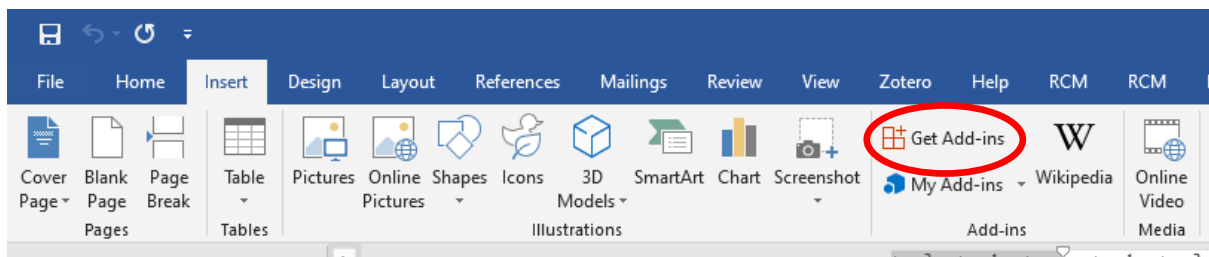# Using RefWorks Citation Manager for Word 2016 (or later) to insert citations
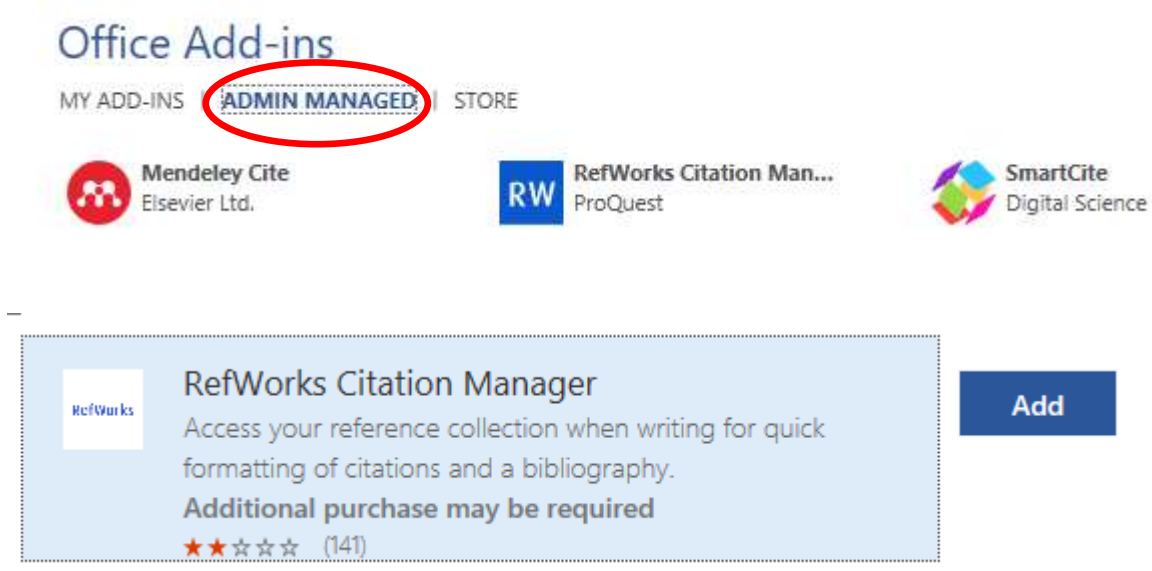
Accessing RefWorks Citation Manager (RCM)

To access RCM, open your Word document.

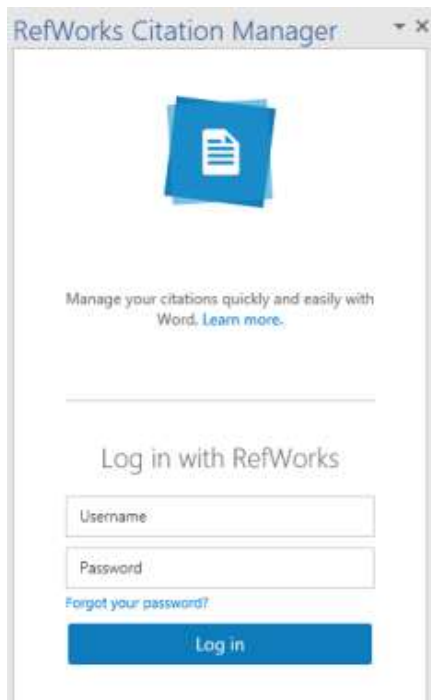Click on **Insert** – **Get Add-ins**.

Search for RefWorks and click on **Add**. If you don't see it come up, try clicking **Admin Managed**.

After you install RCM, you can open it by clicking **RCM** on the Word ribbon at the top and clicking **RefWorks Citation Manager**.
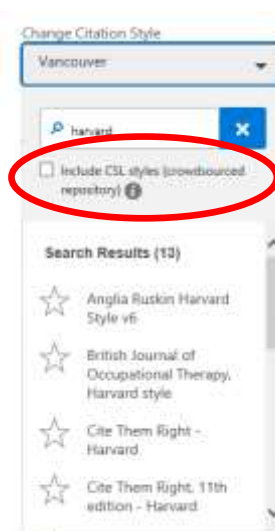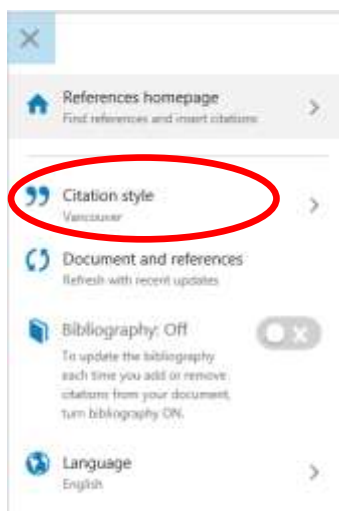
RCM will appear on the right-hand side of Word. Log in with your RefWorks username and password,

Choosing a citation style and inserting a reference

Click on the ☰ menu icon at the top and choose **Citation style** to select the appropriate style for your work.
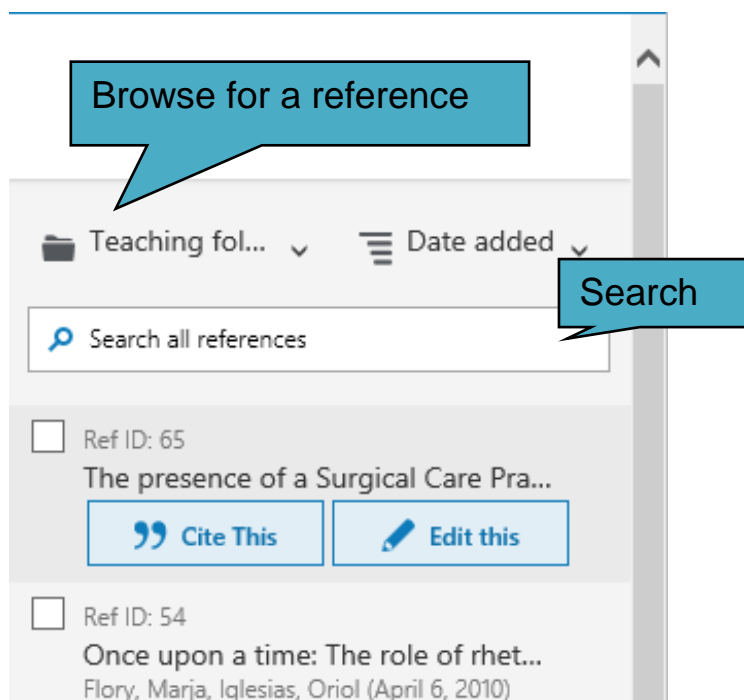
You should untick the box next to **Include CSL styles** – these are crowdsourced and may not work correctly.

Inserting citations (author-date style)
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 **Cite This** to insert it into the text.

Adding page numbers to a citation and suppressing author/date
Find the reference in RCM and click on **Edit this** instead of **Cite This**.

To add a page number, enter text 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 using the abbreviations used by your citation style e.g. p. 65 or pp. 65-67.

You can also use this section to add a **Prefix**, for example, if you want your citation to read "see….."

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.

You can preview your citation at the top of the dialogue box.

When you are ready, click **Insert Citation.**

Using footnotes

Choose an appropriate citation style by clicking the menu icon followed by **Citation style** as above, for example Chicago 17th Edition (Notes & Bibliography).

Tick the box next to **Format for footnotes**. If you do not do this, your citation will appear as footnotes but in author-date style.

At the point in your document where you wish to insert a citation, in Word choose **References** and then **Insert Footnote.** This will add a superscript number to your document and take your cursor to the bottom of the page.
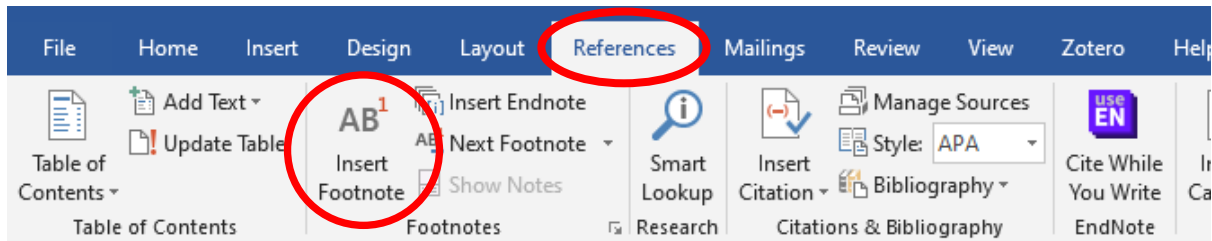
Find the reference you want to cite in Citation Manager (as above) and choose **Cite This** (as above) or if you need to add page numbers etc. choose **Edit this** (as above).

Creating a bibliography

You can create a bibliography while inserting citations by clicking on the menu icon, scrolling down to **Bibliography** and clicking the slider to turn it on; or, complete adding your citations and then turn Bibliography on. A bibliography will be inserted into your document. To refresh your references and bibliography at any time, click the **Document and references** button.
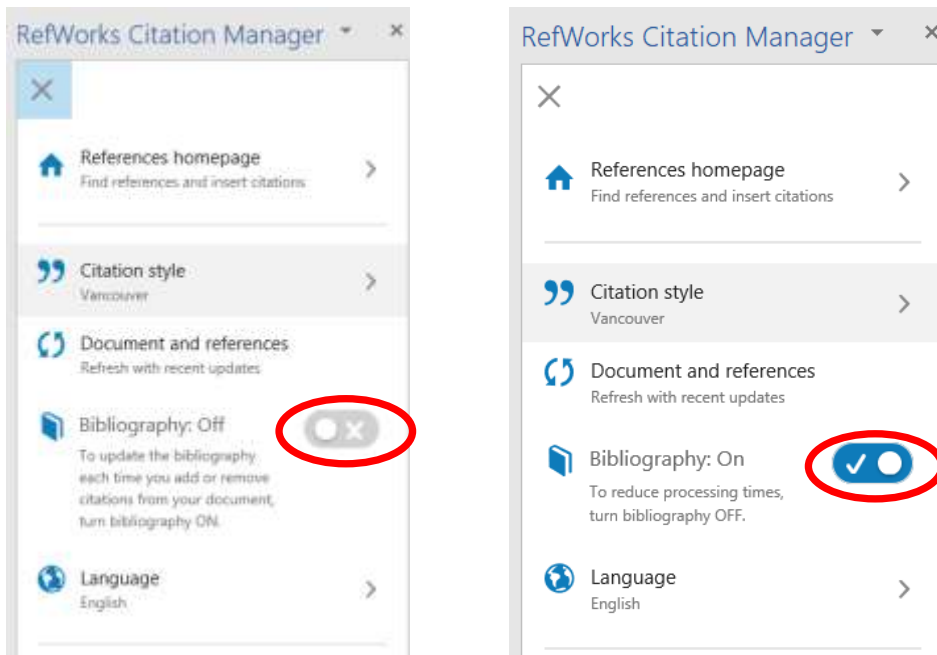
Correcting mistakes in your references

If you spot an error with a reference (a typo or missing information), it is tempting to correct it in Word. However, these changes will be lost if you update your references or cite that source again elsewhere.

Instead, correct the error in RefWorks, and then click **Document and references** to refresh your Word document.