CREATE A STAND-ALONE BIBLIOGRAPHY

**Install Cite Plug-in First**

Identify the folder that contains the references for your bibliography. (You can also select certain references from the “All Documents” collection.) Go to the quote marks (upper menu bar) and select Create a bibliography from the dropdown menu.

Here is the output for all the references found in the “Ithaka Report” folder. Note: You still must proofread your bibliography.

The journal required APA, 6th ed. for the citation style. RefWorks can format in a variety of citation styles (e.g., Chicago), and hundreds of journal styles.
To view the different styles, go to the quote marks, and select Citation Style Editor from the drop-down menu:

You can search for a specific style or journal name:

ADD REFERENCES TO A WORD DOCUMENT

Open Microsoft Word and start writing your paper. When you need to enter a parenthetical (in-text) reference, click on the ProQuest tab.

Note: Off-campus users may be asked to login with the UNL Group Code first before logging into RefWorks; the group code is RWUNebLin.
Log in using your university email and RefWorks password. Go to Style and select the citation style desired.

Back at your Word document, place the cursor between the last letter in the sentence and the end punctuation. Add a space between the two.

Click on Insert Citation; if this is the first citation, you’ll select Insert New. Select the folder and then the reference that you wish to cite and click OK.

Continue writing your paper and using the Insert Citation link to add references as needed. Previously-used references will appear in a list, in case these are needed again.

Save this master document. Click on Bibliography Options when ready to Insert Bibliography.

9. The in-text citations and bibliography will be formatted in the selected style.

Note: You still must proofread your paper and bibliography.