

# For MS Word 2016 for Mac users

It was reported that some users could not install Write-N-Cite. The cause and the solution were found and we'd like to let you know

The cause : Write-N-Cite doesn't support MS Word2016 for Mac.

The solution :

Please use **Citation Manager**. **Citation Manager** was developed for MS Word2016 and it has the same function as Write-N-Cite has.

When you use Citation Manager, you need to get your account of new RefWorks※.

※Now you use RefWorks Legacy version (Legacy RefWorks) . We'd like to ask you to use new improved RefWorks.

How to use Citation Manager :

Please follow the procedures below. You can find more detailed procedures from p.2.

1. Preparation for moving Harvard Business School Style
2. To get New RefWorks' account
3. To move your data from Legacy RefWorks
4. To install Citation Manager

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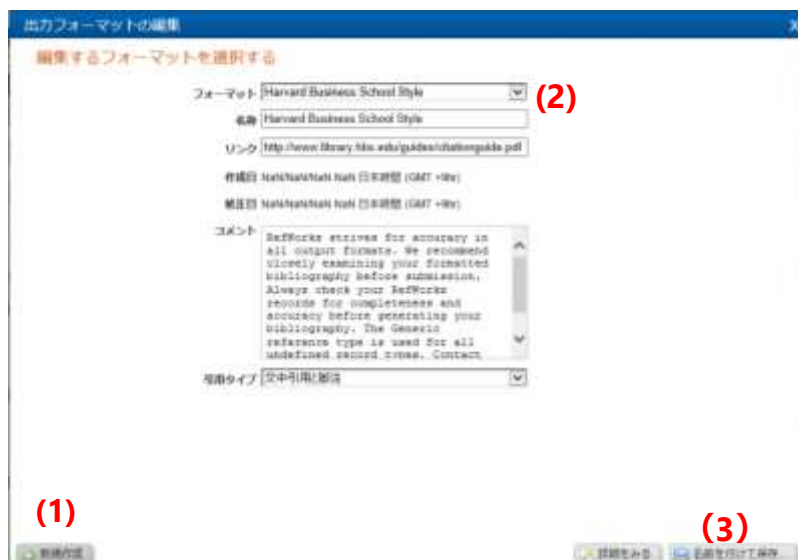
If you have any questions, please send e-mail to Ikebukuro library public services office person in charge of RefWorks ([rshien@rikkyo.ac.jp](mailto:rshien@rikkyo.ac.jp)) . Depending on circumstances, we cannot reply instantly. We appreciate your kind understanding.

# 1. Preparation for moving Harvard Business School Style

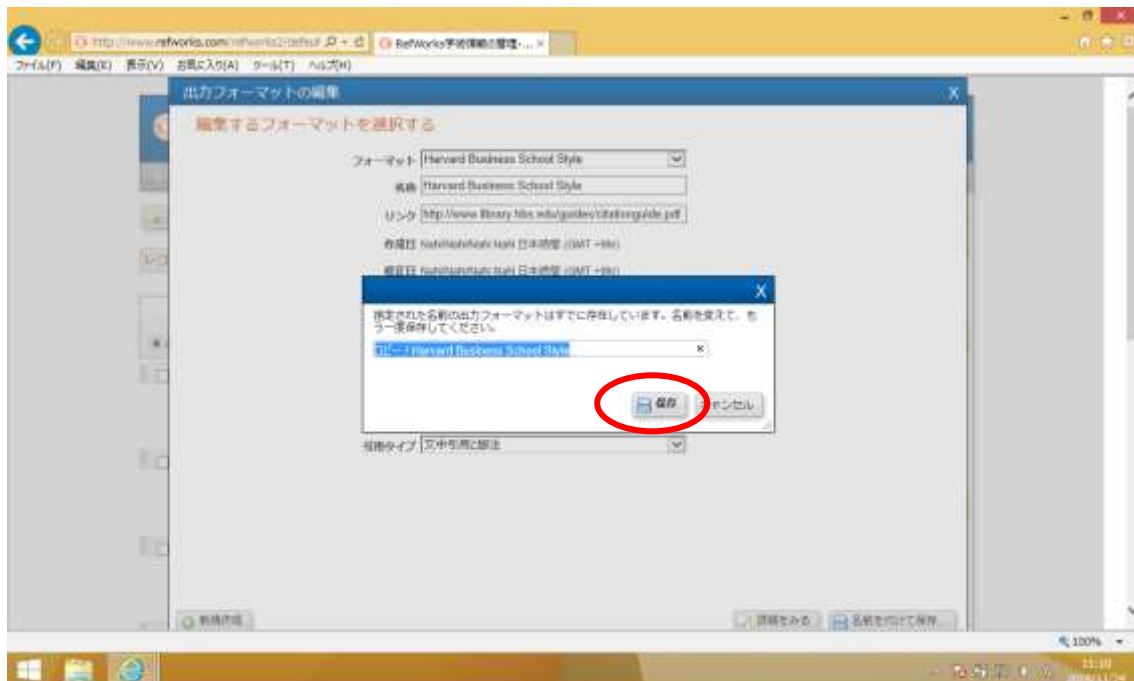
- ① Click Legacy RefWorks' 参考文献 and choose [出力フォーマットの編集].



- ② (1) Click the [新規作成] button on the left below (2) Choose Harvard Business School Style (HBS style) from the pulldown menu (3) Click the [名前を付けて保存] button.



- ③ Click the [保存] button without changing the name of the format.  
 ※You can change the format name on New RefWorks.



- ④ When you confirm the format name change, close the window by clicking × sign on the above right.



## 2. To get New RefWorks' account

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① Access <https://refworks.proquest.com/>.

② Click [アカウントを作成する].



③ Enter your SPIRIT Gmail address (student no. [@rikkyo.ac.jp](mailto:student.no@rikkyo.ac.jp)) and click the [チェック] button.  
※To confirm that you are Rikkyo University's student, be sure to enter Spirit Gmail address.

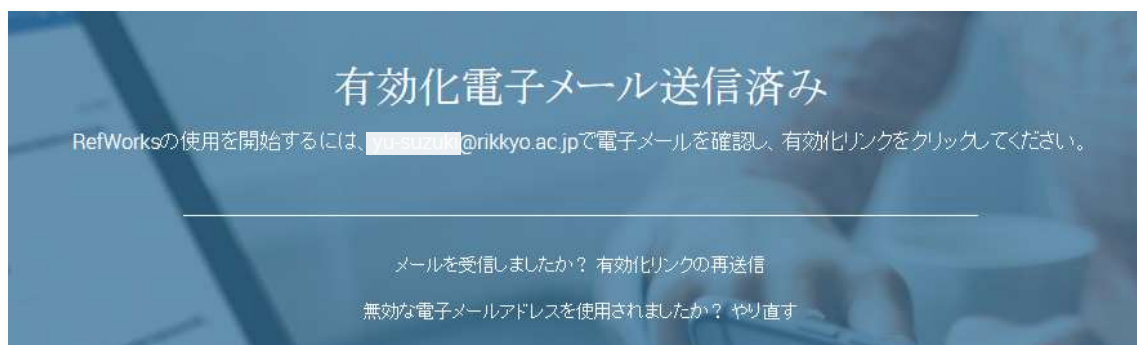


- ④ Enter your password and click the [サインアップ] button.

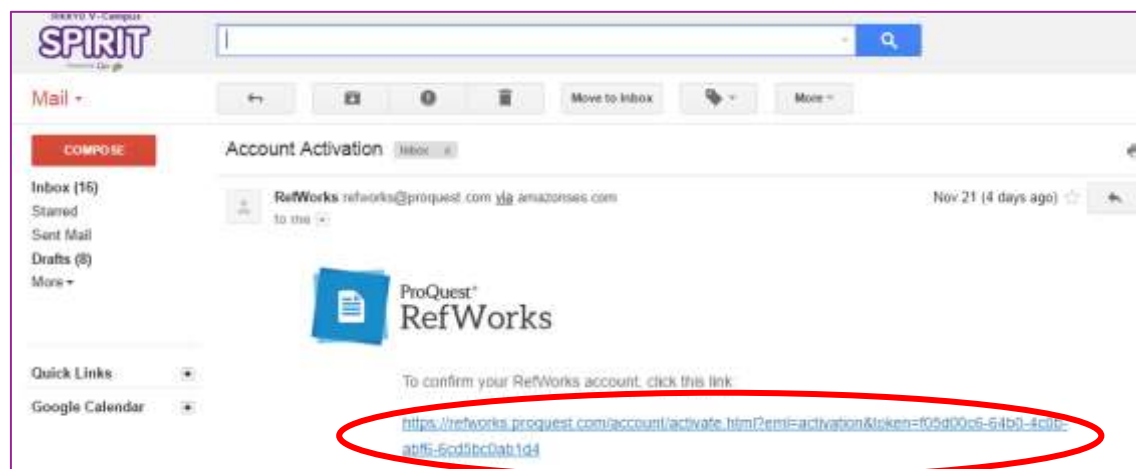
※You can use any password.



When you see the below screen, access SPIRIT Gmail and click 有効化リンク.



↓



- ⑤ Enter your First name & Last name and choose your faculty from the pulldown menu.

Ex.) Undergraduate student, College of Business

## RefWorksへようこそ

まずは必須事項から始めましょう。

<p>名(First name)</p> <input style="width: 90%;" type="text" value="Taro"/>	<p>名前(姓)</p> <input style="width: 90%;" type="text" value="Rikkyo"/>
<p>Rikkyo University</p> <input style="width: 90%;" type="text" value="College of Business"/>	<input style="width: 90%;" type="text" value="Undergraduate Student"/>

⑥ When you finish tutorials, you can get your account.

Rikkyo University Lan

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**始める** ✕

まずは、ライブラリに参考文献およびドキュメントを追加してみましょう。ドキュメントを試してみたい場合は、例フォルダを追加

■ このヒントを今後表示しません。



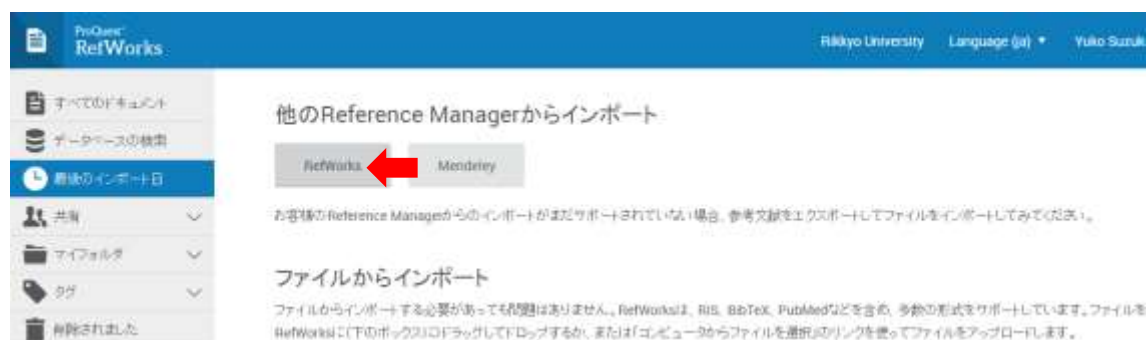
ここにファイルをドロップ  
または+アイコンを使用

### 3. To move your data from Legacy RefWorks

- ① Click + mark and choose [参考文献をインポート].



- ② Click the [RefWorks] button.



- ③ Click the [認可] button.



- ④ Click 自分の機関の資格情報 (Shibboleth) and choose [Rikkyo University] from the pulldown menu.

**Log in to your RefWorks account to migrate your content and settings into the new RefWorks.**  
If you do not wish to migrate your current RefWorks account, press cancel and use the legacy RefWorks. [Cancel](#)

RefWorksの資格情報を使用してログインする

ログイン名

パスワード

[ログイン情報をお忘れですか?](#)

その他の資格情報を使用してログインする

[Athensの資格情報](#)

[自分の機関の資格情報 \(Shibboleth\)](#) ←

[個人情報の取り扱いについて](#)

Do not enter log in name and password.

- ⑤ Enter V-Campus ID & Password and click the サインイン button.

  
**RIKKYO UNIVERSITY**  
**WEB LOGIN**

V-CampusID

Password

[Forgot your password?](#)

- ⑥ When you see the below screen, your data was imported. Click the [OK] button and confirm your material information.

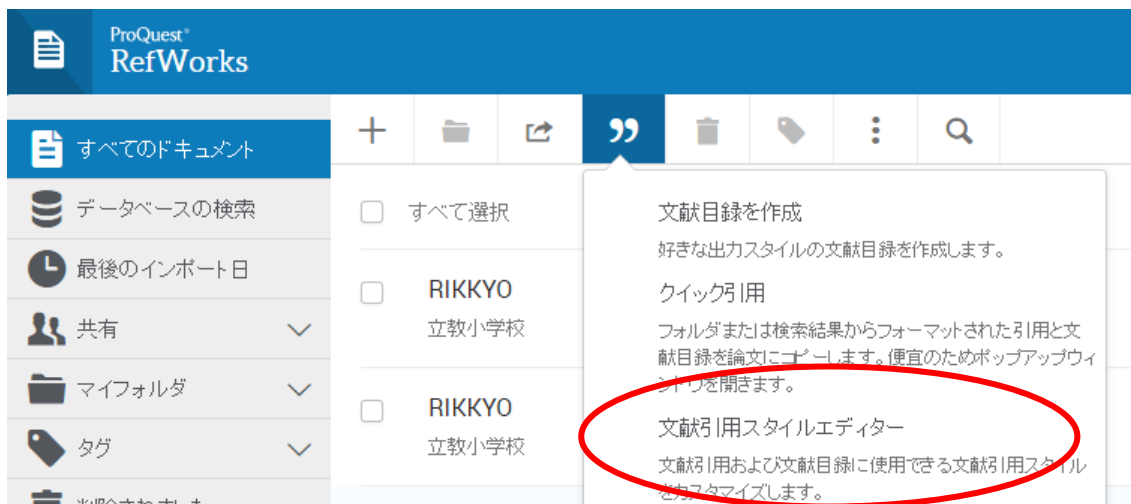
**インポート完了**

- 9参考文献 1フォルダからをライブラリそのうち; すべて個が以前にインポートされています。1にコピーしました

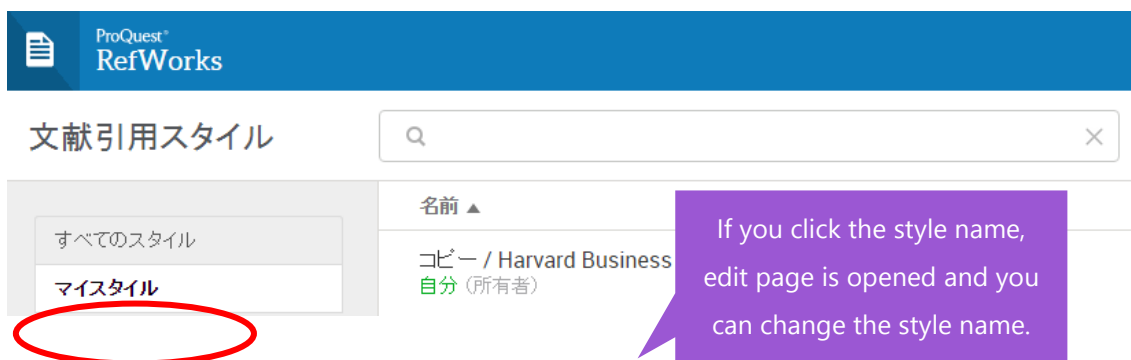


【How to confirm whether citation format HBS style was imported or not】

1)Click " " mark and choose [文献引用スタイルエディター].

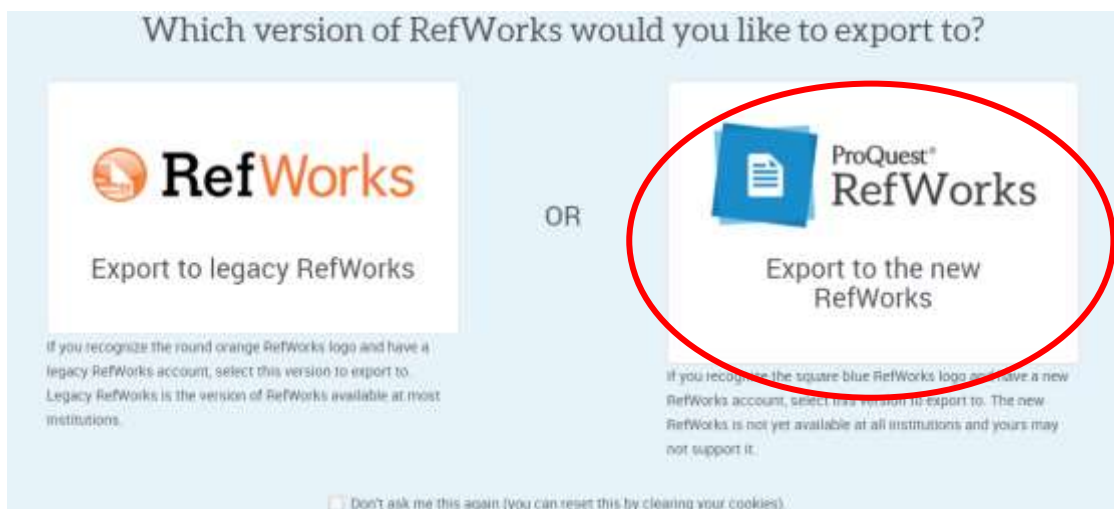


2)Choose **マイスタイル** and if you can see [コピー/Harvard Business School Style], it was imported.



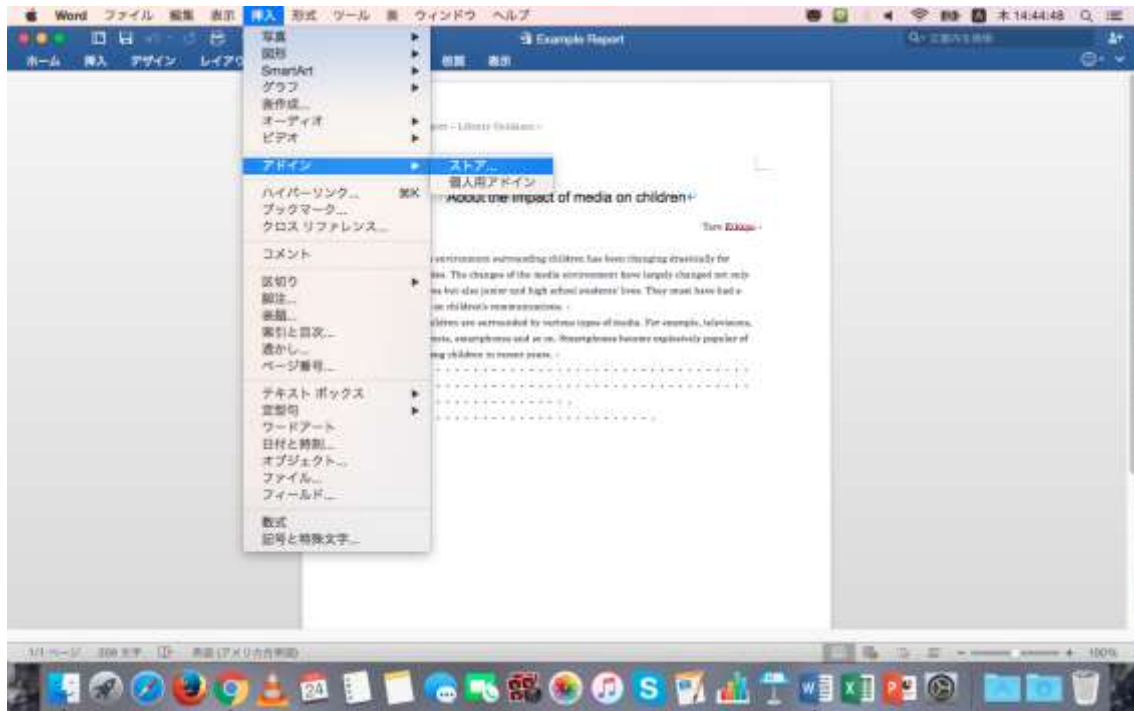
【Make sure when you export from the database】

After you get an account of New RefWorks, please choose the right side when you export from the database.



## 4. To install Citation Manager

① Open the Word file and choose 挿入⇒アドイン⇒ストア.



② Enter refworks in the search window and click the [検索] button.

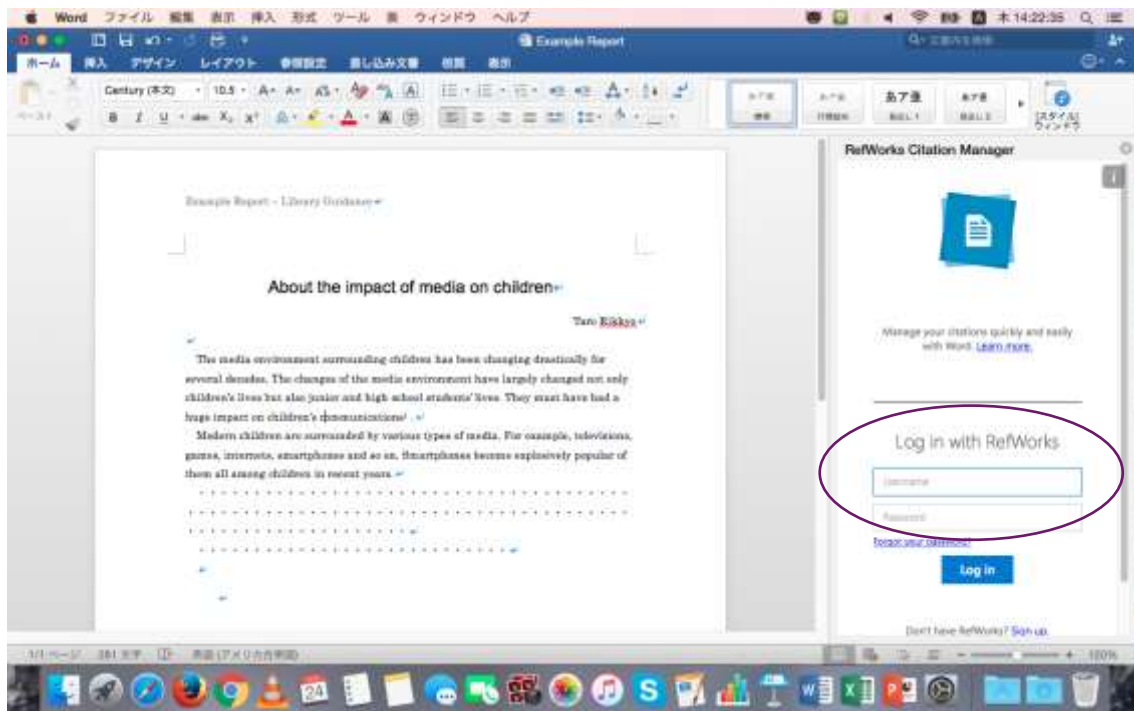


③ Click [追加] button.



【Notice】 Windows Update needed to be done after November 10, 2016.

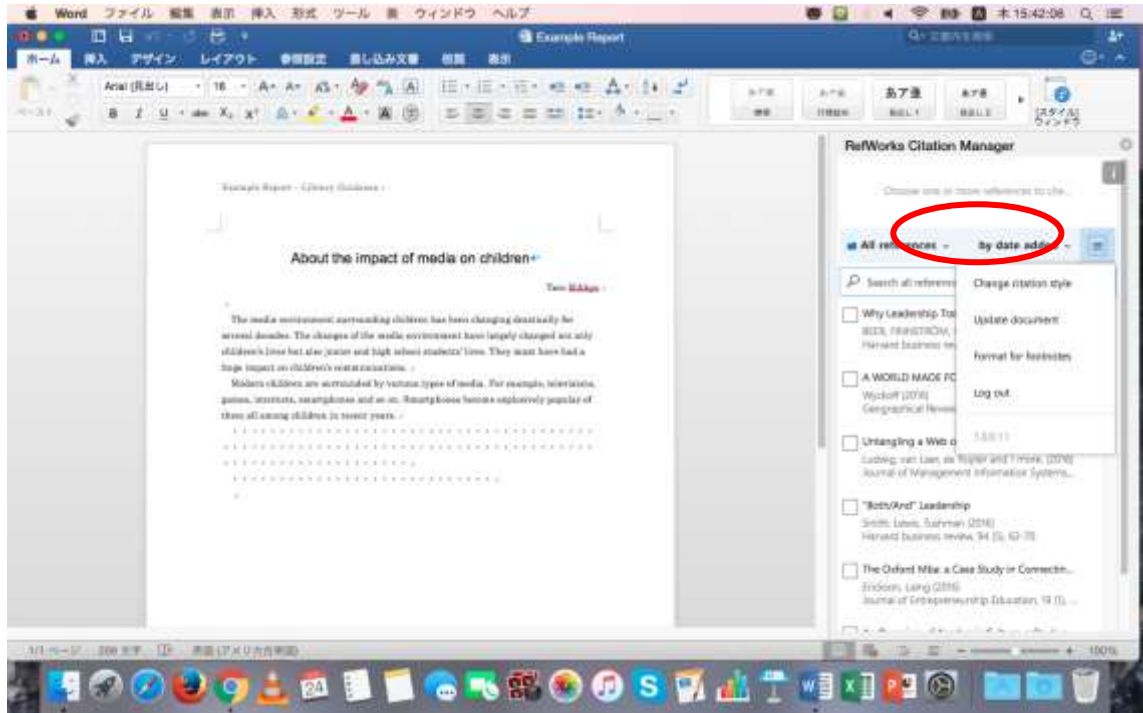
④ Enter your SPIRIT G-mail address and New RefWorks' password.



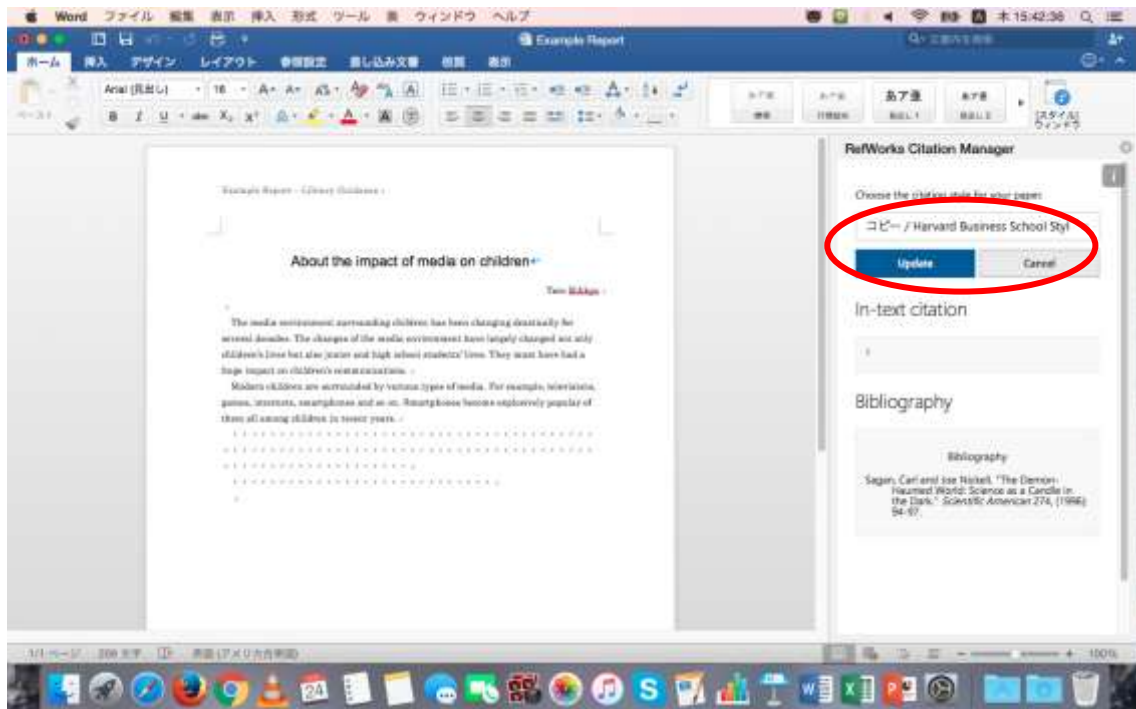
※How to use Citation manager is written on the next page.

## ～How to use Citation manager～

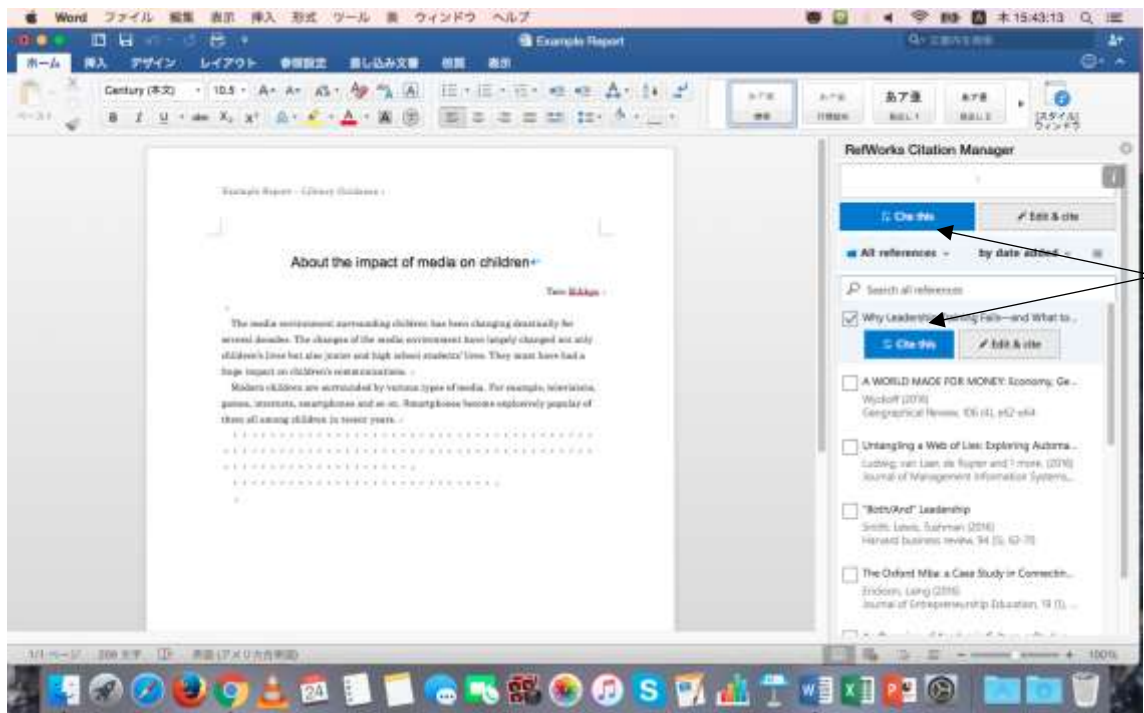
- ① To decide citation format, choose [Change citation style] from Citation Manager window.



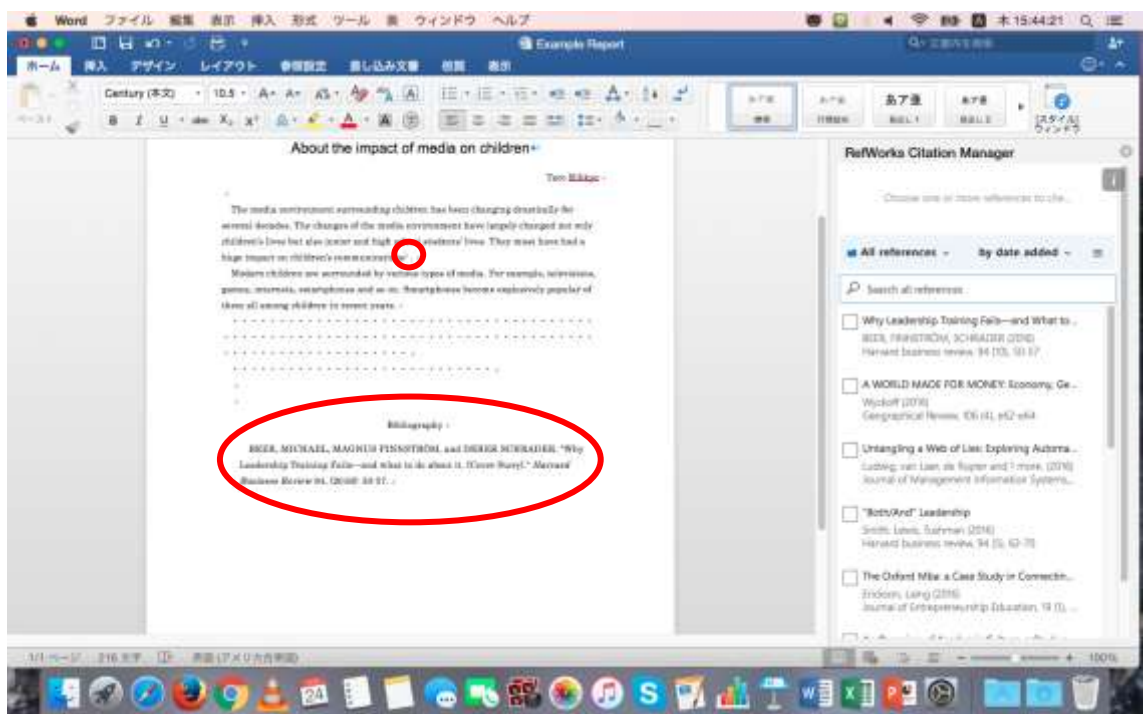
- ② To choose the format from the pulldown menu and click the [Update] button.



- ③ Move the cursor to the place where you'd like to cite and choose the material from Citation Manager window and click [Cite this].



- ④ The number is shown at the place you chose (HBS Style), references are shown at the end of the sentences.



※If you close Citation Manager window, you can reopen by choosing 挿入⇒アドイン⇒個人用アドイン.