Write-N-Cite v.4 – advanced features (for use with Legacy RefWorks)

Eleni Borompoka, courtesy of RefWorks, January 2023

QG RFW006   [www.abdn.ac.uk/library/documents/guides/qgrfw006.pdf]

IMPORTANT NOTE:
As of June 30, 2023, Legacy RefWorks will no longer be available. It is already no longer possible to create accounts on Legacy RefWorks.

After this date it will only be possible to use the new upgraded version, ProQuest RefWorks.

We therefore encourage all current users of Legacy RefWorks to upgrade as soon as possible to minimise disruption to your studies or research. You can upgrade now by creating a new Proquest RefWorks account and importing your Legacy RefWorks account using the option available there.

Please see our website for full details: **https://bit.ly/3siAGYU**

This guide is only for those users still using Legacy RefWorks

## prior to it's retirement on June 30, 2023.

Once you've mastered the basics of Write-N-Cite, you might want to use some of the advanced features available such as editing citations and temporarily modifying the format of a bibliography.

1. Edit citations

You can edit citations or footnotes to:

- hide the publication year in the citation
- hide the entire citation and only have the bibliography entry
- hide the author name in the citation
- hide page numbers (suppress pages)
- add text before the citation (prefix)
- add page numbers (override pages)
- add text after the citation (suffix)
- change the citation ordering

Note: Some editing options are dependent on your Output Style. For example, adding or hiding page numbers works ONLY if your Output Style includes page numbers in the in-text citation or footnote, otherwise the options will be unavailable (see screenshot below)
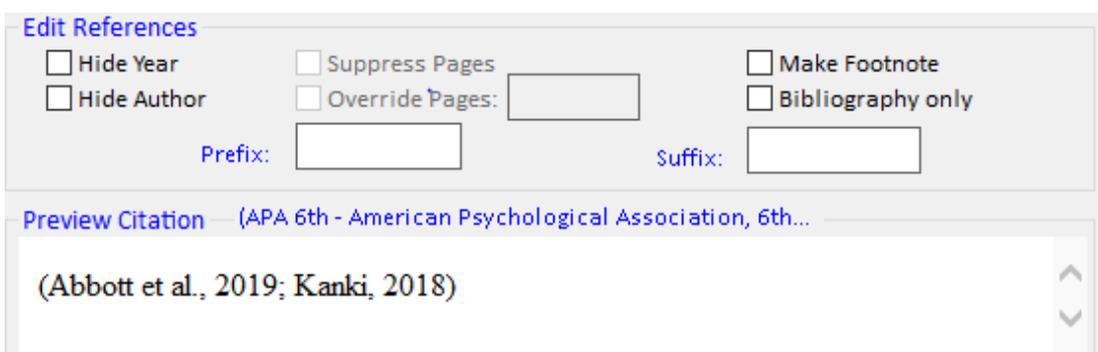
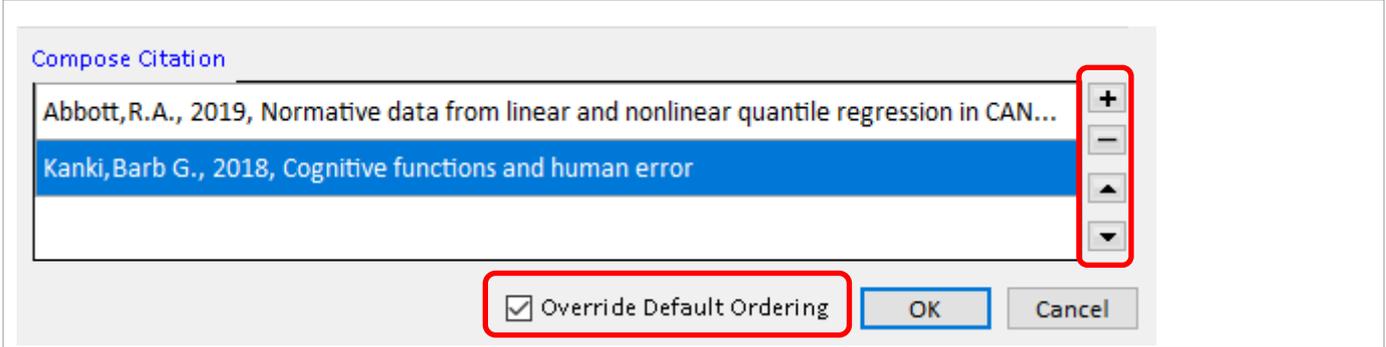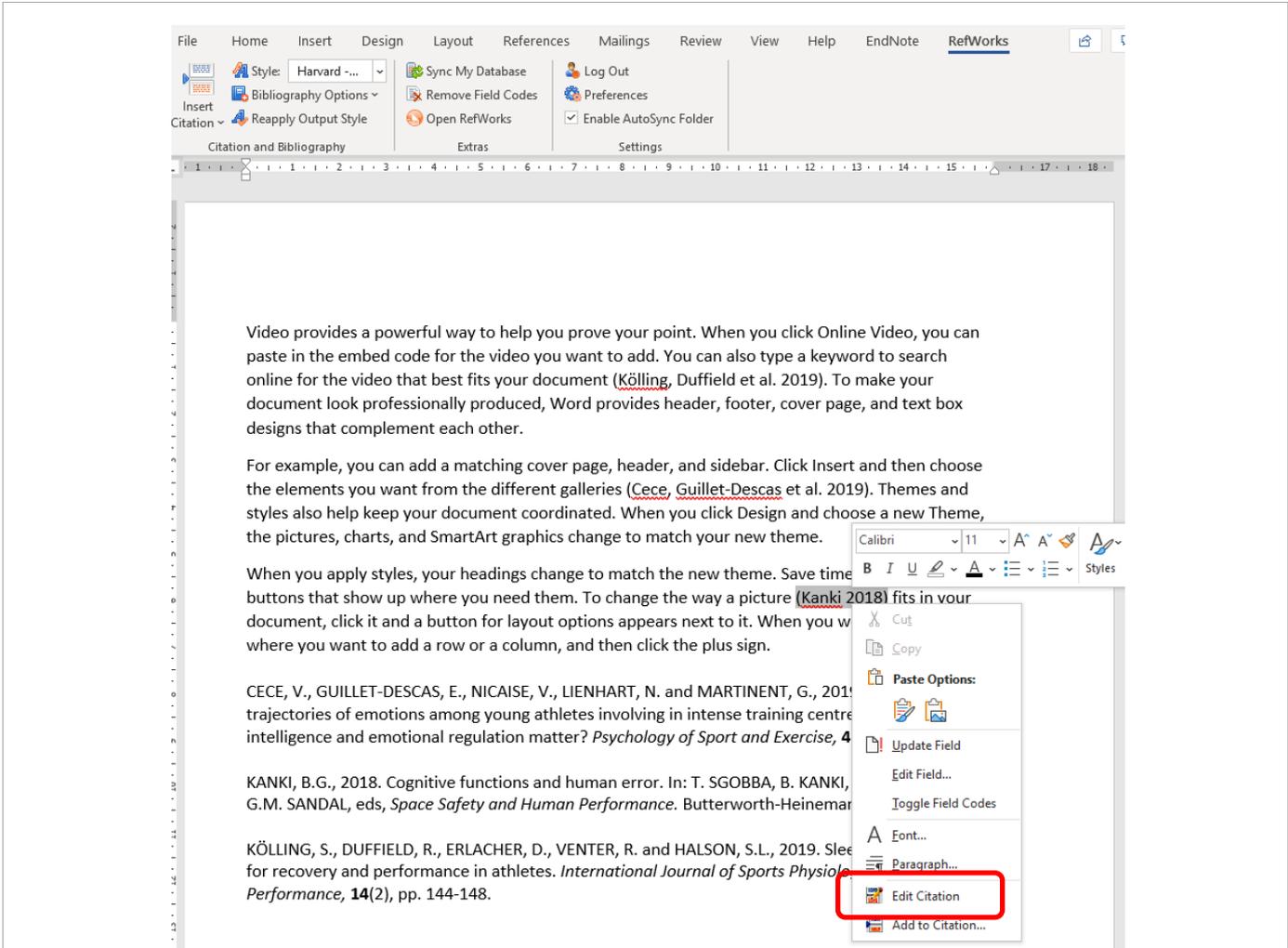## 2. Change the ordering of references in a citation

Click on a reference and use the up or down arrow buttons. This only applies to Output Styles that use first-cited order. For styles that use alphabetical or other sorting, click the **Override Default Ordering** check box.

3. Edit a citation already inserted into your document

Double-click on the citation in Word or right-mouse click on the selected citation and select the item from the context menu. The **Insert/Edit Citation** box will appear and you can make your modifications.

4. Switch between notes and in-text styles

Write-N-Cite keeps track of your notes and in-text citations when changing styles. If you change from a notes style, like Chicago, to an in-text only style like APA, your footnotes will be pulled up into the document, formatted as in-text citations and merged with any adjacent citations. The opposite also works when switching from an in-text style to a notes style.

For styles that accept either notes or in-text citations, Write-N-Cite will keep track of the original location of a citation and return it to the appropriate place as your **Output Style** changes

5. Custom Bibliography formatting

Write-N-Cite lets you modify or override the bibliography formatting of the output style you have chosen. Modifications do not permanently alter the output style, only applying to the specific paper you have formatted.

Modifications include:

- Overall bibliography sort order
- How the bibliography is numbered or ordered
- Line spacing and indentation
- Margins

Note: You must select the **Output Style** and insert the bibliography into your paper before you can modify the formatting. You will be prompted to make sure that you want to override the expectations of your Output Style.

To modify bibliography formatting

1. In Write-N-Cite open the **Bibliography Options** menu and select **Format Bibliography.**
2. Click on the **Click here to unlock style** link at the bottom of the formatting box.
3. Make any changes to the sort, ordering, margins and spacing.
4. Click **OK** when finished.
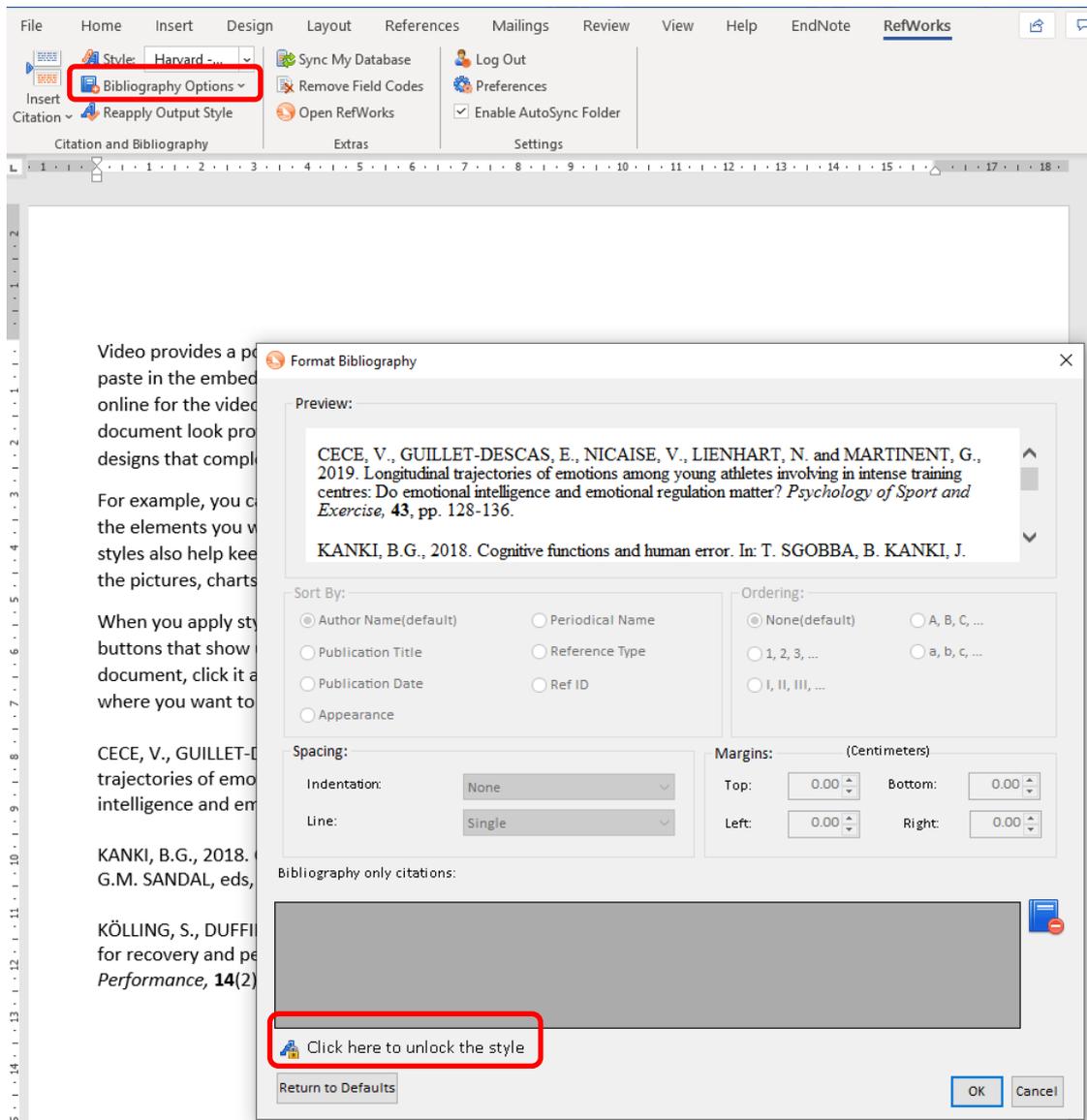
Tip: If you leave the **Format Bibliography** window with the lock icon unlocked, your customisations will change when you change Output Styles. Re-lock this form to maintain your customisations as you change styles.

6. Sync My Database

Each time you launch Write-N-Cite, it will download any new or edited references and output styles. Should you add data to your Legacy RefWorks account while you are working on a paper, your changes will become available as you work. If you feel that your changes haven't yet arrived, you may wish to request that Write-N-Cite syncs with your RefWorks database.

To sync your database:

1. Open Word and click the **RefWorks** tab from the Word ribbon.
2. Click **Sync My Database**.
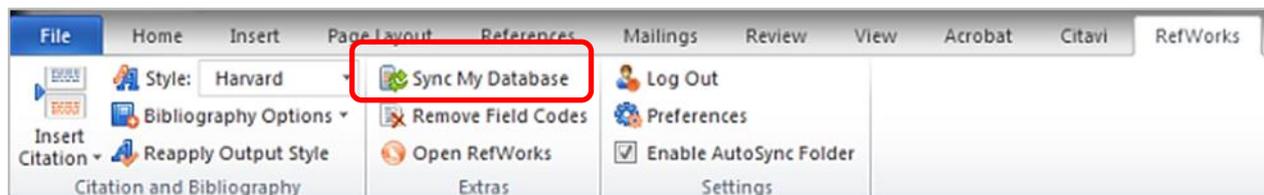

7. Remove field codes for publishing

Write-N-Cite stores codes within your MS Word Documents to represent your references and bibliography. Some publishers prefer a version of your document without the coding. In the RefWorks tab use the **Remove Field Codes** option to remove all hidden coding inserted by Write-N-Cite.

Before you start this process, we strongly recommend you save a copy of your document with a different name, as this option removes all field codes from your document and documents without field codes cannot be updated or reformatted with RefWorks.
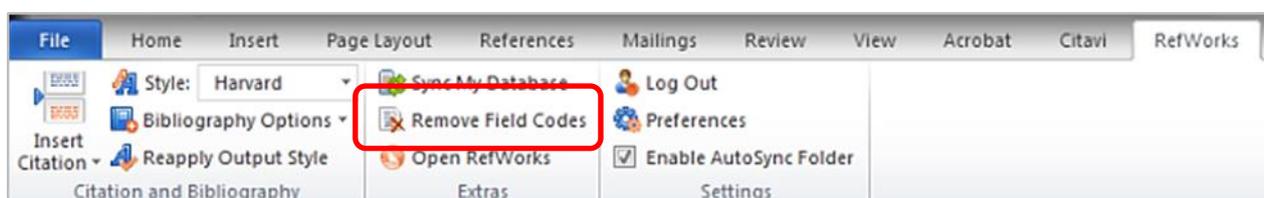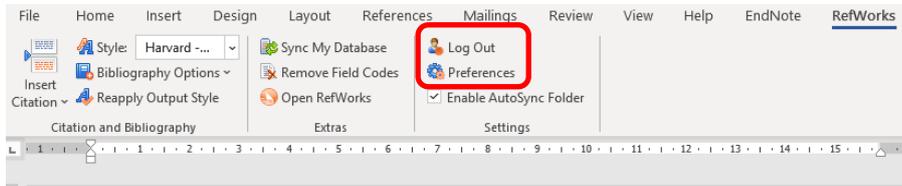

8. Reapply Output Style

This option re-runs formatting for citations, notes and bibliographies as defined by the Output Style and any customisations you have made. Useful when working with Master and Sub documents that have different styles.
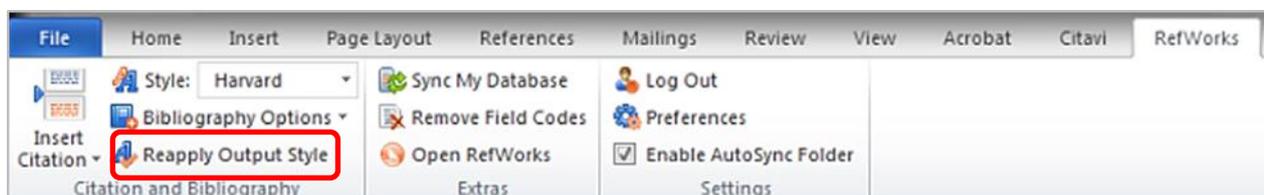
9. Write-N-Cite Preferences

There are various ways to alter your preferences for how Write-N-Cite operates


Log In/Log Out

Should you choose to log out of W-N-C (which is not necessary on your own personal computer), click the **Log Out** button. The next time you launch W-N-C, you will need to log in.

Switch Accounts (Preferences tab)

If you are accessing W-N-C from a library or public computer, click the **Switch Accounts** button to log in to your own personal Legacy RefWorks account.

Import Microsoft Office References

If you have used the MS Office feature that allows you to enter and store references in Word, you can import those into your Legacy RefWorks account (and W-N-C).
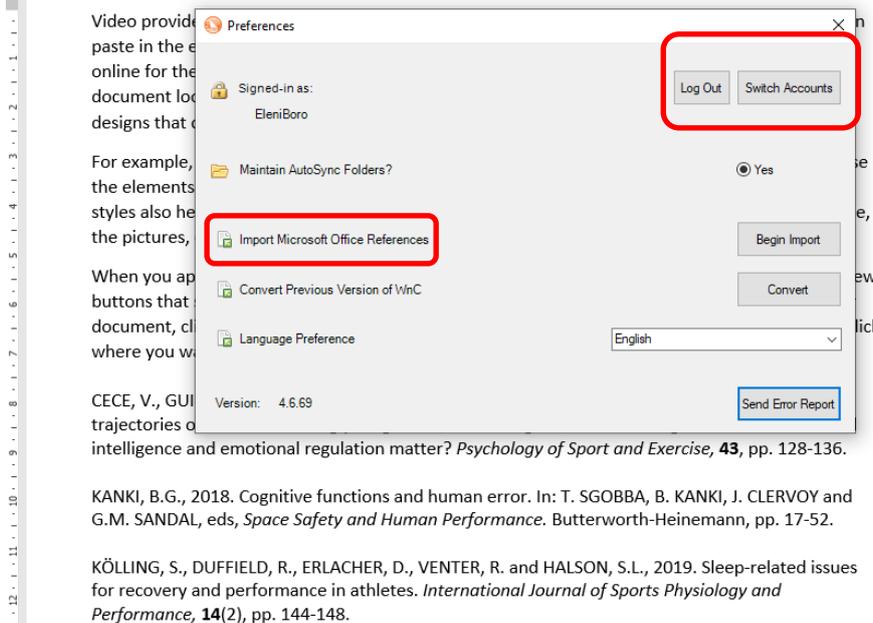
Maintain **Autosync Folders**

This option, enabled by default, will create a sub-folder named after your document in your Legacy RefWorks account and place copies of the references you used in that folder for easy access (your references remain in any other folders they were stored in). These new folders will appear under the top-level **Documents** folder.
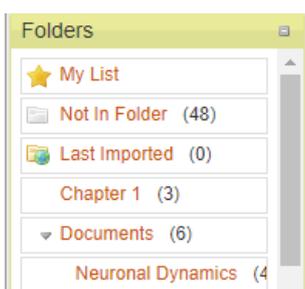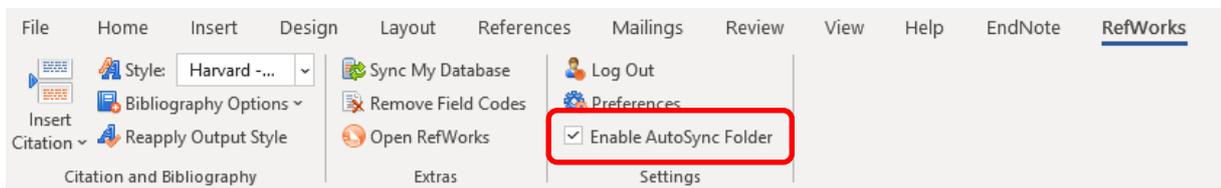
In this example the document is saved with the name "Neuronal Dynamics". You can disable the folder auto-sync from **Preferences** or directly from the **Settings** area.

Convert from Previous Versions of Write-N-Cite

Write-N-Cite will automatically convert documents created with Write-N-Cite III. For unformatted documents created in Write-N-Cite 2, you can manually convert them.

1. Open your document and click on the **RefWorks** tab in the Word ribbon.
2. Click on the **Preferences** area.
3. Click **Convert**.
4. Save your converted document. Conversions cannot be undone once you've saved your document.

Language Preferences

Allows you to change the display language for W-N-C to any of the current language offerings.

Help and Advice

Speak to one of our Information Consultants. Details available online.

For access problems speak to the IT Services Help Desk. Log a call through MyIT at https://myit.abdn.ac.uk