1. Paper/manuscript without footnotes

When writing your paper, you must insert citations in the text where you want to cite a reference. Enter an in-text citation by using two open curly brackets {{ followed by a reference ID number followed by two closed curly brackets }}. For example: {{34}} for Ref ID number 34.

For multiple citations in the same location separate the Ref ID numbers with semicolons eg {{34;45;23}}

The first Ref ID number must immediately follow the {{ for it to be located.

2. Paper/Manuscript with footnotes

To insert a citation in a footnote you must first create the footnote from within your word processor.

When in Word the following process is used each time you want to insert a footnote:

In print layout view, click where you want to insert the note reference mark.

In the example I’m inserting a footnote after the word Athens (in larger letters for viewing purposes).
On the Insert menu, click Footnote.

Click Footnote (or Endnote if this is your preferred formatting style).

Under Numbering, click the option you want. In this example I've left it at the default of AutoNumber.

Click OK.

Word inserts the note number in the footnote position and places the insertion point next to the note number.

In this example it is the second consecutive footnote so the note number is 2.

At the insertion point in the footnote position type the RefWorks Ref ID in double curly brackets eg {{16}}

Scroll back to your place in the document.

Note that the superscript 2 has been added in the text after the word Athens.

Continue typing the text of your paper/manuscript and adding footnotes as required.

Save the completed paper and close the document.
To create the bibliography and formatted paper:
Open RefWorks and click on Bibliography.
Select the appropriate footnotes **Output Format** from the drop down list, e.g. Chicago
Ensure that **Base Bibliography on Manuscript** has been selected. Use Browse, or type in the location of your paper/manuscript.
Click on **Create Bibliography**.

RefWorks will format your original manuscript. The citations will be added as footnotes in the appropriate citation style and a bibliography listed (if part of the style) in the appropriate bibliographical format.

If happy with this RefWorks formatted document **save** to your hard disk before closing.
Give the document a different name from your original so that the original document remains the same as it was before you formatted it in RefWorks.

**NOTE:** All changes to the document should be made to the original document. Only the original document with the citations in curly brackets can be reformatted later.

To change the document format follow the same steps and choose a different **Output Format**. Try two different formats - **Harvard**, which is based upon author last name, and **Nature**, which is a numbered bibliography (the same as creating endnotes). To create a paper with footnotes try the **Chicago Notes** format (see below).
3. Adding footnotes using Write-N-Cite

Within your **Word processor** use the **Insert|Footnote** function to add footnotes at the appropriate points in your text.

Next use the **Cite** function in **Write-N-Cite** to insert the appropriate RefWorks reference number in the text and also add additional references to other works in your footnotes.

4. Background information: Footnotes and endnotes – Word and RefWorks

**Description of a footnote or endnote**
A footnote or an endnote consists of two linked parts:
- the note reference mark (often a superscript number)
- the corresponding note text, e.g. the RefWorks Ref ID (that is later converted to the formatted citation when the manuscript is run through the Bibliography option).

You can automatically number marks or create your own custom marks. When you add, delete, or move notes that are automatically numbered, Word re-numbers the note reference marks.

**Viewing and printing footnotes and endnotes**
If you’re viewing the printed document on-screen in Word, you can view notes by resting the pointer on the note reference mark in the document. The note text appears above the mark.

To display the note text in a note pane at the bottom of the screen, double-click the note reference mark.
5. Help and advice - contact points

If you have any problems with accessing RefWorks or using any of the features please contact the Help Desk on tel. 01224 273636 or e-mail: helpdesk@abdn.ac.uk. The Information Consultants and Advisers can also help with any subject specific difficulties:

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Queries or comments on any aspect of RefWorks are welcome at any time