Editing in-text citations

To edit in-text citations a RefWorks **final** document **cannot be used**. You must use a working document with place holders. eg {{228 Hayes, Steven C. 2002;}}

Once citations have been added to a document they are connected by code to RefWorks. This means that in-text citations need to be edited by using switches.

Switches are codes used to tell RefWorks to make specific changes to your in-text citations.

The two examples below show how to add **preceding text** and **following text** in an in-text citation:

Preceding Text

To add **preceding text**, "see also", before an in-text citation: (see also Hayes, 2002)

- Make sure your switch is placed **before the semi-colon** in your citation placeholder
- Add **/psee also** (followed by a space) after the in-text citation and before the semi colon
    - {{228 Hayes, Steven C. 2002**/psee also** ;}}

Following Text

To add **following text**, "page number eleven", after an in-text citation: (Sadock, 2000, p. 11) {This page numbering is according to APA 6th style}

- Add **/f, p. 11** after the in-text citation
    - {{229 Sadock,Benjamin J. 2000**/f, p. 11**;}}

For further information on using switches go to One Line/Cite View Help in RefWorks.

Saving your Document

Save your edited document and format your bibliography using the steps below:

- In **RefWorks** select **Create Bibliography** from the toolbar.
- Select a bibliography output style from the list. e.g. APA 6th
- Choose **Format Paper and Bibliography**
- Use the **Browse** button to find and select the document to format.
- Click the **Create Bibliography** button and **Open** the completed file
- ***Save this final version of your document.***

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