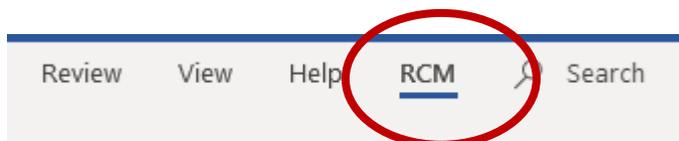


Reference Citation Manager (RCM)

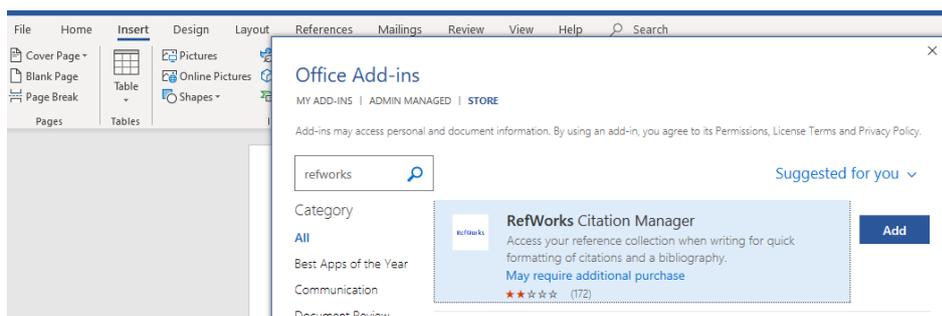
RCM is an App that sits within your Word or Google document giving you quick access to the references stored in your RefWorks account. Use it to insert your citations in the text and it will then create your Reference list (Bibliography) at the end. This guide covers Word. For Google Docs see the [Google RCM page](#)

1. Accessing the RCM in Word

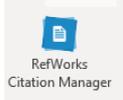
- Open up a Word document. If you are on a University PC or using the university Microsoft 365 version of Word, the RCM will automatically appear on your tool bar.



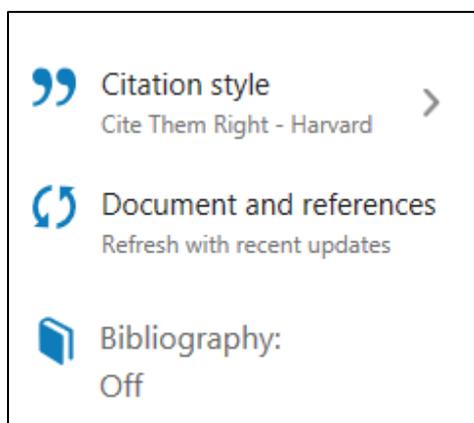
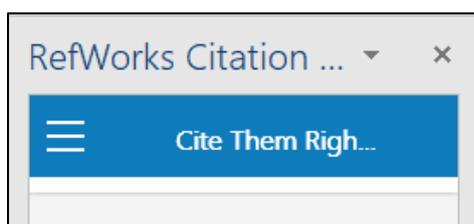
- If you are using your own version of Word you will need to add the RCM App.
- Go to **Add-ins > Store > search for Refworks and Add**



N.B. The RCM was updated December 2024. If you uploaded the previous version you should update to the new version as the old one is no longer supported. It will work the same on existing documents. [Guide to uploading the new RCM.](#)

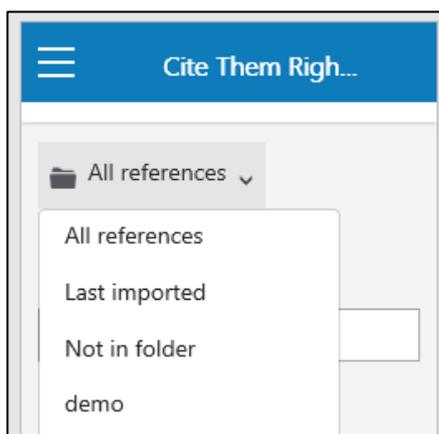
- You will now have the RCM tab on your toolbar.
- Click on the RCM which will open up an ICON on the left.  Click on that to open the sidebar.
- You may need to log in. The RCM now works with the Institutional login but some existing users may have set up an Alternative password

2. The RCM sidebar



- Click on the v dropdown to resize or move the RCM box
- Click on the 3 lines in the blue banner to set or change your citation style. Most courses use Cite Them Right – Harvard 12th edn. (not the CSL versions) but other styles are available.
- This is also where you will find the refresh (synchronise) option. The RCM automatically synchronises with your RefWorks account each time you log in. But this gives you the option to refresh if you have added more references to your RefWorks account whilst logged in. There is another refresh option bottom right.
- The Bibliography defaults to Off and it is best to leave it that way. Just run the Bibliography generator at the end of your essay. Having it turned on and constantly updating your bibliography as you add a new citation just makes the whole thing run very slowly.

3. Adding and deleting Citations



Under **All References** you will find your Refworks folders. Hopefully you have created one for your assignment and can just select that. All the references you have collected for that assignment will be in here.

Alternatively, you can search by title, author or date.

- Start typing your essay and when you want to insert a citation, find it in the RCM. Hovering over the citation shows you the **Cite** and **Edit** buttons. Use the **Cite** option to add the citation.

”

e.g. (Heath, 1998)

A dialog box with a light grey background and a thin black border. It contains four items:

- An unchecked checkbox labeled "Replace pages:" followed by a text input field containing "e.g. 3-5".
- An unchecked checkbox labeled "Include author".
- A checked checkbox labeled "Include date".

- Use **Edit** if you want to add the citation without an author or date, for example if the author is already part of the sentence.

e.g. Koppitz *et al.* (2017)

- To add page numbers to a quotation, go to **Edit** and use the **Add suffix** field.

Format as comma, space, p. number.

A dialog box with a light grey background and a thin black border. It has the title "Add prefix/suffix" and contains three input fields:

- A field labeled "prefix" containing the text "prefix".
- A field labeled "[reference]" containing the text "[reference]".
- A field labeled ", p.55" containing the text ", p.55".

- You can also go back in and **Edit** the layout of the citations after they have been added, just **double click** on the citation to access the **Edit** and **update** options.

- To add multiple citations to support your point, use the tick boxes. You will get a preview of the citation and you can edit here.

E.g. (Rowling, 2007; Edwards, 2015)

A list of two citations, each with an unchecked checkbox to its left:

- Ref ID: 89
A Cross-sectional Study of...
Lívia,de Oliveira, Boroni Moreira, ...
Ostomy Wound Management, 64 ...
- Ref ID: 8
Pain Intervention for peop...
Koppitz,Andrea, Bosshard,Georg, ...
BMC Palliative Care, 16 (1), 27

To remove a citation, double click anywhere in the in-text citation and it should open up the edit screen, which is where you will find the delete button.

Delete Citation

Update Citation

TIP – Avoid the normal Cut, Copy and Paste options when dealing with the in-text citations. They don't work well and mess up your final Bibliography. Use the Insert and Delete options from the RCM. If you want to move a citation it is better to delete it and insert again in the right place.

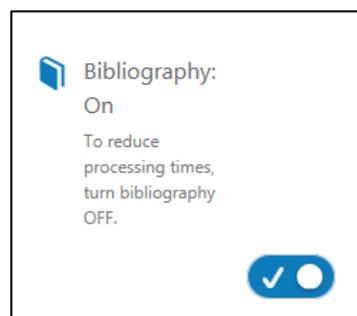
RefWorks does now allow you to edit the citations in the text but any update will over-write this, so make any changes at the end.

4. Create your bibliography

Do this at the end, when you have finished writing your assignment.

- Go to the Blue banner with the three lines and **turn the Bibliography ON**.

It will automatically generate your bibliography at the end of your writing.



PLEASE NOTE: References can't be edited in Word or using the RCM. They are created from their RefWorks entry, so any editing and formatting needs to be done in RefWorks beforehand. This is why we always recommend checking and editing your references in "Citation view" as you go along. See page 5 in this guide <https://my.cumbria.ac.uk/media/MyCumbria/Documents/Proquest-Refworks.pdf>

For example, below Blaber has 2 sets of edition information, it should be 3rd edn. Also we don't need to know that it's an ebook, so would need to remove the pp.1 onwards. In Harry Potter there are two "Londons" as place of publication. *Reflective Practice* is the title of the journal and would need to be capitalised on every main word.

These errors vary depending on where the record was imported from, and all of these would need to be changed in RefWorks. The changes would then copy over to

your bibliography once you log in again or use the refresh option .

Reference list (called Bibliography in RefWorks)

Blaber, A. (2021) *Assessment skills for paramedics, 3e*. 3rd ed. edn. Maidenhead : McGraw-Hill Education, pp. 1 online resource (444 pages).

Rowling, J.K. (2007) *Harry Potter and the philosopher's stone* London: London : Bloomsbury.

Thompson, N. and Pascal, J. (2012) 'Developing critically reflective practice', *Reflective practice*, 13(2), pp. 311–325 Available at: <https://doi.org/10.1080/14623943.2012.657795>.