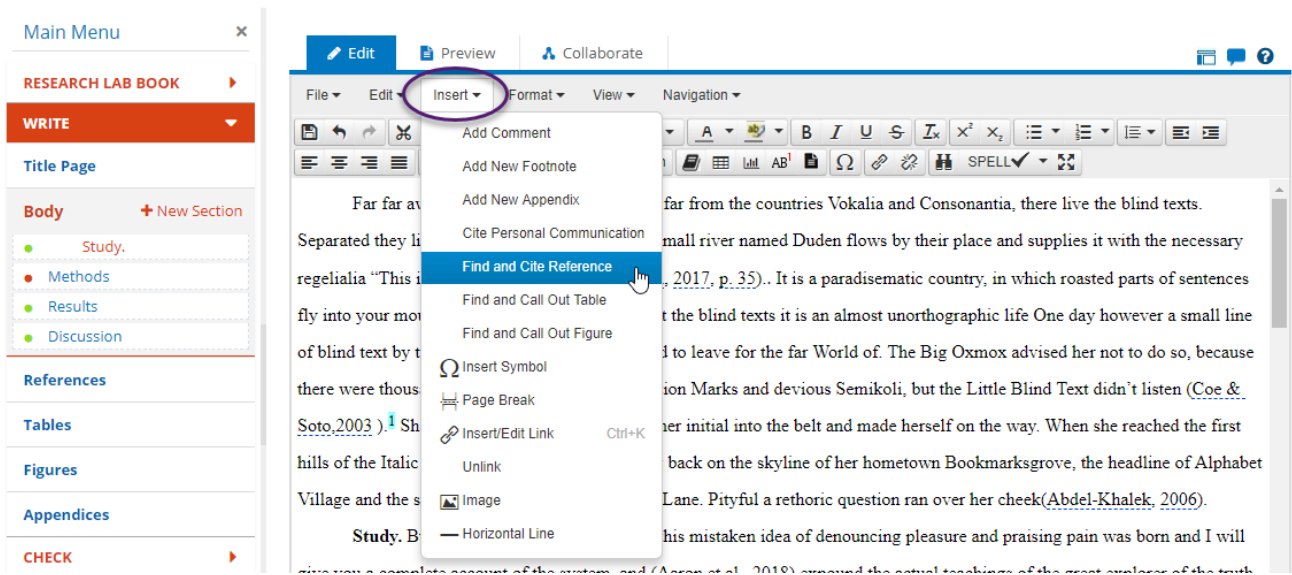




Adding In-Text Citations

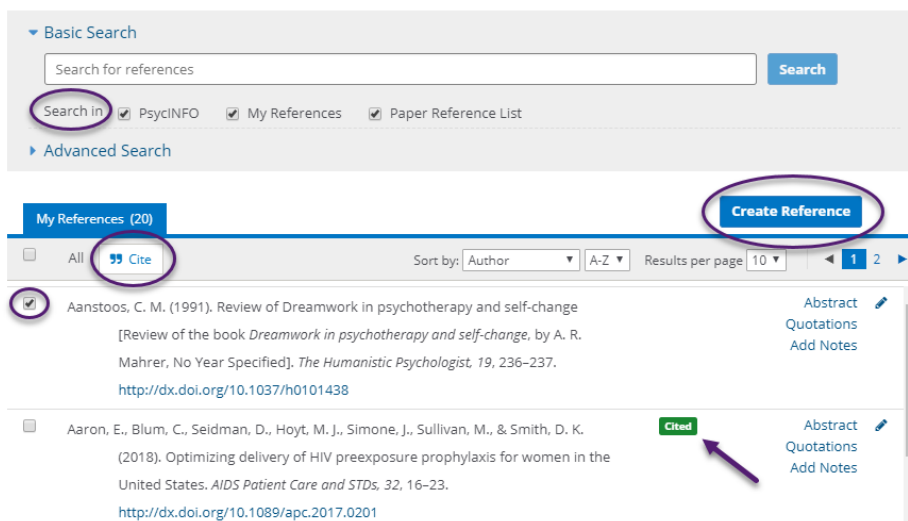
This handout explains how to add in-text citations to your papers.

To cite a reference in the body of the paper, select the desired location in the text (often at the end of a sentence). Once the cursor is in place, open the **Insert** menu and select **Find and Cite Reference**. This menu can also be accessed by right-clicking the desired location in the body of the text.

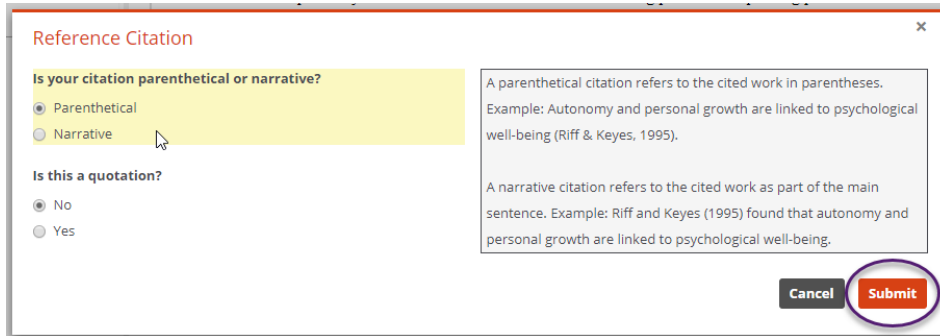


Next, **Find and Cite** options will open in a pop-up window. The references already cited within this paper are indicated with the green **Cited** icon. To cite from **My References**, check the box next to the desired reference and click **Cite**. Search for references from PsycINFO, My References, or the Paper Reference List. Select **Create Reference** to use the reference-generating forms to add a new reference.

Find and Cite

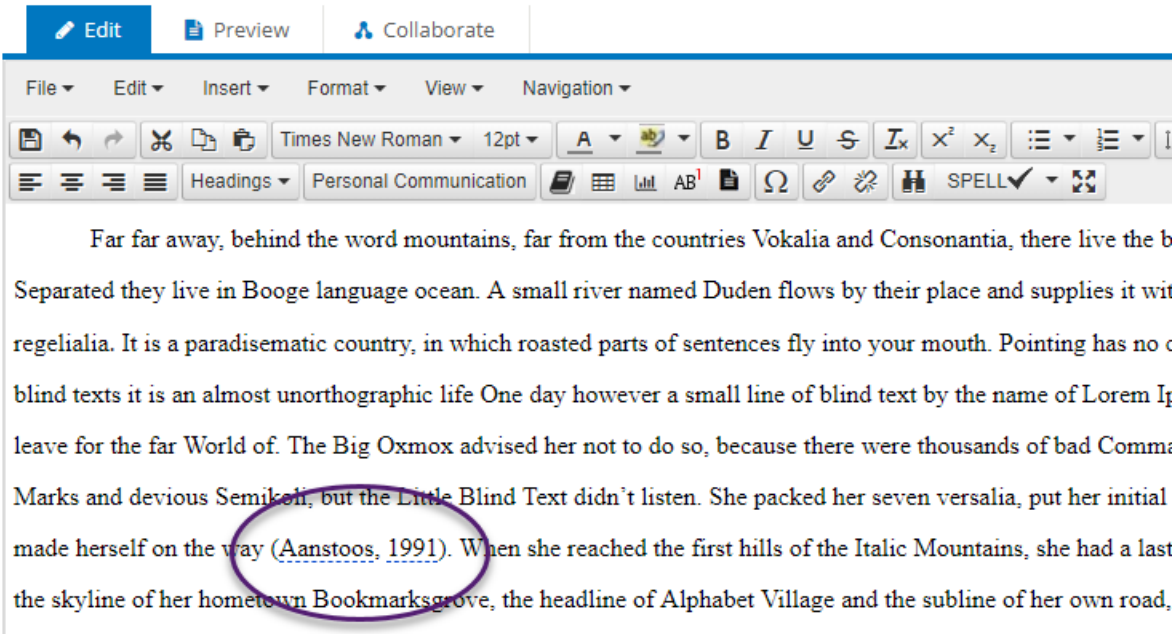


You will need to answer two formatting questions before your citation appears in the body of the text. Decide if your citation is parenthetical or narrative and indicate if the citation is a quotation.

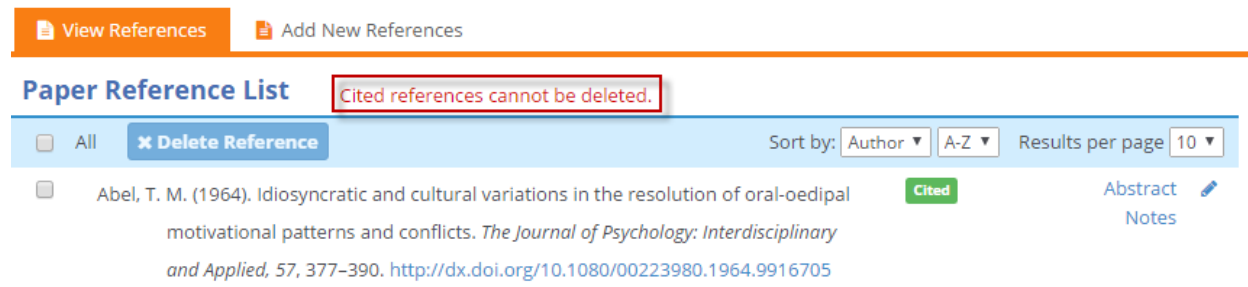


The dialog box titled "Reference Citation" contains two sections of radio button options. The first section, "Is your citation parenthetical or narrative?", has "Parenthetical" selected. The second section, "Is this a quotation?", has "No" selected. To the right, there are two text boxes: the top one explains parenthetical citations with an example "(Riff & Keyes, 1995)", and the bottom one explains narrative citations with an example "Riff and Keyes (1995) found that...". At the bottom right, there are "Cancel" and "Submit" buttons, with "Submit" circled in red.

Next, select **Submit** and the new citation will be in the body of the text.



Cited references cannot be deleted. To delete a reference from the Paper Reference List, the citations must first be removed from the body of the text. Trying to delete a reference from the list when it is still cited in the body of the text results in an error.



The screenshot shows the 'Paper Reference List' interface. At the top, there are two buttons: 'View References' and 'Add New References'. Below this is a blue header bar with the title 'Paper Reference List' and a red-bordered error message: 'Cited references cannot be deleted.'. Underneath the header, there is a navigation bar with 'All' and 'Delete Reference' buttons, and sorting options: 'Sort by: Author', 'A-Z', and 'Results per page 10'. A single reference is listed below, marked as 'Cited' in a green box. The reference is: Abel, T. M. (1964). Idiosyncratic and cultural variations in the resolution of oral-oedipal motivational patterns and conflicts. *The Journal of Psychology: Interdisciplinary and Applied*, 57, 377-390. <http://dx.doi.org/10.1080/00223980.1964.9916705>. To the right of the reference are links for 'Abstract' and 'Notes'.

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