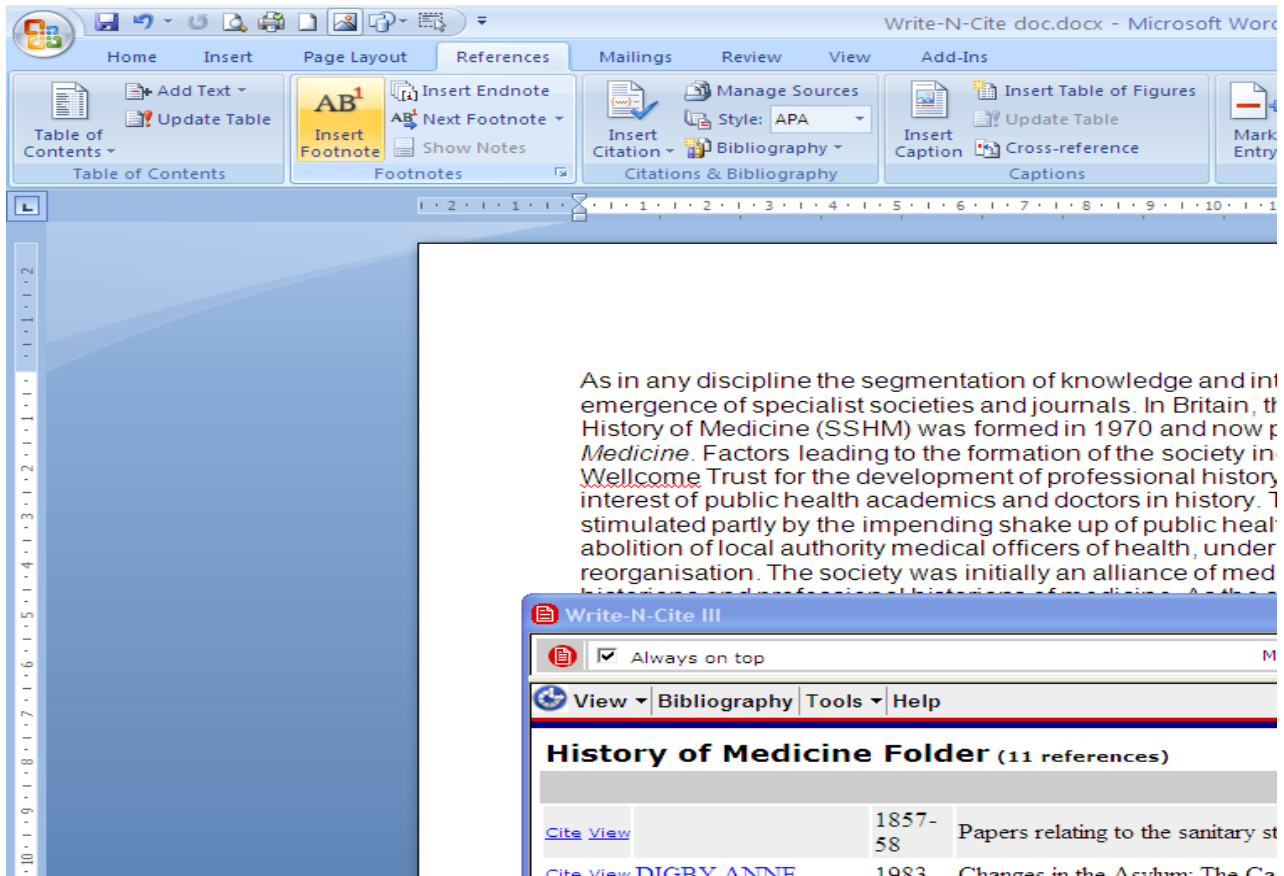


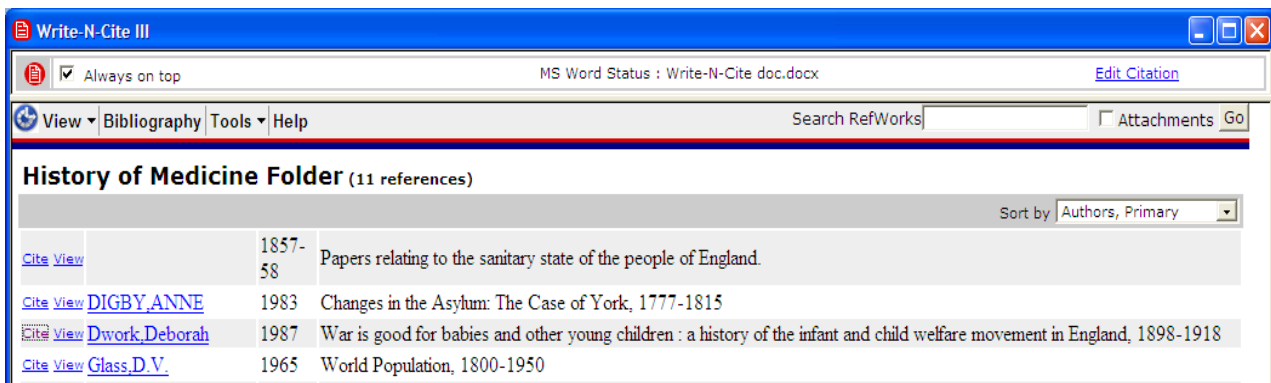
## Using Write-N-Cite for Footnotes

If you use a citation style that requires footnotes, you can still use Write-N-Cite, but you must also use Word's footnote feature. Below are step-by-step instructions for using Write-N-Cite for footnotes.

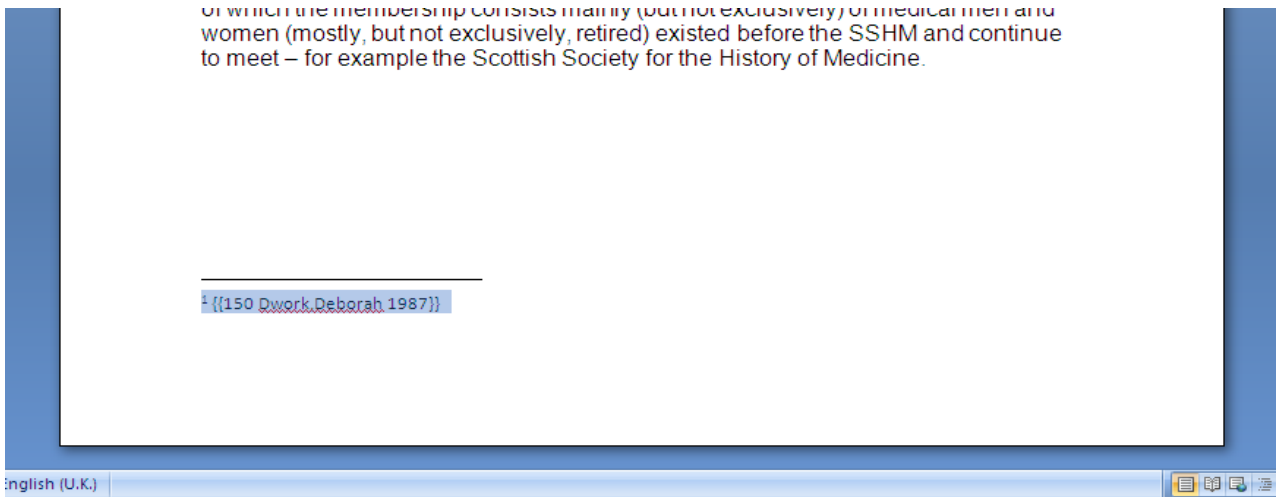
1. Create or open a **Word** document
2. Open **Write-N-Cite III**
3. When you are ready to insert a footnote, click on the **References** tab in **Word**



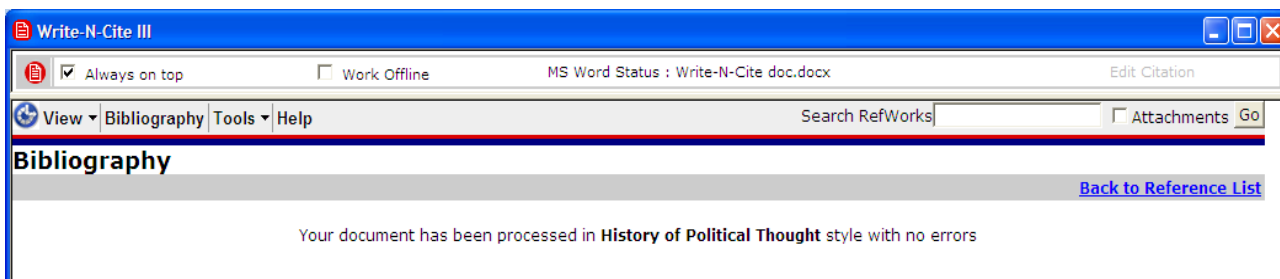
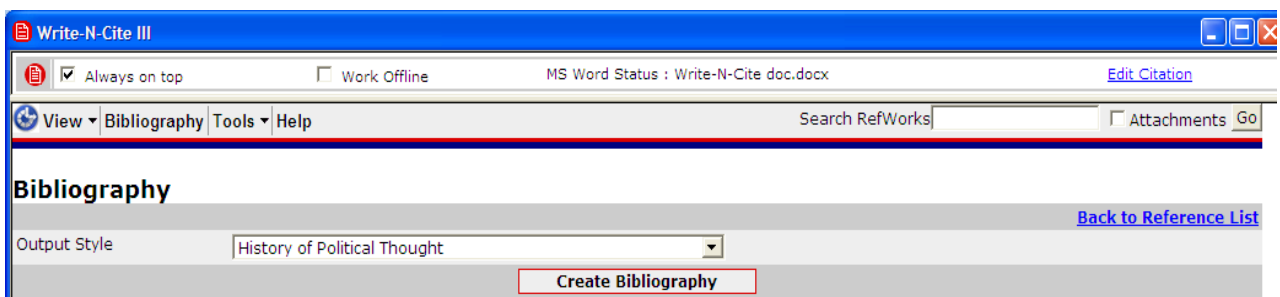
4. Place the cursor in the text of your **Word** document where you want to cite a reference
5. Click on **Insert Footnote** in **Word**
6. Click **Cite** beside the reference in **Write-N-Cite**



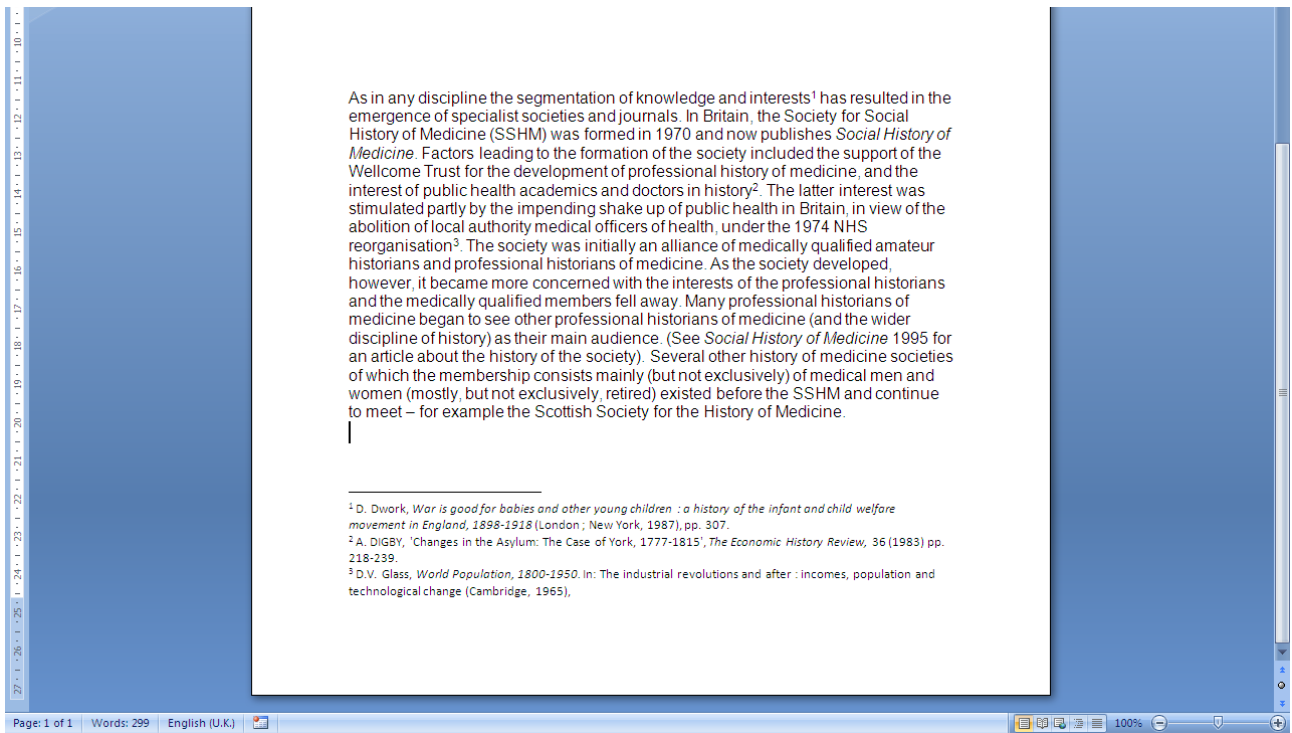
7. **RefWorks** will enter a temporary citation in your footnote, like the following:



8. Repeat the above steps for all citations, so that the relevant citations appear at the foot of the relevant page
9. Once you have entered all of your citations, you need to format the references in the correct citation style. If you are doing Medical Humanities, the style you require is **History of Political Thought**. If you are studying another subject, check with your advisor to find out which style is required. It is necessary to choose one of the footnotes styles in RefWorks. The output styles may be previewed through the Bibliography menu in RefWorks.
10. In **Write-N-Cite**, click on **Bibliography**. Select your citation style from the drop-down menu, and click the **Create Bibliography** button



Your **Word** document should now look like this:



Don't forget to save your **Word** document regularly.

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University Library  
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Last updated 30/11/2011