Using Write-N-Cite with OSCOLA

What is Write-N-Cite?

Write-N-Cite is an 'add-in' tool for Microsoft Word which enables you to cite references from RefWorks directly into your document as you write it.

Important Notes

1. To use WNC your references must be in RefWorks.
2. You must check the accuracy of the References in RefWorks and edit them if necessary to comply with OSCOLA.
3. RefWork is not a substitute for learning to use OSCOLA.

Why should I use RefWorks and Write-N-Cite?

1. RefWorks helps you record and organise all references you have used.
2. RefWorks can help you create your bibliography [see RefWorks Mini Guide for Law].
3. WNC helps you to create your footnote citations.

Do I have to use RefWorks and WNC?

It is not essential to use RefWorks or WNC.

Use whichever method of creating citations and bibliography is easiest for you (but it is worth trying RefWorks to see if you like it).

For short pieces of work with a small number of references it may be quicker to add them to your document manually. (However, if you practice using RefWorks and WNC on shorter essays you will improve your skills in time for your dissertation.)

WNC – Getting Started

Availability of WNC in the University

WNC is available on all student PCs in the University (staff may download it from Run Advertised Programmes).

Download WNC to your own PC/Laptop/Mac

Login to RefWorks via the University Portal. From the RefWorks Tools menu, select Write-N-Cite and follow the download instructions.

Login code for WNC

On staff PCs or your own device; you should only need the login code when using WNC for the first time. You will not need it again unless you log out.

On student PCs in labs and in the Library, each time you wish to use WNC you will need to access RefWorks to obtain a login code.
To get the Login Code open Refworks and then select Tools. This will provide you with the Login Code you need to use Write-N-Cite with Word.

Copy the Login Code (Ctrl – C)

Now open Word, select the Refworks tab and click Login.

Paste the Write-N-Cite Login Code (Ctrl-V) into the Login Code box (you do not need the group code)

You will have to do this every time you logon to a lab/library PC. There may be a short delay while your RefWorks database is synchronised with Word.
Sync Your Database
Click on the RefWorks tab on the Word toolbar then click Sync My Database to synchronise any new references you have added to RefWorks and make them available in WNC.

Inserting Citations as Footnotes
1. Each time you wish to insert a citation go to the RefWorks tab on the Word toolbar.

2. Select the style you want e.g. OSCOLA
3. Click Insert Citation, then Insert New. You can then select the reference you want from one of your RefWorks folders (or alternatively use the search box to find it).
Once you have selected the appropriate folder, click on a reference to cite it in your document.

For OSCOLA you must select Make Footnote in the Edit References section.

If you wish to add a Pinpoint, enter it into the Suffix box.

If you want to add more than one reference at the same point in your text, select the button. To change the order that the references appear, use the up and down arrows.

Click OK and your footnote marker will appear in your text with the associated footnote at the bottom of the page in the correct sequence.

Repeat / Subsequent Citations
OSCOLA has different ways to handle subsequent citations – either repeat them in full, or use a system of shortened citations [See OSCOLA section 1.2].

Can I cite the full source every time I use it?
OSCOLA allows you to give the full source every time a source is cited. This is a very quick and consistent method when using WNC.

Simply repeat the steps above to insert the citation each time you use it.

Note: if you decide to cite the full source for subsequent citations do this consistently. Do not use a mix of full and shortened subsequent citations. The only exception is the use of ‘ibid’ as WNC will automatically insert ‘ibid’ when your reference is the same as the preceding full citation.

Can I use a short form for subsequent citations?
Yes – you can use a mix of full footnotes generated by WNC and others that you type directly into Word footnotes for shortened forms. [See OSCOLA manual section 1.2 for guidance on how to form short citations.]

1. Position the cursor where you want the footnote marker for a subsequent citation.
2. Click the References tab on the Word toolbar then click Insert Footnote.
3. Word will insert the citation marker in your text and move your cursor to the footnote so that you can enter your short citation [see OSCOLA section 1.2].
4. From the References tab in Word, use the Cross-reference button (see page 6 for instructions) to give the ‘cross-citation’ to the footnote which contains the ‘full citation’. For example in the short form Barnard (n3) 563, the number ‘3’ is the ‘cross-citation’ as it links to the full citation in footnote 3.
Subsequent Citation Example

This example shows a number of subsequent citations to the Barnard article. It illustrates:

1. The full citation inserted from RefWorks using WNC
2. The subsequent citation immediately following the ‘full’ Barnard reference is Ibid and can be inserted using WNC.
3. Footnote 6 is a shortened form of the citation which can’t be generated by WNC and RefWorks.
4. Footnote 7 relates to Footnote 6 and again can’t be generated by WNC and RefWorks.

‘Ibid’ to indicate the full citation is in the immediately preceding footnote. In this case WNC can be used and it automatically enters ‘ibid’. The pinpoint was entered into the WNC suffix box.

Full citation inserted by WNC from RefWorks

RefWorks can’t link to the preceding short form in footnote 6 so this time Ibid must also be entered using the ‘Insert footnote’ button.

WNC can’t create short forms of citations so this ‘subsequent citation’ was created with Word’s ‘Insert Footnote’ button. Word’s Cross-reference button was used to create the cross-citation to footnote 3 (see instructions overleaf).

Continued on next page
Using Cross-reference to Link Cross-citations

Why do I need to use ‘Cross-reference’?
‘Cross-reference’ creates a dynamic link between two citations.

This means if you insert more citations in your document which cause the footnote numbers to change, the link will automatically be updated. For example if you link to footnote 3 and it is renumbered to footnote 4, the cross-citation in your subsequent citation will also be updated to 4.

How do I create a ‘Cross-reference’
1. Save your work before you start creating your cross-reference
2. At the correct place in your text, click Insert Footnote and enter the short form of your citation e.g.: Barnard (n3) 563

Except:
3. Instead of actually typing the number for the footnote containing the full citation, use Cross-reference:
   a. In Word select the References tab.
   b. Click Cross-reference.
   c. Select Footnote from the Reference type drop-down list and click the footnote you are citing.
   d. Make sure Insert as hyperlink is selected and click Insert

4. To update the cross-reference you need to select the text to be updated (you can select a specific footnote, select a group of footnotes or select the whole document).
5. Press F9 on your keyboard.