Adding In-Text Citations
This handout explains how to add in-text citations to your papers in Academic Writer.

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.
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.

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.

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