

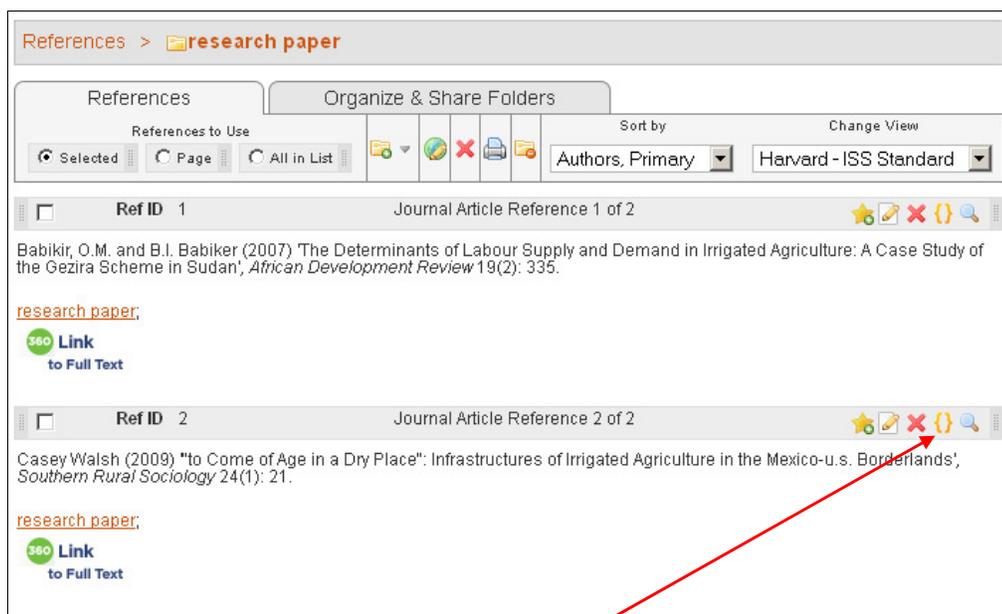
ANNEX

Write-N-Cite formats citations and generates bibliographies only in papers produced with (legitimate, registered versions of) Microsoft Word. It is not a priori suitable for other word processors. A general purpose solution has therefore been created by RefWorks' creators to facilitate other word processors as for instance Open Office.org Writer. This solution is outlined below and is described as the 'online/cite view' method.

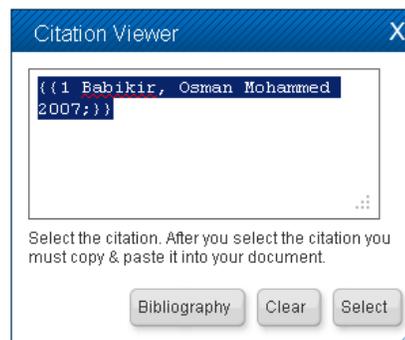
Open Office 3 or Student edition of MS Word

Use RefWorks (the online programme) to handle your citations and bibliographies in Open Office 3 and follow these instructions:

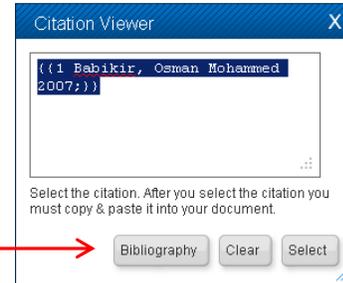
1. Start **Open Office or MS Word**. Open the document in which you would like to cite references.
2. Open your **RefWorks** account.



3. To select a reference you want to cite, click on the **One-line/CiteView** icon above the title.
4. This opens the citation viewer: Copy and Paste this into your document. For multiple references at the same place, click the desired references successively. Then click on the 'Select' button.
5. Paste the text from the Citation Viewer into your document where you would like that citation to appear (Control -V).
6. For subsequent citations, clear the Citation Viewer and repeat steps 3-5.
7. **Save and Close** your Office document.



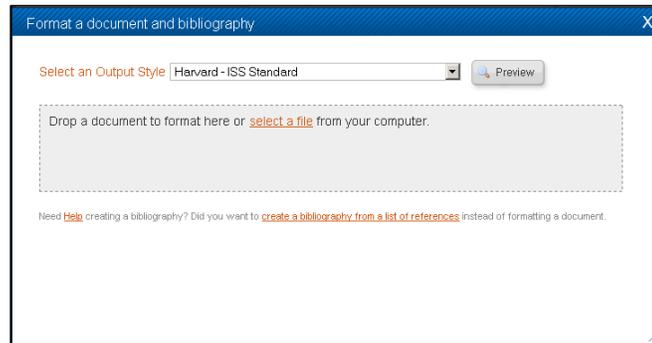
8. In RefWorks, click the Bibliography button at the bottom of the Citation Viewer.



This opens the 'Create Bibliography' dialogue window.

Choose the **Harvard – ISS Standard** output style, select 'select a file' (from your computer), and browse to the document you saved in step 7.

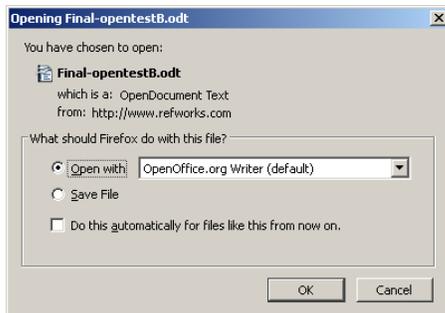
Next, click Open.



RefWorks will create a new file.

The new file, with bibliography, will have the filename **Final-filename** (where *filename* is the name of the original file). You can save or open this document in your (Open or MS) Office. Refworks does not overwrite your original file.

You can continue working in the new document and if you make any edits or additional citations, you can repeat the procedure above.



Switches

The above instructions explain how to make simple in-text citations and generate the bibliography. Most manuscripts also require edited in-text citations where the author's name or the year of publication is suppressed. In other cases text is added before or after the bibliographical information. RefWorks uses 'switches' to express these variations, codes that tell RefWorks to make specific changes to your in-text citation.

Switches are manually added to the temporary citation placeholder RefWorks uses to read and format your in-text citation or footnote, e.g. {{2 Casey Walsh 2009/y ;}}

The switches available for the Harvard – ISS Standard style are¹:

/y Suppress the year field. This switch is used to **hide the year field** of a specific reference. Your citation should look like this, {{1 Smith 2003/ y}} where the Refid number is 1. After formatting it would be, (Smith).

/a Suppress the author field. This switch is used to hide the **Primary Author field** for a specific reference. Your citation should look like this, {{1 Smith 2003/ a}}. After formatting it would be: (2003).

/h Hide text. This switch is used to **hide an entire citation**. This switch takes precedence over all other switches. It will not only hide the reference it is attached to, but all other references in the specific citation location as well. The hidden references will, however, still be included in the bibliography. A hidden citation would look like this, {{1 Smith 2003/ h}}. When formatted it would not appear at all.

/f Following text. This switch is used to **place text at the end** of a specific reference citation *in an output style that does not normally contain page numbers in the in-text citation or footnote*. You can use this switch to add page numbers after the author and year information. Your citation would look like this, {{1 Smith 2003/ f : 43}}. After formatting it would be, (Smith 2003: 43).

/p Preceding text. This switch is used to **place text in front** of a specific reference citation. All text up to the next switch or the end of the reference citation is used as the preceding text, including spaces and tab characters. Your citation would look like this, {{1 Smith 2003/ p "Unpublished work by "}}. After formatting the citation would be (Unpublished work by Smith 2003).

Notes

1: Make sure your switch is placed before the semi-colon in your citation placeholder. Also include any spacing and punctuation you want between the citation and the additional information you are adding. For example: if you want an in-text citation to be (Smith 2003: 43 - 44) your temporary placeholder with the switch would look like this {{1 Smith 2003/f ": 43 - 44"}}.

2: In the bibliography the original page range in your reference will print -- not the specific page number you use in the in-text citation.

3: Authors sometimes write various contributions in different word processors and later merge the components in Ms Word. When copying and pasting, hidden codes may be introduced in the receiving word processor, which are not perfectly understood. This may hamper RefWorks. When pasting, three options are available (i.e. keep source formatting, merge formatting, keep text only). The paste option 'keep source formatting' is best not used.

Switches in Footnotes

None of the switches can be used in footnotes for Harvard – ISS Standard style.

¹ The following section is largely based on the online help text 'Modifying an In-Text Citation or Footnote' which can be found at https://www.refworks.com/refworks2/help/Modifying_an_In-Text_Citation_or_Footnote.htm and has been modified for the Harvard – ISS standard style characteristics.