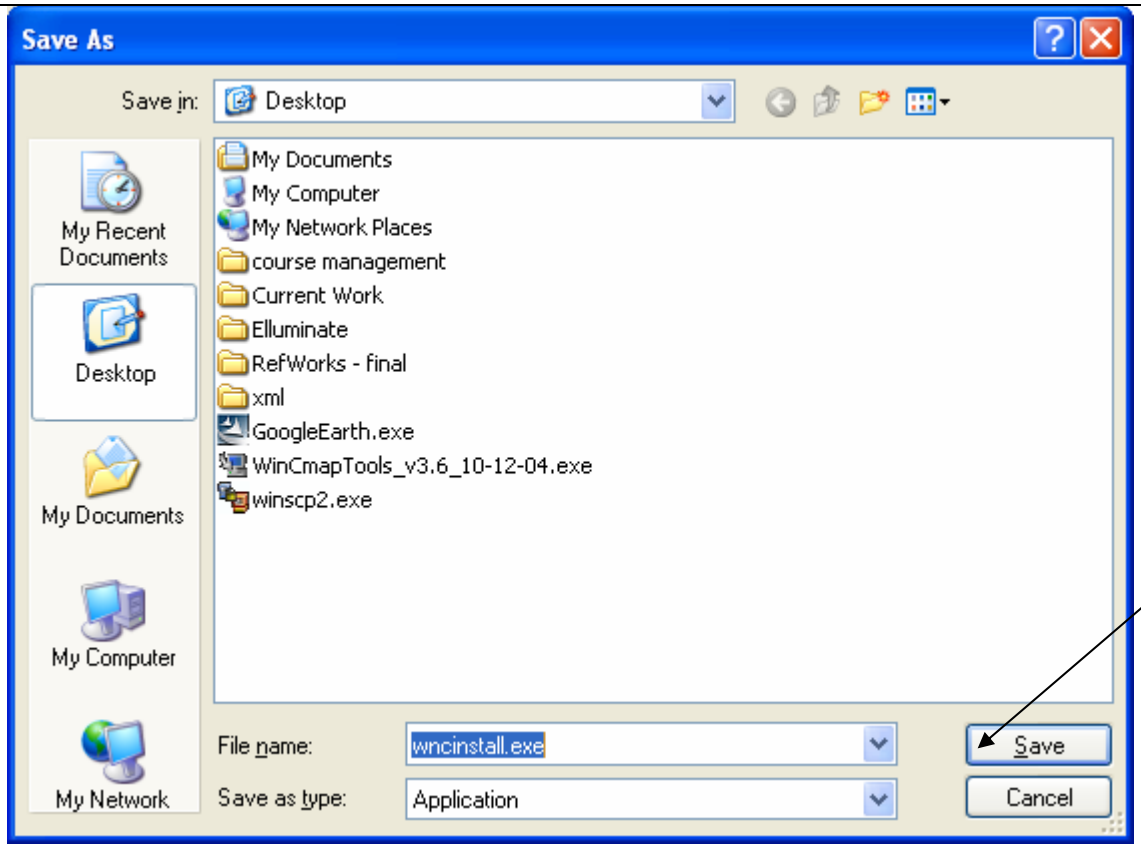
Follow the steps to install the software (see below).

1. Click the link to begin the download.

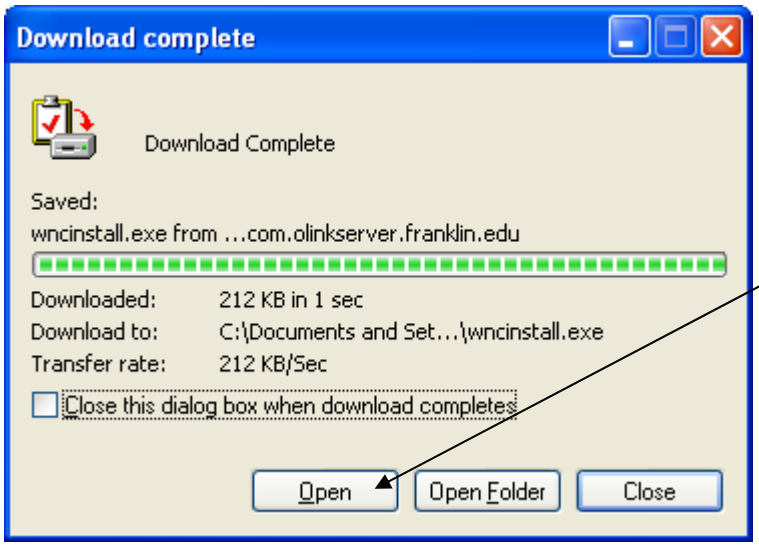
2. You will be prompted to Save the file download. Click the **Save** button.



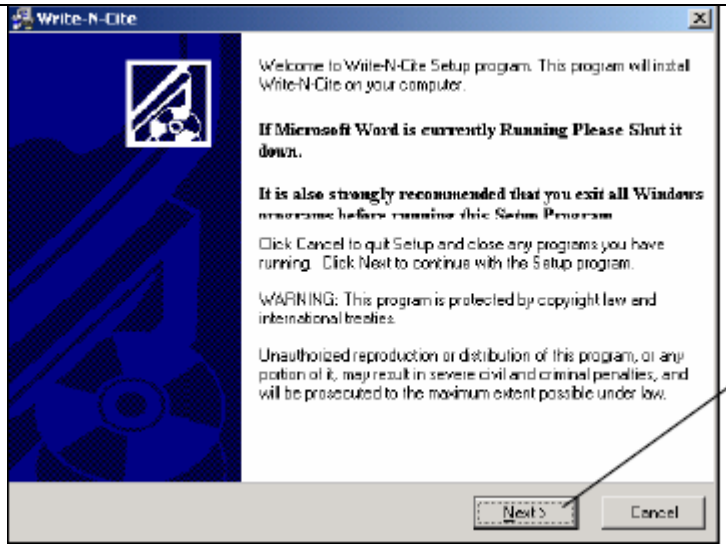
3. Choose a location for the application installation file (the desktop is a good idea, as it is easy to locate.) Then click the **Save** button.

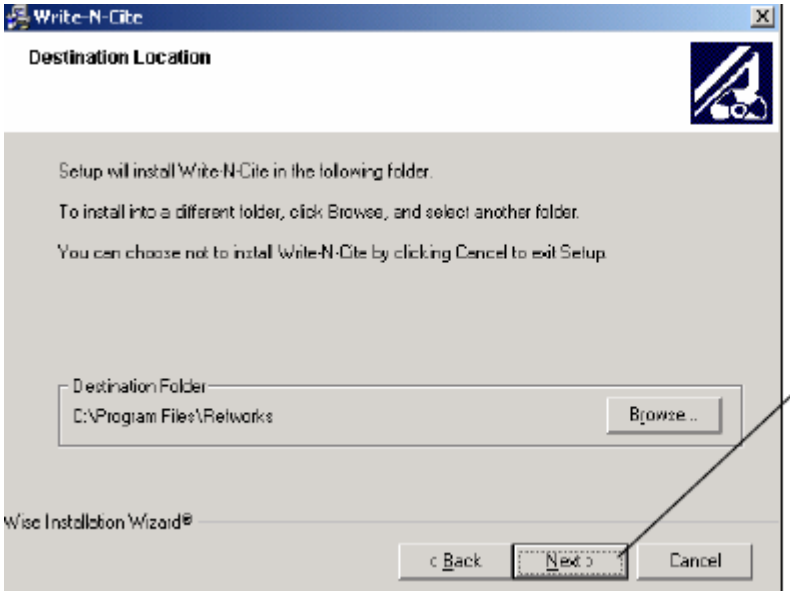


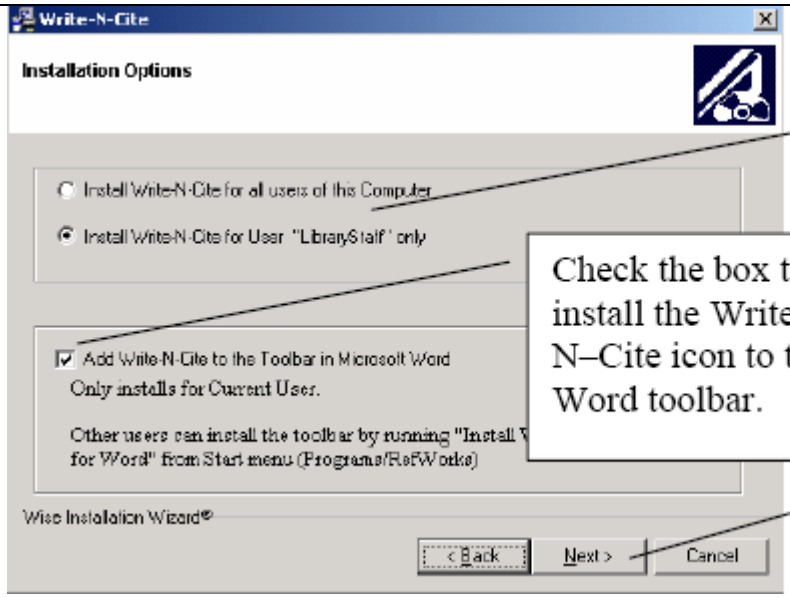
4. When the download is complete, this dialog box will appear. Click the **Open** button to launch the installation program.



A series of screens will follow. These screens will install Write-N-Cite on your PC.


Write-N-Cite
Welcome to Write-N-Cite Setup program. This program will install Write-N-Cite on your computer.
If Microsoft Word is currently Running Please Shut it down.
It is also strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel
Click Next.

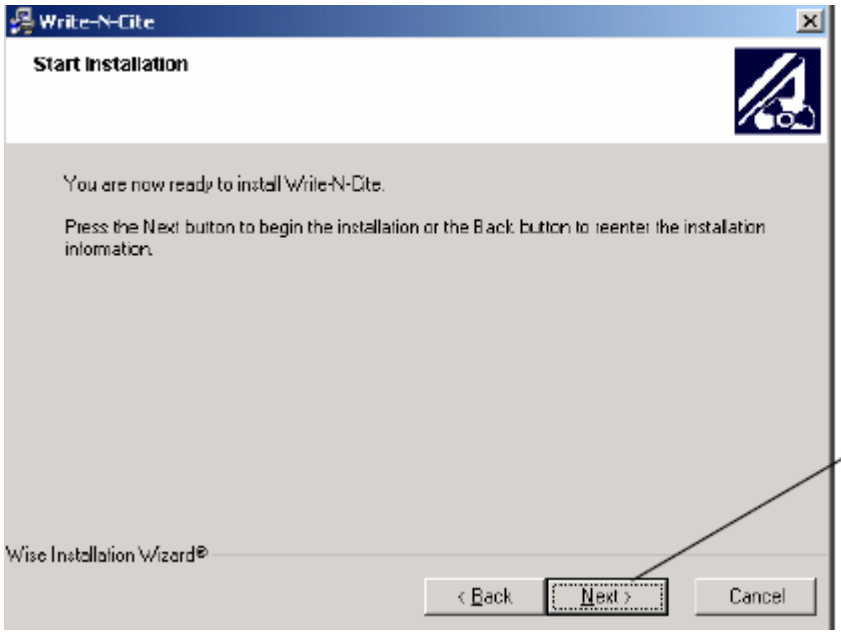

Write-N-Cite
Destination Location
Setup will install Write-N-Cite in the following folder.
To install into a different folder, click Browse, and select another folder.
You can choose not to install Write-N-Cite by clicking Cancel to exit Setup.
Destination Folder
C:\Program Files\Relworks
Browse...
Wise Installation Wizard®
< Back
Next >
Cancel
Click next to install the program in the default location on your PC.



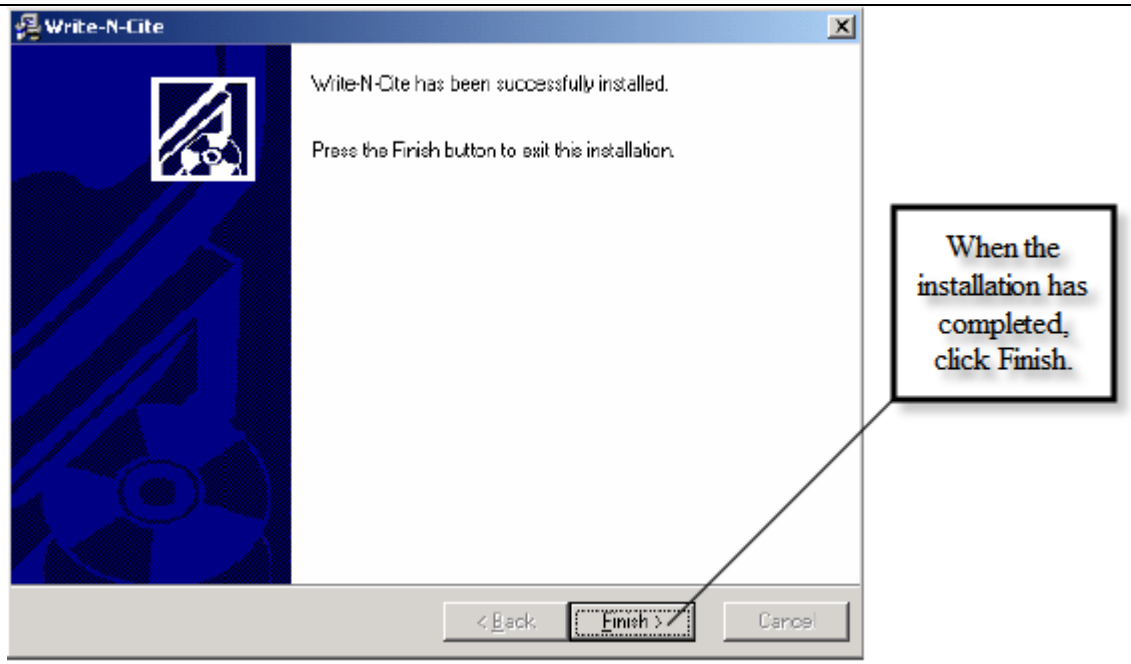
If your computer is configured for different user groups, *you may* be asked to determine who will access this software.

Check the box to install the Write–N–Cite icon to the Word toolbar.

Click Next



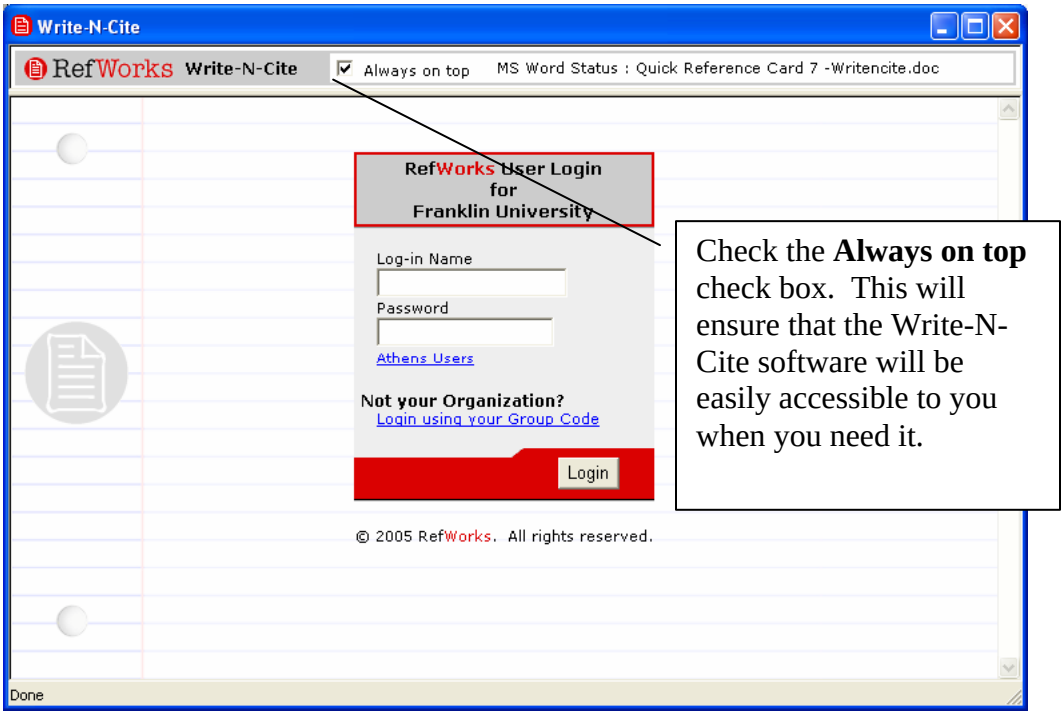
Click Next to begin the installation.

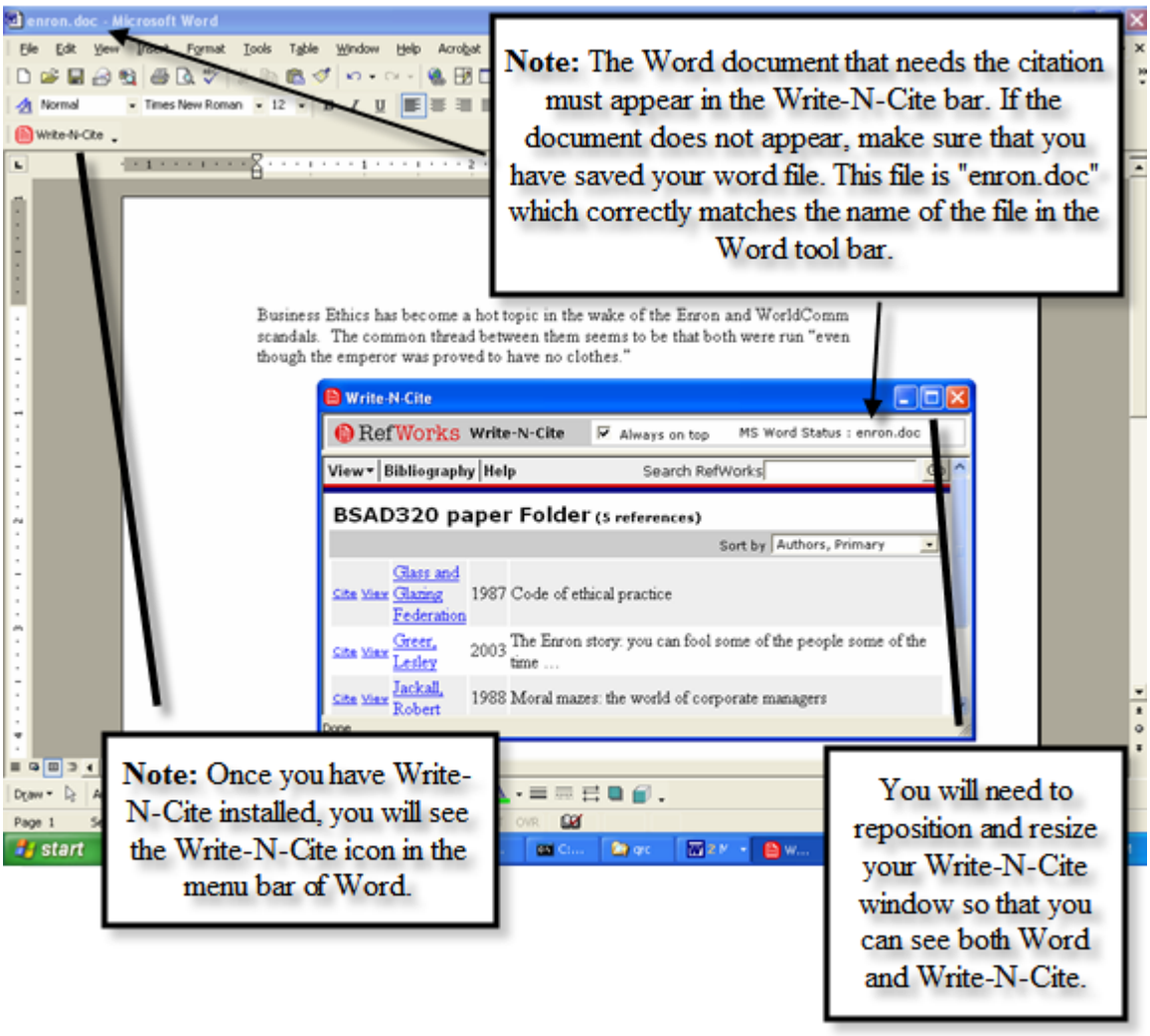


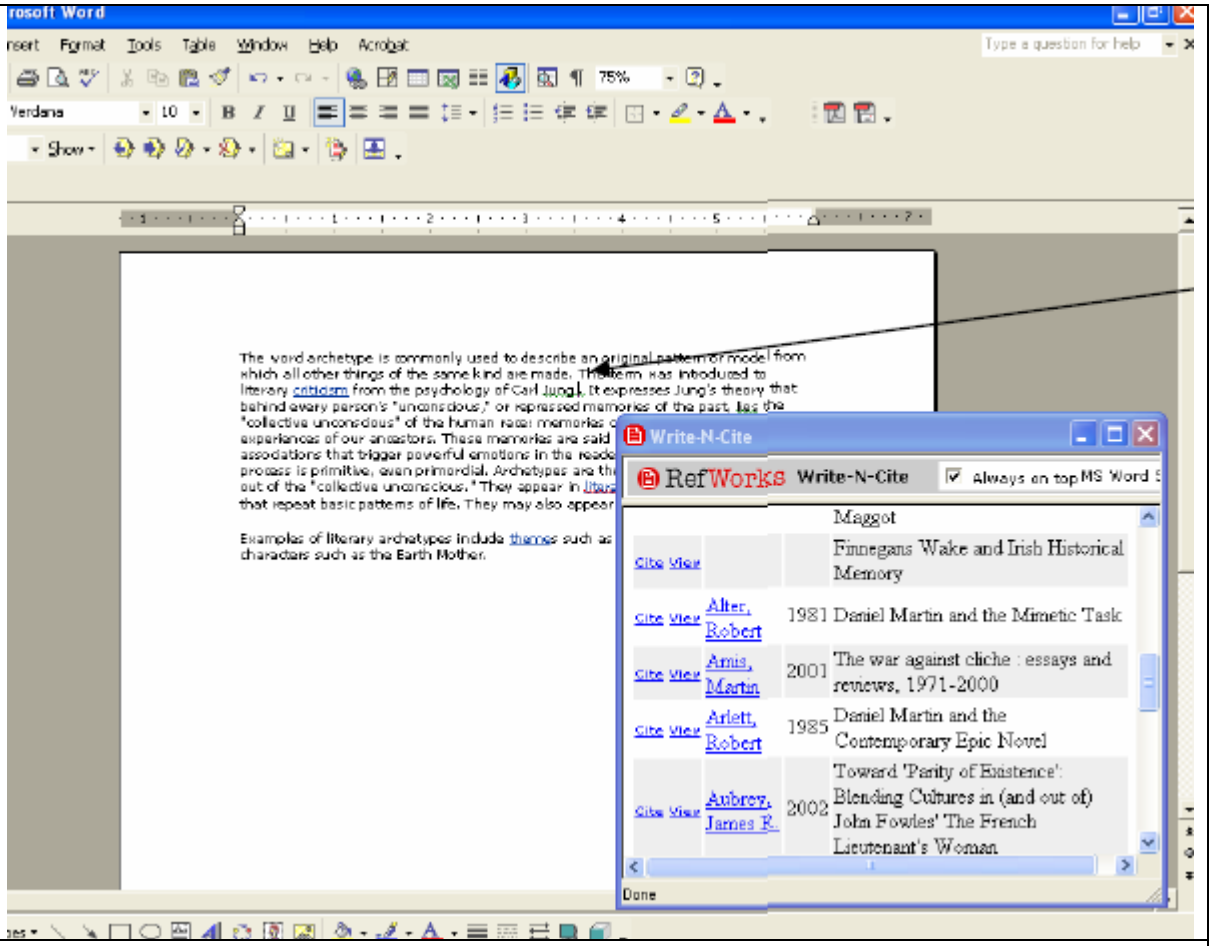
Step 3

When you have completed the install process, launch Write-N-Cite. You will be prompted to log into RefWorks by choosing Write-N-Cite from your computer's program menu, or by clicking on the newly-installed button in the toolbar of Microsoft Word – Write-N-Cite .

Note: You may be prompted to log into RefWorks again, even if you already have a session running.

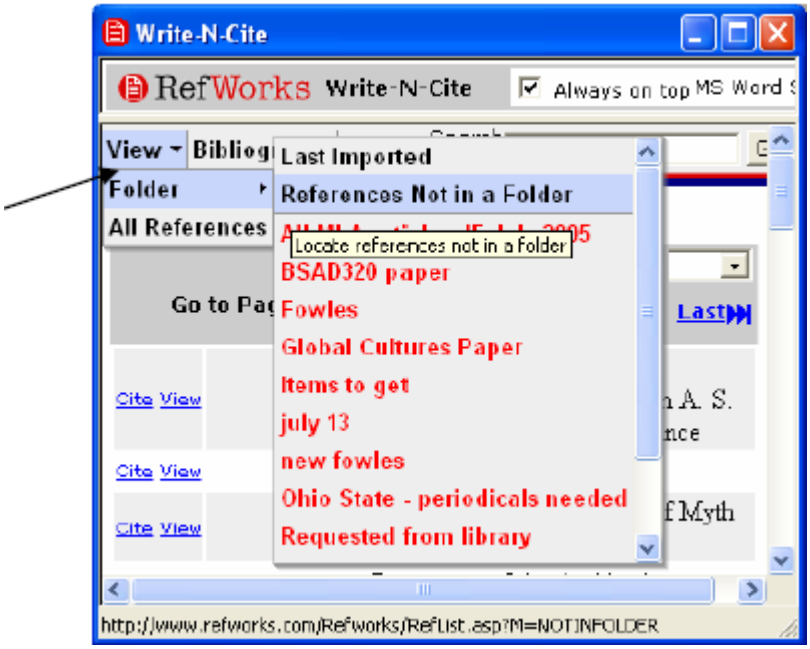


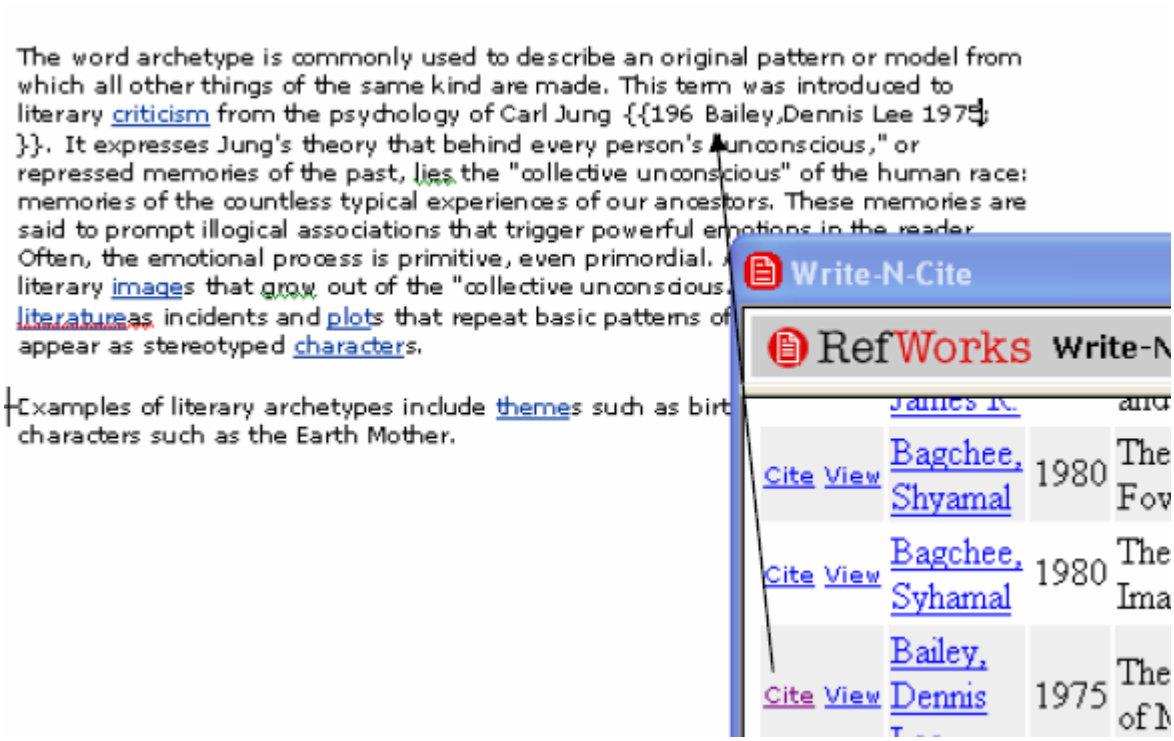
Step 4	Open the Word document containing your paper. You will need to minimize the Write-N-Cite window while you work on your paper. When you are ready to insert an in-text citation, open the Write-N-Cite window so that you can see both the paper and the list of references in Write-N-Cite. 
Step 5	Once you have your windows positioned, and the correct filename appearing in the Write-N-Cite bar, click your left mouse button in the Word document immediately *after* the words that you want to cite. Remember the citation will appear *exactly* where your cursor is positioned, so if you need a space between the last word cited and the citation, you should add a space (press the spacebar once) before you add the citation.

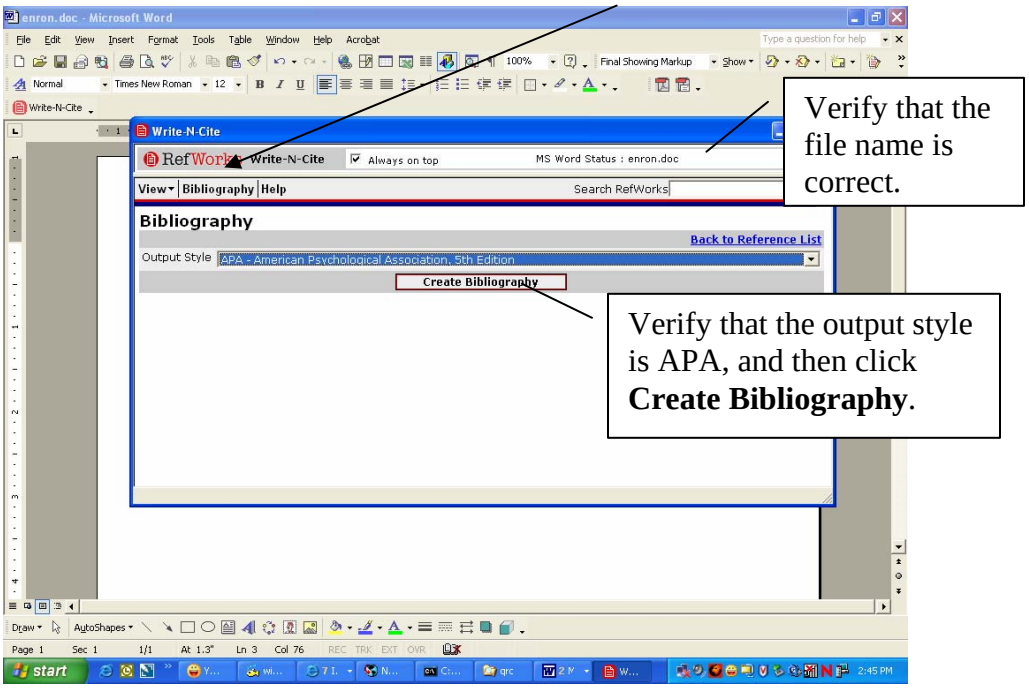


Step 6

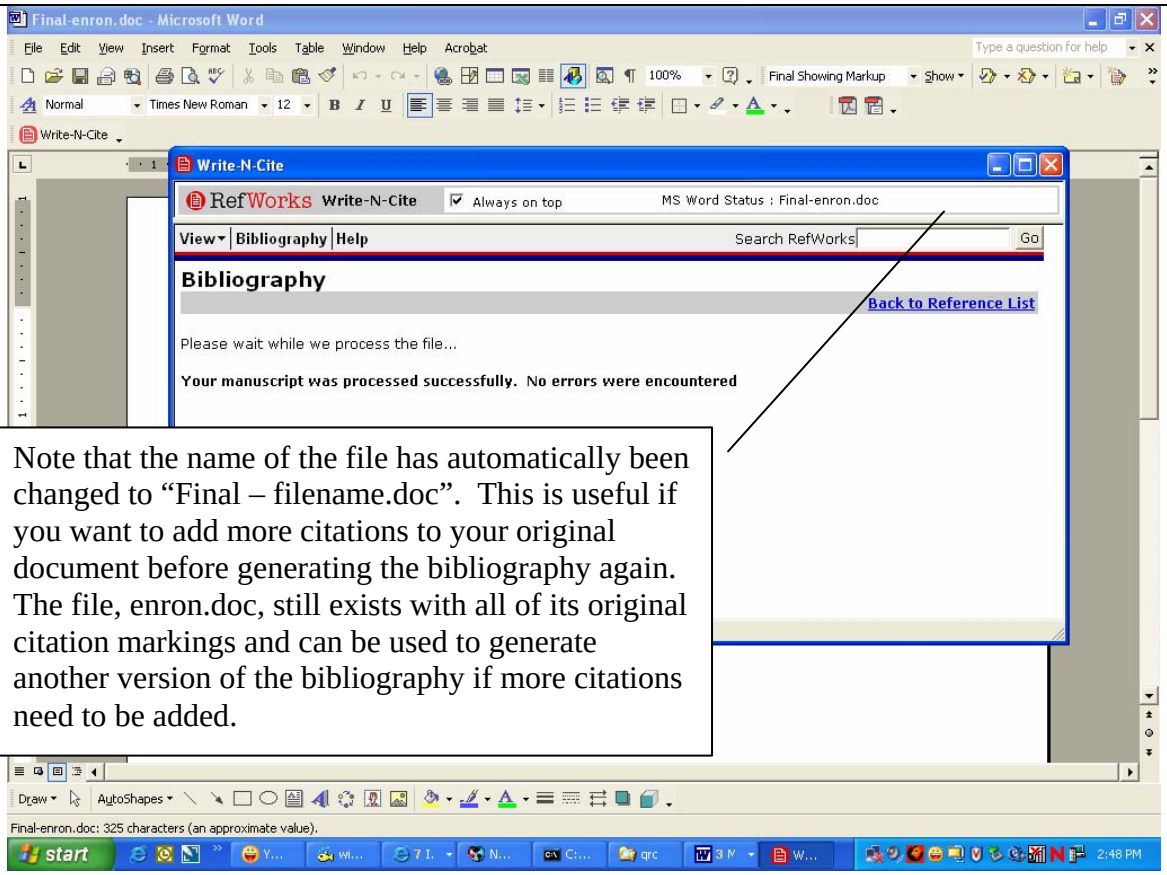
In the Write-N-Cite window, locate the source of the in-text citation. You may have to change the folder (**View-Folder**), or scroll down the list of references until you find the correct one.



Step 7	When you have found the correct citation reference in Write-N-Cite, click on the **Cite** link to the left of the reference. **Note:** The *View* link allows you to view all the details of that resource (i.e. Name of author, title of journal or text, date of publication, etc.) in case you can't remember which citation you need.  **Result:** The citation reference is inserted into your paper. 

	Note: This is not how your paper will look when it has been formatted. The curly brackets and data simply tell the system that this is a citation, and indicate which reference should be added. The advantage of this system is that you can change the citation style from APA to another format should the need arise.
Step 8	Continue this process until you have added all of your in-text citations. When you have completed your paper, you are ready to format your paper and create your bibilography. From the Write-N-Cite window, click **Bibliography**. 

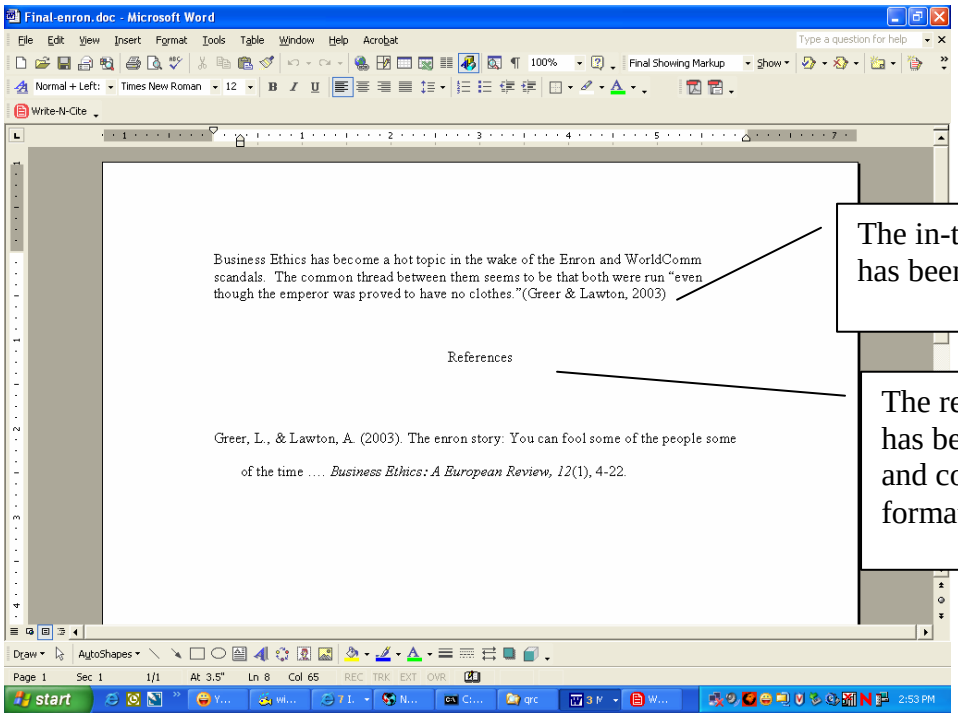
Step 9



Note that the name of the file has automatically been changed to "Final – filename.doc". This is useful if you want to add more citations to your original document before generating the bibliography again. The file, enron.doc, still exists with all of its original citation markings and can be used to generate another version of the bibliography if more citations need to be added.

Step 10

To view the final formatted document, open the Word document (remember that it will have been saved with the prefix "Final").



The in-text citation has been added.

The reference list has been created and correctly formatted.

	Note: When you have completed your paper and you are ready to create the final version to submit to your professor, remember to create a page break between the end of your paper and your reference page. According to APA citation guidelines, the reference page should begin on a new page.