How to add citations using ProQuest RefWorks Write-N-Cite

Click on the RefWorks tab in the upper left of the Microsoft Ribbon.

In the taskbar, select the citation style you want to use from the “style” dropdown menu. If you chose MLA now, and learn you need to be using APA or Chicago, you can change your citation style, and Write-N-Cite will change the citations and bibliography to match.

**Note:** Please be aware that Write-N-Cite uses inline citations for Chicago, which uses either footnotes or endnotes (you can insert footnote citations, but inline citations are the default).
In the taskbar, click on “Insert Citation” and select “Insert New” from the dropdown menu. Once you’ve used a few citations, they will appear under “insert citation.”

**Note:** if using Chicago, the recently used citations will appear as inline citations unless added as footnotes via “Insert New.”

Within the “Insert/Edit Citation” window, you will need to select a folder. Within the online version of RefWorks, you can create folders and add resources to them, which makes it easier to find your resources within Write-N-Cite. Always remember to sync your Write-N-Cite to your RefWorks after making changes.

Once you have selected your folder, you can scroll through your resources, which you can organize by Author, Date, or Title.
Select your resource, and then decide how you want it to display as a citation. You can remove various information, such as the author's name or the date of publication, or you can “override pages” to cite a specific page from your article. This is the screen when you would select “make footnote” if you wanted a footnote.

Click “Okay” and wait for the citation to be added.
Changes can be made to the citations. Simply click within the citation and add/change any information.

Like with any other citation management system, always check the citations and bibliography before submitting an assignment.