



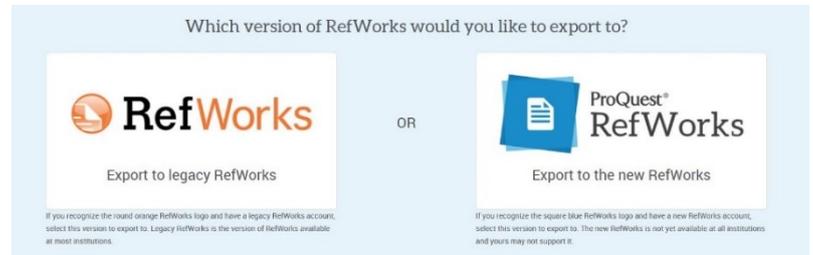
Legacy RefWorks – in-text citations for Macs

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QG RFW008 [www.abdn.ac.uk/library/documents/guides/qgrfw008.pdf]

IMPORTANT NOTE:

There are two versions of RefWorks - Legacy and New. Mac users and/or new taught students will find New RefWorks easier to use. Academic staff and research postgraduate students may find Legacy more powerful. Please use the version that best suits your requirements. More information available at <https://bit.ly/3siAGYU>



Write-N-Cite (WNC) is an abbreviated version of Legacy RefWorks that works in Microsoft Word to insert in-text citations from the references in your Legacy RefWorks account and a reference list at the end of your work with just a few clicks. This WNC plug-in appears as a floating toolbar in Microsoft Word for Mac.

Known issues with WNC

The WNC plug-in for Legacy RefWorks does **NOT** work with **Microsoft Word for Mac 2016**. If you use Microsoft Word for Mac 2016 and wish to use Legacy RefWorks to format your Word document, the following options are available to you:

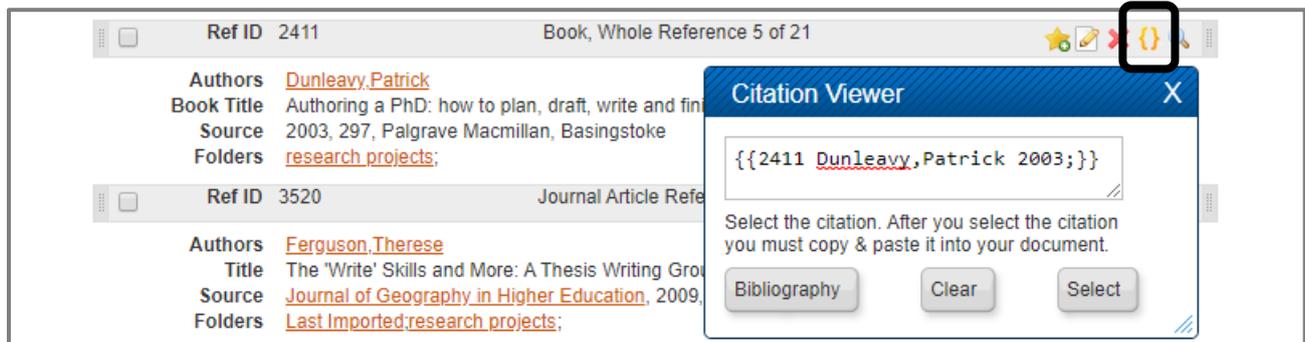
Option 1 – use a previous version of Word for Mac

Install a previous version of Microsoft Word for Mac on your device. WNC 4.6 supports Word for Mac 2011. Instructions and installation tips can be found on the [Legacy RefWorks help page](#).

Option 2 – use One Line/Cite View

One Line/Cite View is a feature within your main Legacy RefWorks account which enables you to insert and format in-text citations and a reference list in a Word document without using the WNC plug-in. To use this feature do the following:

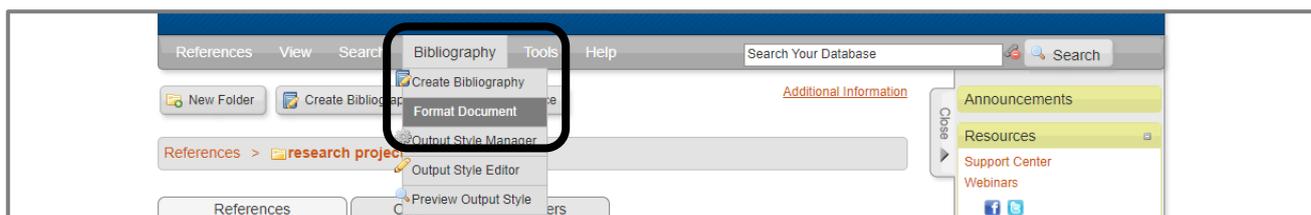
1. Open the relevant Word document and create a copy to work on.
2. Save the original in a safe place, e.g. your University of Aberdeen Home Filespace.
3. Open the copy of your document.
4. Go to [RefWorks](#) and log into your Legacy RefWorks account.
5. Navigate to the relevant reference in your Legacy RefWorks account.
6. In the Ref ID bar above the reference click on the **Cite** icon – { }:



7. Go to the copy of your document and insert a space after the previous word and where you want the citation to appear.
8. Copy the citation from the Citation Viewer and paste it into your document:

Video provides a powerful way to help you prove your point `{{2411 Dunleavy, Patrick 2003;}}`. When you click Online Video, you can paste in the embed code for the video you want to add. You can also

9. **IMPORTANT: Clear the Citation View window** before creating another citation. Work through your document inserting in-text citations.
10. Save your document with the inserted citations `{{in the curly brackets}}` – this is your **master document**.
11. In your main Legacy RefWorks account, open the **Bibliography** menu in the top navigation bar and click on **Format Document**:



12. In the **Format a document and Bibliography** window:
 - a. Open the **Select an Output Style** drop-down menu and select the relevant style from your list of **Favorites**.
 - b. Click on **select a file** and navigate to your document with the inserted citations.
RefWorks will now generate a document with your in-text citations and corresponding reference list in the selected style.

IMPORTANT:

- The name of the formatted document generated by RefWorks starts with **Final**. It is a copy of your master document, not a replacement. To edit your citations use your master document with the inserted citations `{{in the curly brackets}}` and run it through the **Format a document and Bibliography** window to create an updated version.
- The **Final** formatted document does not contain Legacy RefWorks coding, so page numbers etc. can be added manually.

Additional guidance:

- RefWorks' [documentation](#) on using One Line/Cite View
- RefWorks' YouTube [video](#) on using One Line/Cite View

Option 3 – create a standalone reference list

Following the conventions of the required referencing style, manually insert the in-text citations. Then create a reference list in your main Legacy RefWorks account and copy and paste it at the end of your assignment.

To create a standalone reference list, follow RefWorks' guidance:

- RefWorks' [documentation](#) on creating a standalone reference list
- RefWorks' YouTube [video](#) on creating a standalone reference list

Further information

There are other software packages that are useful for formatting bibliographies/reference lists, e.g. Mendeley, Citavi and Zotero. The Library only provides support for RefWorks.

There is more information about RefWorks on our [webpages](#)

Library guides on using RefWorks are at www.abdn.ac.uk/library/support/library-guides-101.php#R

All of our Library guides are available at www.abdn.ac.uk/library/support/library-guides-101.php

Remember to check your course handbook or with your supervisor for advice on the referencing style required for your assignments. The [Information Consultants](#) can provide assistance but won't necessarily know which specific style is required for your course.