Convert Write-N-Cite to EndNote

Documents containing RefWorks Write-N-Cite citations are not automatically converted to EndNote Cite While You Write (CWYW).

In some instances is easiest to recreate your citations from scratch.

Alternatively, if you use a great deal of care the instructions below may provide a part or complete solution to converting your citations.

Migrate Your References from RefWorks to EndNote
All the references in your Word document must be included in your EndNote Library before you can convert your citations.

See the separate *Migrating from RefWorks to EndNote* guide on how to export your references from RefWorks and import them to EndNote.

Back Up Your Document(s)
*Take a copy of all documents before you start.* You must have a backup copy of your original document that you can revert to if things go wrong.

Remove the RefWorks Bibliography
RefWorks WNC may have automatically created a bibliography at the end of your document. It is best to remove this.

1. Open the Word document containing your WNC citations.
2. In your Word document click the **RefWorks** tab to display the WNC toolbar.
3. Click **Bibliography Options** and select **Remove Bibliography**.

Remove RefWorks Field Codes
Citations created by referencing software are linked to their associated database by computer field codes.

EndNote does not recognise RefWorks WNC field codes so they must be removed.

1. In the Word document containing your WNC citations click the **RefWorks** tab to display the WNC toolbar.
2. Click **Remove Field Codes** on the RefWorks toolbar.
3. You will get a warning message to check that you really wish to remove the codes (this is not reversible so you must have a backup copy). Click OK.
Reformat RefWorks Citations With Curly Brackets

EndNote does not recognise WNC citations. When converting citations EndNote will look for references with ‘curly’ brackets e.g. {Harper 2011} so you need to replace the round brackets.

1. Open the Word document containing WNC citations.
2. On the Word toolbar click Replace
   a. In the Find what box type 
   b. In the Replace with box type 
   c. Click Replace All if you are happy that most brackets in your document enclose references (see cautionary notes below)
   d. Repeat steps a – c above to replace ) with }

   Your citations should now be enclosed within curly brackets e.g. {Jones 2013}

Cautionary Notes:

1. If your document has a lot of round brackets to enclose text other than citations they will also be converted to curly brackets with the Replace All function. You need to decide how to deal with this. A couple of options are:
   o Instead of using Replace All, click Find Next and click Replace only when you find citations. Repeat this process to the end of the document.
   o Alternatively, during the conversion process EndNote will stop each time it finds text it does not recognise as a citation or if it does not find a matching reference in your EndNote Library. You can click Ignore. Once the conversion is complete, search your document for remaining curly brackets and make appropriate changes.

2. If your document uses curly brackets to enclose text or characters which are not citations you will need a strategy to deal with this. Some options are:
   o During the conversion process EndNote will stop each time it finds text it does not recognise as a citation and you can click Ignore.
   o Alternatively, prior to changing the brackets around your citations you may wish to change your curly brackets to a different symbol so that they are not confused in the process to convert your citations.

Convert References with Curly Brackets to Become EndNote Citations

Once you have removed the WNC bibliography and WNC field codes and replaced round brackets with curly brackets, your document is ready for conversion.

1. In your Word document click on the EndNote X7 tab to show the CWYW toolbar.
2. Click Convert Citations and Bibliography and select Convert Reference Manager Citations to EndNote.
3. In the **Convert Reference Manager Citations** box make sure the **Format Bibliography** tab is selected and in the file name for your document appears in the **Format document** field.

4. Change the output style if you wish, tick **Link in-text citations to references in the bibliography** and click OK.

5. EndNote should now convert your citations.

   The process will stop each time EndNote does not recognise your text as a citation or if it can’t find a matching reference for it in your EndNote Library.

   Click Ignore to resume the process to convert the rest of your citations.

### Quality Checking and Tidy Up

Once your citations have been converted, check your document very carefully and it is worth comparing the bibliography with the one in your backup document.

**You need to:**

- Find any remaining curly brackets and change these where necessary.
- Find any references which have not been converted to EndNote Citations. Replace these from scratch using EndNote.
- Check your citations and bibliography to **make sure they give the correct references** (e.g. a different reference with the same author date may have been pulled in during the conversion). Remove any incorrect citations

  [To remove incorrect citations, click on the citation, from the CWYW toolbar click Edit & Manage Citation(s), click the drop-down arrow next to the citation you wish to remove and click Remove Citation]

**Getting Help**

Further guides and help are available at [http://libguides.stir.ac.uk/endnote](http://libguides.stir.ac.uk/endnote) or contact library@stir.ac.uk