WRITE-N-CITE - for in-text citations and bibliography within MS Word

Write-N-Cite connects your RefWorks account to your Microsoft Word document, enabling you to insert in-text citations and a bibliography / works cited list.

1. When you open Microsoft Word, you will probably be prompted to login to Write-N-Cite. Enter the CSE Group Code and login using your RefWorks username and password.

2. In a new Word document, type in a sentence (anything). For this example, we’ll use:
   A program evaluation system is a key to assess students’ intellectual abilities.

3. Place your cursor in the MS Word document in the spot at the end of the sentence just typed, the place where you want an in-text parenthetical notation.
4. Click on the **RefWorks** tab. Click **Insert Citation** and **Insert New**.

5. The Insert/Edit Citation box will pop up. **Find the article** that you want to cite. Click the appropriate folder and then scroll through the references until you see it. **Double click on it** and it will appear in the box below, labeled ‘Preview Citation’. Click **OK**.

6. See that the parenthetical in-text citation for that reference was added after the sentence.
7. As you continue writing your paper, proceed as above whenever you need to insert an in-text citation.

8. When you’re ready to add the bibliography, select the citation style that you want (APA 6th in this case) and click Bibliography Options. Click Insert Bibliography.

9. The bibliography will appear at the end of your document.