

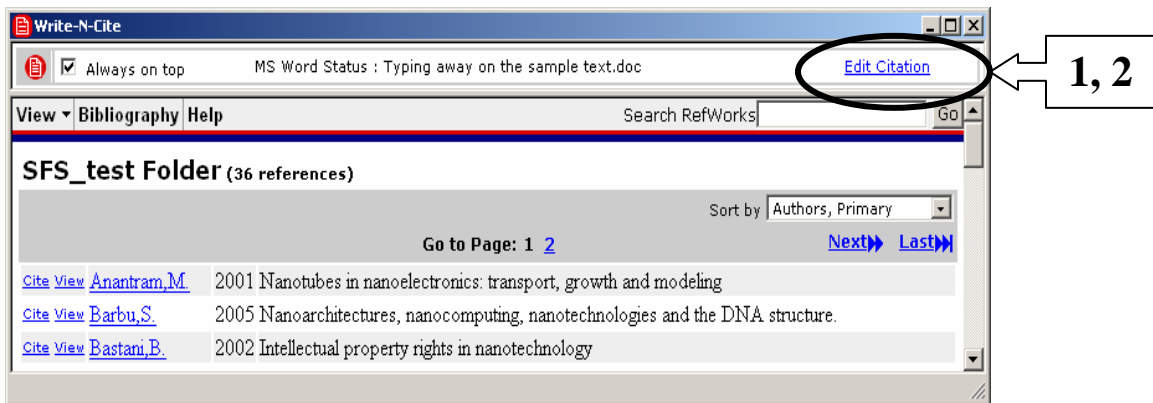


## RefWorks V: Citing a Specific Page

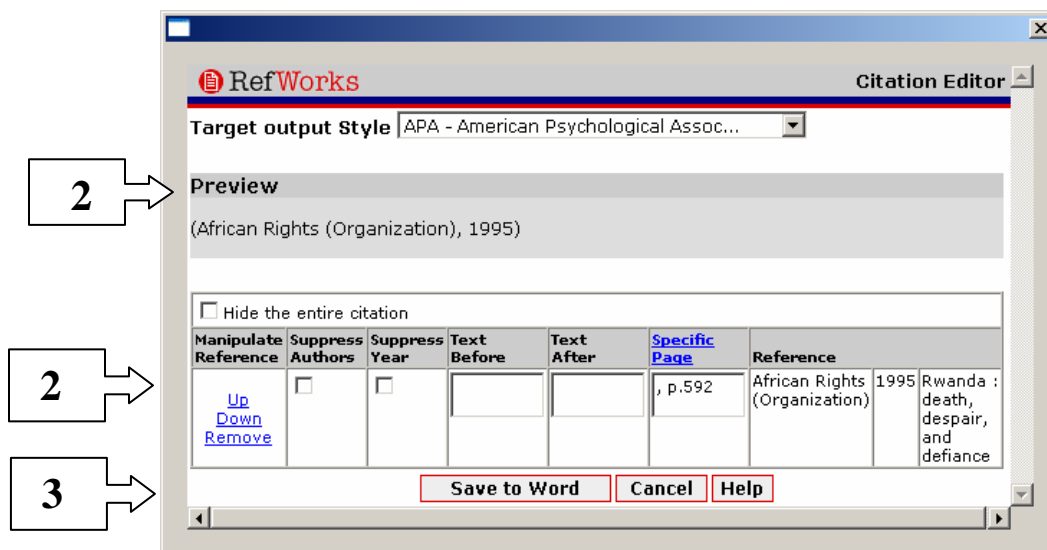
Some style manuals require that a specific page be included in a citation. There are two ways to do this in RefWorks: using Write-N-Cite or using the “switch” symbol.

### Adding a Specific Page number using Write-N-Cite

1. In your draft manuscript, place your cursor in the reference that needs the page number added to activate the “Edit Citation” option in the top right corner of the Write-N-Cite window. Click on “Edit Citation” to launch the **Citation Editor** window.



2. In the “Specific Page” box, enter the desired page with appropriate punctuation, spaces, etc. The Preview entry will change based on what you type.



3. Once the preview displays the desired page and format, then click “Save to Word” at the bottom of the Citation Editor window to paste the edited citation into your draft document. When the output style is applied, the formatted page number will be included.

## Adding a Specific Page Number using a Switch: /s

To insert the page number(s), RefWorks makes use of a formatting symbol called a “switch”: /s .

1. In your draft manuscript, add your reference into the text as usual.

e.g.

An example of a lesser-known corollary of Murphy's Law is, "Under precisely controlled experimental procedures, an animal will behave as it damn well pleases" {{9 Ravens-Sieberer,U. 2001; }}.

2. To add pages numbers, click your cursor immediately before the ";}" that indicates the end of your reference. Then type "/s" followed by the desired text "p. 15".

e.g.

An example of a lesser-known corollary of Murphy's Law is, "Under precisely controlled experimental procedures, an animal will behave as it damn well pleases" {{9 Ravens-Sieberer,U. 2001/sp. 59; }}.

3. When the output style is applied, the page numbers will be formatted into the citation.

e.g.

An example of a lesser-known corollary of Murphy's Law is, "Under precisely controlled experimental procedures, an animal will behave as it damn well pleases" (Ravens-Sieberer, Redegeld, and Bullinger 2001, p. 59).

## Additional Information on Switches

Information on other switches are also in the online RefWorks help pages. From your RefWorks account, select **Help** from the Help menu bar. The Help webpage will open. In the left column, click on **Output Style Editor**. From the resulting options, select **In-Text Citation Format**, and scroll to the last section **In-Text Citation Switches** for:

### In-Text Citation Switches

Some Output Styles require that a specific page be included in an in-text citation. Others require that the author name be left out of the citation if the name is included in the text. RefWorks cannot determine a specific page number for a reference or know when an author name is in the text. You can, however, manually instruct the program to exclude or include certain items in the citation through the use of in-text switches.

For the /s switch, select **Output and Formatting** from the left column, then select **Formatting a Paper** and in the body of the document find **Citation Switch for Footnotes** for:

/s Cite a specific page in-text or in a footnote or endnote. The /s switch is an override for the page numbers stored in the database record. By applying this switch you can cite specific page numbers both in-text citation and in a generated footnote or endnote. For example, a footnote citation would look like {{1 Smith /s43}}. The footnote will include the page number 43 instead of the page number(s) in the reference itself.

SKO 09.13.2007