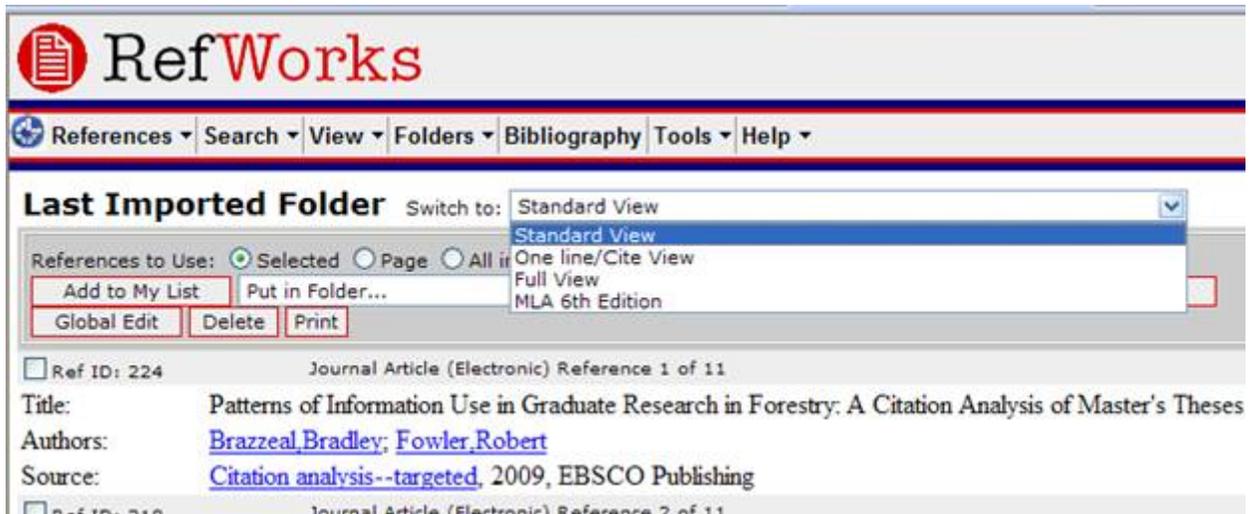


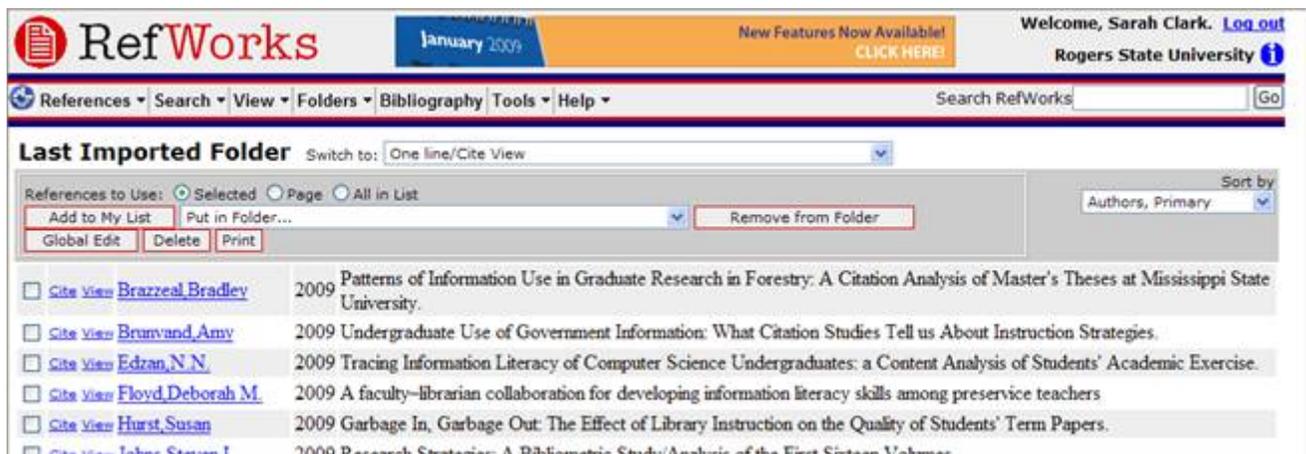
## Creating parenthetical references/In-Line citations using Refworks

Did you know that Refworks can insert references in the body of your paper, as well as creating bibliographies? This feature is especially helpful for faculty members, capstone projects, and anyone working on a project that involves a lot of citations. Below are instructions to get you started using this handy feature!

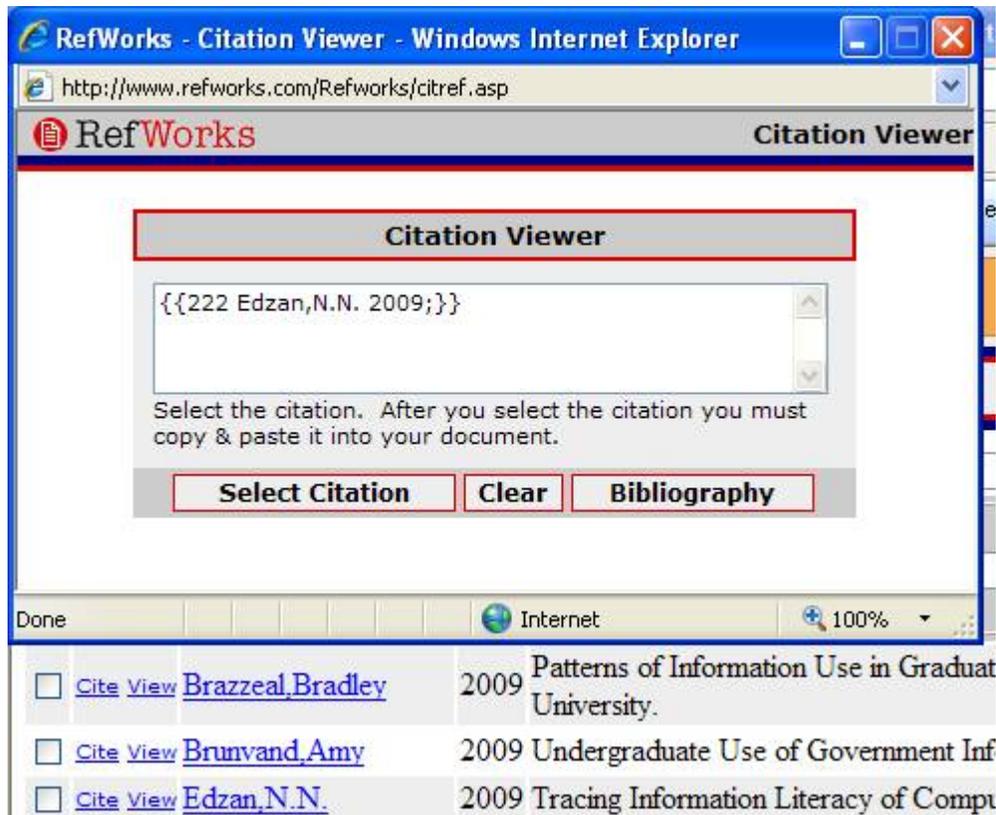
1. Open Refworks, go to the folder where you are storing the references for your paper, and select the one line/cite view in the drop-down box below the navigation tabs.



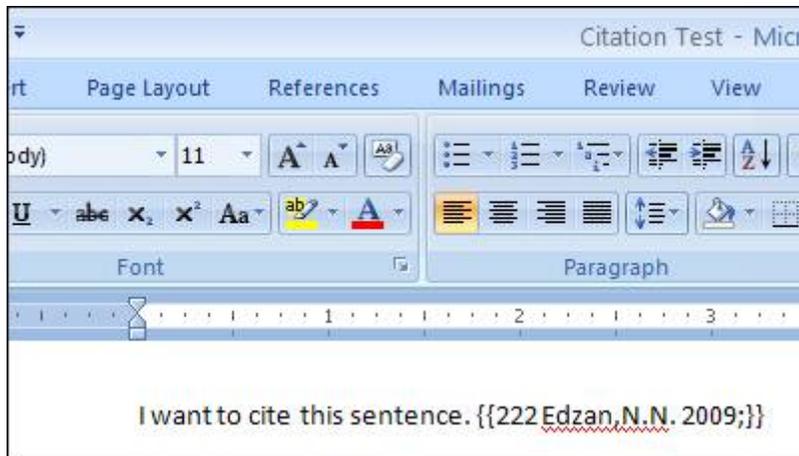
2. Click the 'cite' link to the left of the article that you want to cite.



3. The “Citation viewer” window will pop up, with some technical data as well as the information for the citation (except for page numbers) in brackets.



4. Click “select citation”, and then copy and paste into your document where you want it. DO NOT CHANGE ANYTHING INSIDE THE BRACKETS—it is formatted in a way that refworks will be able to find and format it automatically when you create your bibliography. If you want to note page numbers, put them outside the brackets so you can easily cut and paste them into the final formatted citation.



5. When you have done all your in-line citations for your paper, save your document, return to reworks, and go to the Bibliography section.



6. Once at the bibliography page,
  - a. Select the style format you want to use (if you don't see it in the dropdown box, select "access output style manager" at the bottom of the dropdown list and add the style you need to your favorites)
  - b. Click the radio button by "format paper and bibliography", and enter the file name of your paper.

- c. Click “create bibliography”.

The screenshot shows the 'Bibliography' tool interface. At the top, there are links for 'List of Output Styles', 'Request an Output Style', and 'Modify an Output Style'. Below this, the 'Output Style' is set to 'APA - American Psychological Association, 5th Edition', with 'Edit...', 'New', and 'Preview Styles' buttons. The 'Format Paper and Bibliography' section is selected, with a link to 'How to Enter Citations into your Document'. The 'Document to Format' field contains the path 'C:\Documents and Settings\sclark\My Documents\Citation Test.docx' and a 'Browse...' button. Below this, the 'Format a Bibliography from a List of References' section is visible, with 'File Type to Create' set to 'HTML' and 'References to Include' set to 'All References (121)'. A 'Create Bibliography' button is highlighted with a red box at the bottom.

7. Once your bibliography has processed, click the “download it” link to see your finished document.

The screenshot shows the 'Bibliography' tool interface after processing. The top navigation bar includes 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. The main heading is 'Bibliography'. Below this, the text reads: 'Please wait while we process the document...'. A bold message states: 'Your document was processed successfully. No errors were encountered'. Below this, it says: 'Your processed document should download automatically. If it doesn't, [Download it](#)'. At the bottom, it asks: 'Download not working? [E-Mail it](#) to '.

- Once your finished document pops up, add page numbers as necessary, proofread the formatting to make sure everything came out right, and save any changes. You now have a formatted paper with in-line citations and a bibliography!

