How to create a bibliography using 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).
Once you have chosen a citation style for your paper, you can insert citations (please see How to add citations using ProQuest RefWorks Write-N-Cite for detailed instructions) or insert a bibliography.

Click on “Bibliography Options” and select “insert bibliography.”
Once you’ve added your bibliography, can you select “remove bibliography” to remove your bibliography, or “format bibliography” to format your bibliography.
Within the “Format Bibliography” screen is where you would make changes to your bibliography that differ from the default style, such as changing the sort order or adding numbers.

**Note**: you must click on the lock icon in the lower left in order to “unlock the style” and make changes.