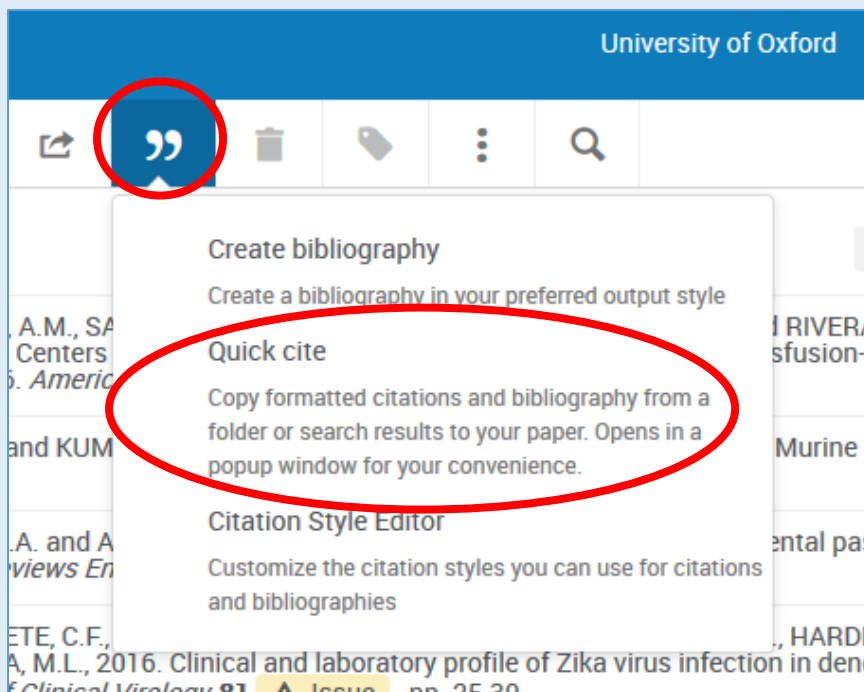


## **Quick Cite**

- You can use the Quick cite function in RefWorks to add an in-text citation and a bibliography entry to a document.
- The advantage of Quick cite is that you can use it with Word processors or other applications (such as email applications) that do not support the Write-N-Cite plugin.
- Note that when you use Quick Cite, you must add each reference you want one at a time and RefWorks will not automatically update in-text citations and bibliographies. Using Quick cite is therefore not recommended for long or complex documents. For these types of documents, consider instead using the Write-N-Cite plugins for either Microsoft Word or Google Docs.

### **Using Quick Cite**

1. Begin by logging in to your RefWorks account.
2. Select either a folder or All References for documents of interest.
3. Click on the bibliography button at the top of the screen and choose the 'Quick cite' option.



4. In the window that opens, begin by selecting the citation style you wish to use [beware not to use styles that end with CSL. These are open source styles that are not guaranteed to work]. Click on the 'Continue' button.
5. From the next screen, choose the document(s) for which you wish to create a citation and bibliography entry. Tick the check boxes next to the documents you want. As you do so, you will see an in-text citation created at the top of the screen.
6. Click on the clipboard icon to copy the formatted in-text citation to your computer's clipboard. You can now paste the citation into any other application you like.

## 2 | Insert citations

Choose one or more references to cite in your paper. Click the clipboard button to copy the citation to your clipboard.

(Vasquez, Sapiano et al. 2016, Shah, Kumar 2016)

Survey of Blood Collection Centers and Implementation... ☆  
Vasquez, Sapiano, Basavaraju, Kuehnert, Rivera-Garcia, August...

Zika Virus Infection and Development of a Murine Model ☆

Copy citation

7. Click on the 'Continue to bibliography' button at the bottom of the screen.
8. RefWorks will now provide bibliography entries for the selected documents. You can again copy and paste them into an application of your choice. To copy the references, click on the 'Copy to Clipboard' button at the bottom of the screen.
9. To finish, use the 'x' button at the top right of the insert citation window to close it.