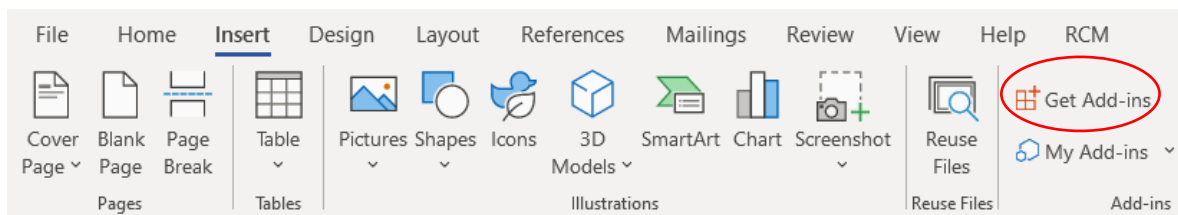


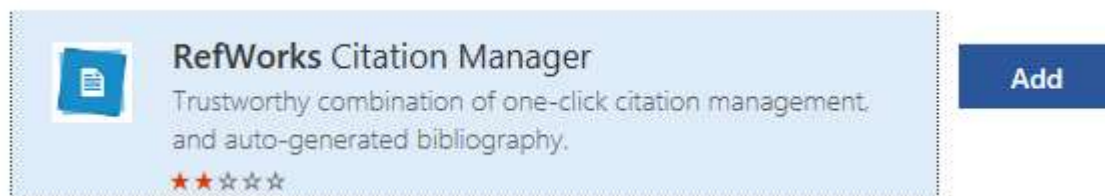
Using RefWorks Citation Manager for Word 2016 (or later) to insert citations

Accessing RefWorks Citation Manager (RCM)

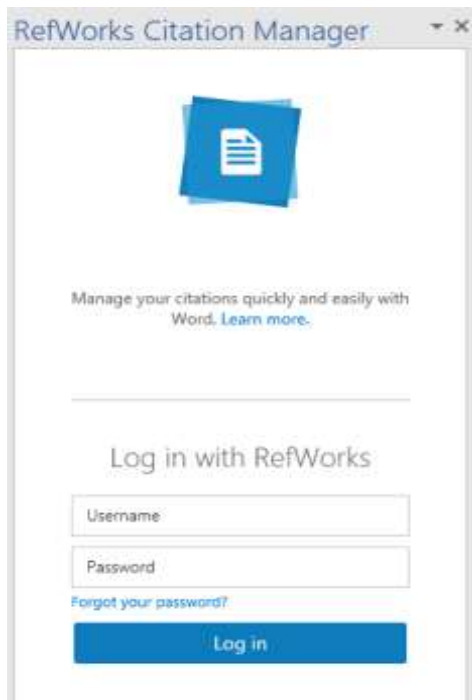
1. To access RCM, open your Word document
2. Click on Insert – Get Add-ins



3. Search for RefWorks Citation Manager and click on Add

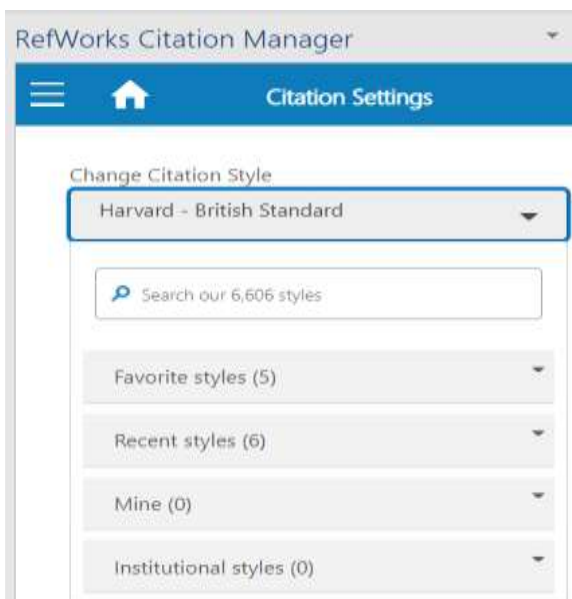


4. After you install RCM, you can open it by clicking on the My-Add-ins button.
5. RCM will appear on the right-hand side of Word. Log in with your RefWorks username and password [if you created your RefWorks account using your Oxford Single Sign-on, close Word, sign-on to your RefWorks account and then reopen Word. Click on the RCM tab (or find RCM in My Add-ins) and you should be signed in].

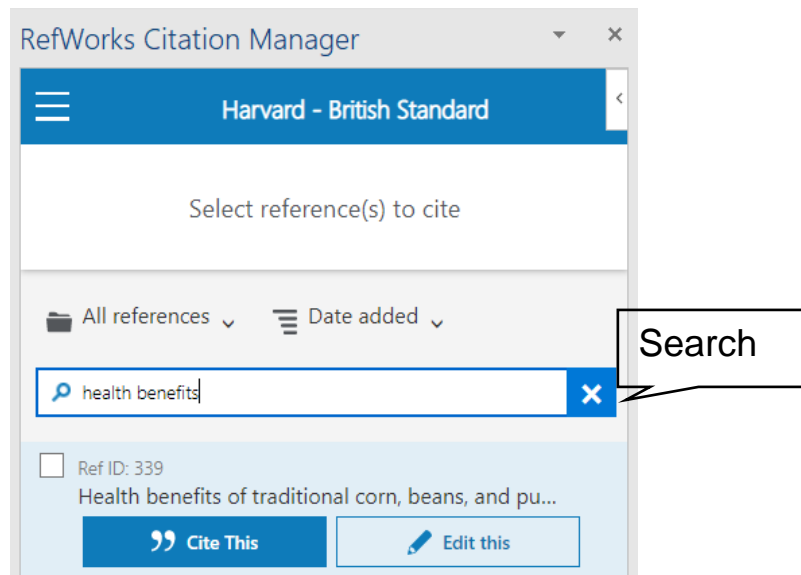


Choosing a citation style and inserting a reference

1. Click on the 3-bar menu icon at the top and choose **Citation Style** to select the appropriate style for your work [beware not to use styles that end with CSL, open-source styles not guaranteed to work]. Either search for a particular style in the search box, or you can create a selection of your Favorite styles.

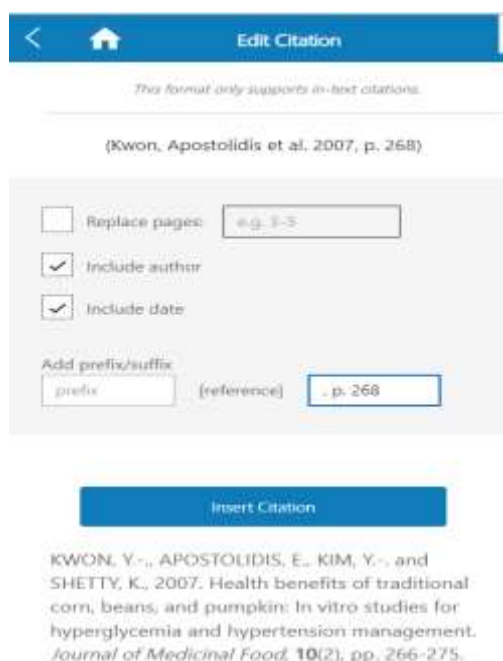


- Place your cursor in your Word document at the point where you would like to insert a citation
Find the item you wish to cite in Citation Manager. You can browse your folders or collections or search using keywords.



- Once you have found the correct reference click on the “ **(Cite This)**”.

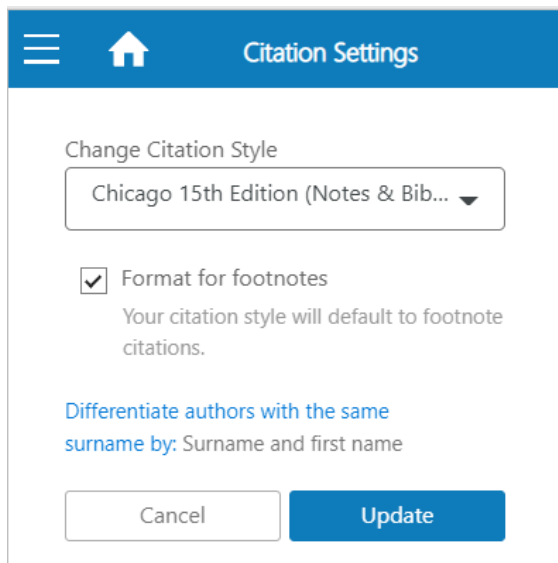
Adding page numbers to a citation and suppressing author/date



- If you wish to edit the citation to include a page number, click on the **Pencil icon (Edit this)** instead. Add the page number in the **Suffix** box. You will need to enter a space first (so that there is a gap between the rest of the citation and the page number), then add the page number according to your citation style e.g. , p. 268

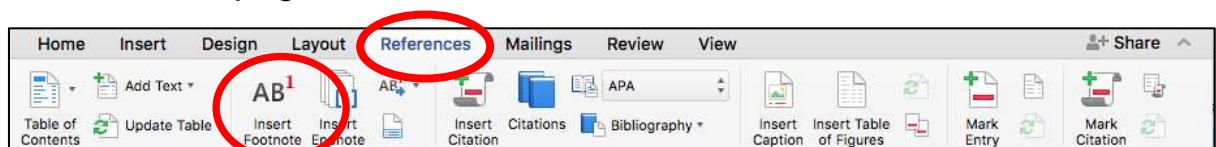
2. You can also use this section to add a **Prefix**, for example, if you want your citation to read “see.....”
3. When using an author-date style you can choose to hide the author’s name or year if you have already mentioned these in the main text e.g. If your sentence reads “Brown established....” you may want to hide the author’s name from the citation so that it is not repeated and reads “Brown established....(1984)”. If so, untick **Include Author**. Similarly, you can untick **Include Date** if your sentence has already included the date.
4. You can preview your citation at the top of the dialogue box.
5. When you are ready click **Insert Citation**.

Using footnotes



1. Choose an appropriate citation style by clicking the menu icon followed by **Citation Style** as above (for example Chicago 15th edition Notes & Bibliography). Under the style display click on **Format for footnotes**. If you do not do this, your citation will appear as footnotes but in author-date style.

2. At the point in your document where you wish to insert a citation, in Word choose **References | Insert footnote**. This will add a superscript number to your document and take your cursor to the bottom of the page.



3. Find the reference you want to cite in Citation Manager (as above) and choose **Cite This** (as above) or if you need to add page numbers etc. choose **Edit this** (as above).

Creating a bibliography

1. You can create a bibliography while inserting citations by clicking on the menu icon, scrolling down to **Bibliography** and click the slider to turn on; or complete adding your citations and then turn Bibliography on.