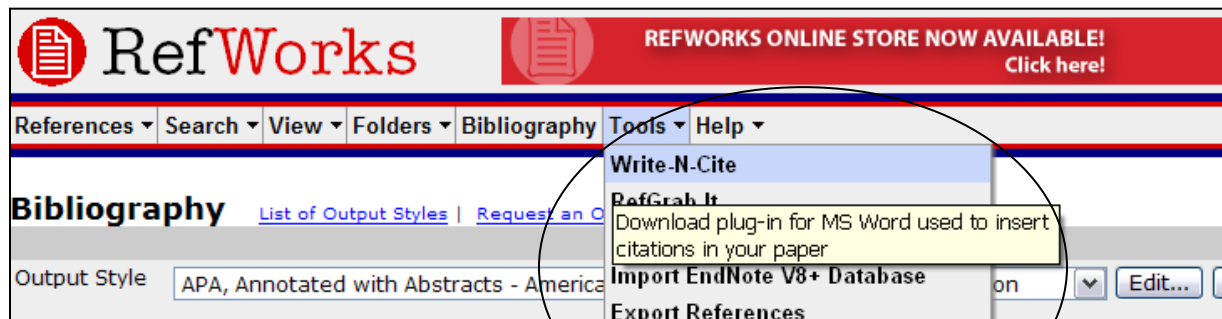


## Create a Bibliography and Format a Paper with Write-n-Cite

To use this feature you must install the optional Write-n-Cite utility.

Go to [www.loyalistlibrary](http://www.loyalistlibrary) > Tools > Write-N-Cite and follow the instructions OR



### With Write-N-Cite installed:

1. Open **Microsoft Word**, begin your document, and give it a file name.
2. Launch the **Write-N-Cite** plug in on the Word toolbar or from the Word menu option **Tools > Write-N-Cite**.
3. You will be prompted to enter your RefWorks login and password. Off campus users will also be prompted to enter a **group code** first: **rwloyalistic**
4. You can select **Always on top** to keep Write-N-Cite visible.
5. Do a **quick search** in the Write-N-Cite window for the document you wish to cite.
6. In your Word document, place your cursor **where you want to insert the citation**.
7. Return to the Write-N-Cite window, click the **Cite** link next to the record that you want to cite. A citation placeholder will be placed in your Word document.
8. Return to your document and continue typing text and add a few more citations. You can include more than once citation placeholder in the same grouping (known as citing multiple sources)
9. Re-save your document, and keep it open if you wish to prepare a bibliography.
10. In the Write-N-Cite Window, click on **Bibliography** and choose an **output style**.
11. This will format your document complete with bibliography. Review the document, “save as” with a new filename, then close the formatted paper.

**NOTE:** Remember to *always work and edit in the original Word document*. (You can save as many final documents, at various stages and in as many styles as you wish.)

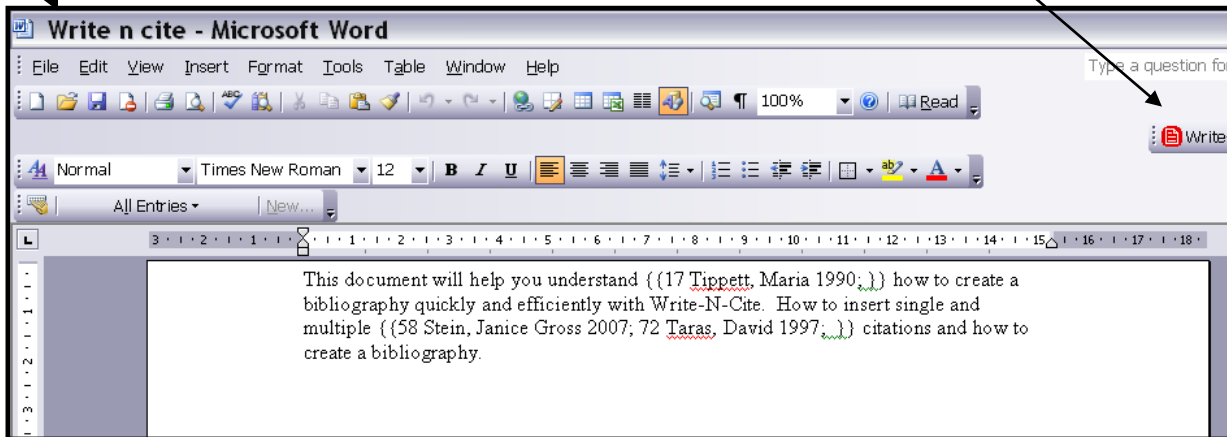
## Create a Bibliography with Write-N-Cite ... cont'd

1

Open Microsoft Word, begin your document, and give it a file name.

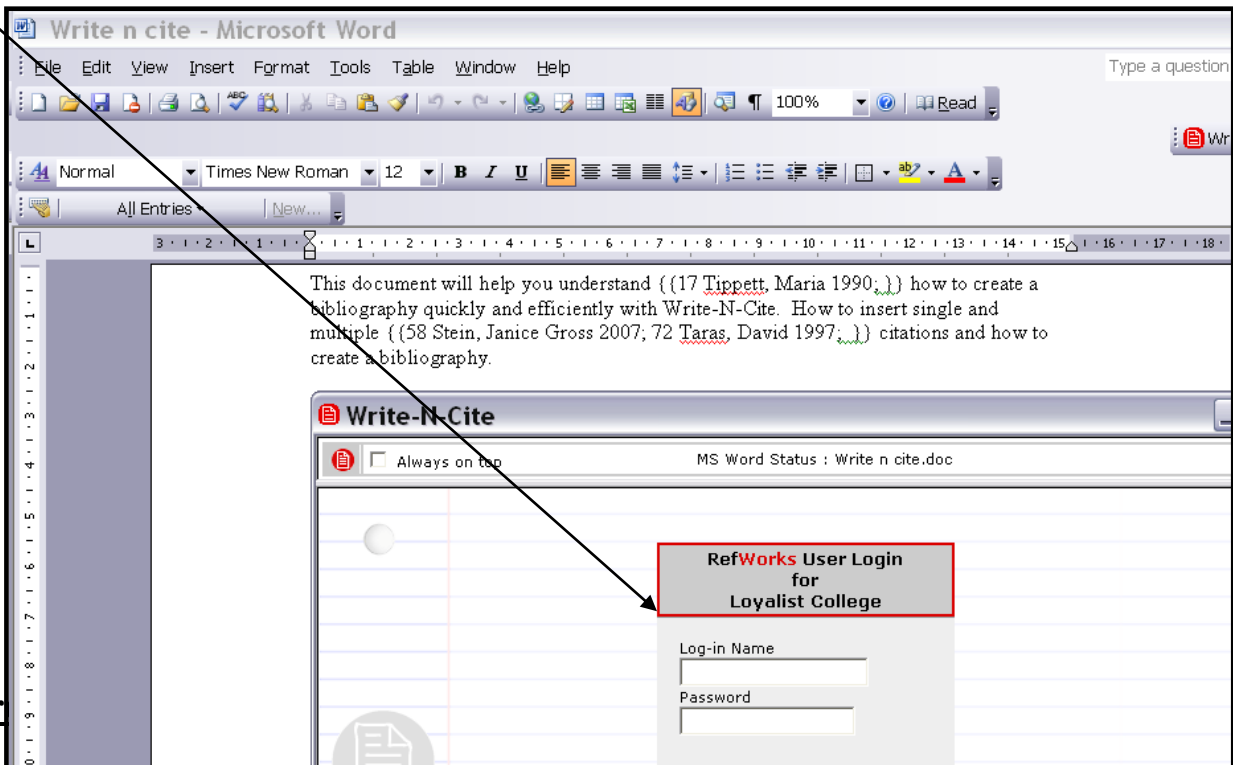
2

Launch Write-N-cite

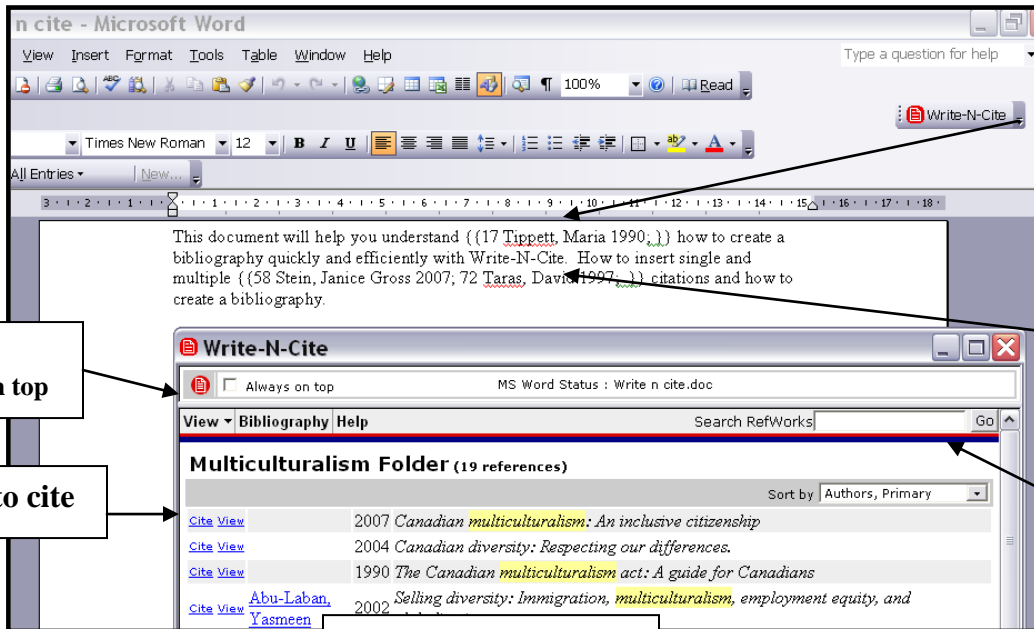


3

You will be prompted to enter your RefWorks login and password. Off campus users will also be prompted to enter a **group code** first.



Cr



**6**  
Place Cursor  
in document

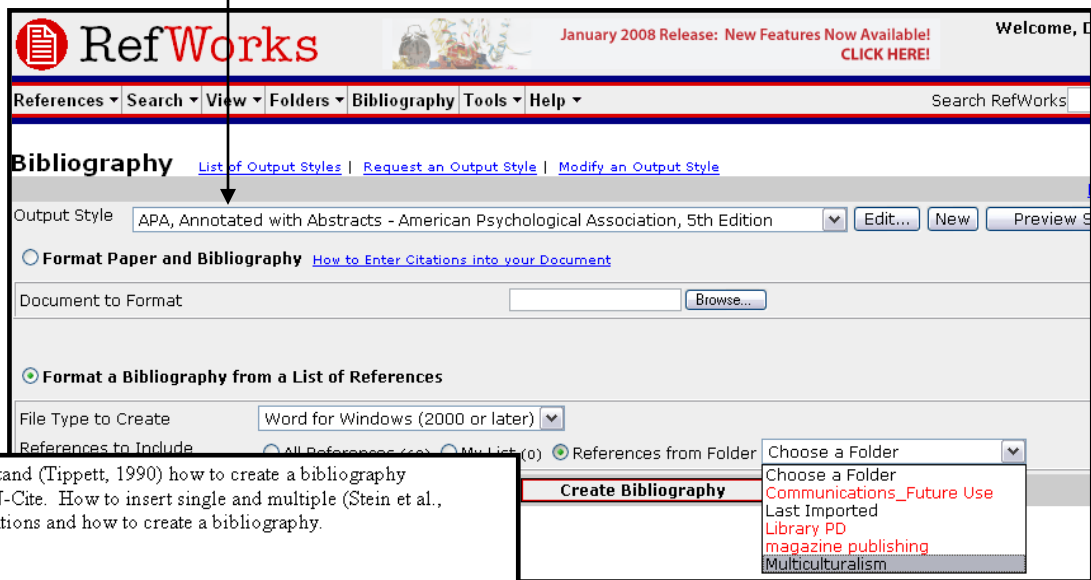
**8**  
Cite multiple  
sources

**5**  
Quick  
Search

**4**  
Always on top

**7** Click to cite

**10** Choose output style



**11** Final document

This document will help you understand (Tippett, 1990) how to create a bibliography quickly and efficiently with Write-N-Cite. How to insert single and multiple (Stein et al., 2007; Taras & Rasporich, 1997) citations and how to create a bibliography.

References

Stein, J. G., Cameron, D. R., Ibbitson, J., Kymlicka, W., Meisel, J., Siddiqui, H., et al. (2007). *Uneasy partners: Multiculturalism and rights in Canada*. Waterloo: Wilfred Laurier University Press.

The contributors to this volume examine the conflict between equality rights, as embedded in the Charter, and multiculturalism as policy and practice, asking whether the charter value should trump which under what circumstances