



# RefToolbar

## Cite: Usage, Tips & Tricks

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# Easy Reference and Citations

- ❖ Handy tool is that **automates the references and citations process**
- ❖ Experienced users may not have the RefToolbar activated
  - The RefToolbar is **activated for all new users** automatically
- ❖ **To activate RefToolbar:**
  - **User page** (i.e., User:BrillLyle)
  - **Preferences** (upper right corner)
  - **Editing** tab:
    - Select "**Show edit toolbar (requires JavaScript)**"
  - **Gadgets** tab:
    - **Editing** section
      - Select "**refToolbar, adds a "cite" button to the editing toolbar for quick and easy addition of commonly used citation templates.**"

# Links

- ❖ [Wikipedia:RefToolbar](#)
- ❖ [Wikipedia:RefToolbar/2.0](#)
  - [RefTools](#) demo (video) - click link to play!
- ❖ [Help:Edit toolbar](#)

# Image: Cite

## Editing Reed boat

From Wikipedia, the free encyclopedia

The screenshot shows the Wikipedia editing interface for the article 'Reed boat'. The title 'Editing Reed boat' is at the top, followed by the subtitle 'From Wikipedia, the free encyclopedia'. Below this is a toolbar with various icons and links: 'B' (bold), 'I' (italic), a link icon, a source icon, a document icon, 'Advanced', 'Special characters', 'Help', and 'Cite'. The 'Cite' button is circled in red. Below the toolbar is a 'Templates' dropdown menu, also circled in red, which is open and shows a list of citation templates: 'cite web', 'cite news', and 'cite book'. The 'cite web' option is selected. The main editing area contains a snippet of text with a red box highlighting the citation part: `<ref>ruvian fishing boats.jpg|thumb|right|[[Totora (plant)|Totora]] reed boats'' and ''rafts'', along with [[dugout canoe]]s and other raft own types of boats. They are still used in a few places around the v rally been replaced with [[planked boat]]s. Reed boats can be distin rafts, since reed boats are usually waterproofed with some form of tar.</ref>`

# Nuances of RefToolbar

## ❖ Show/hide extra fields

- Click to **expand** the number of fields available – there are more options!

## ❖ Access date

- Click to auto-insert the **"Retrieved 22 March 2015."** string
  - Format defaults to **DD Month YYYY**  
So I use the same format for Date of Citation

## ❖ Unique Identifier Lookups

- Click on **magnifying glass** to look up **DOIs** and **PMIDs** if you have them
- These identifiers will **auto-populate**, saving you time!

# Named Reference

- ❖ Make sure to fill in **Ref name** in the lower left corner of the RefToolbar box
  - Using a Ref name: a way to **reuse references in multiple places** within articles
  - I use a **naming convention**, especially on articles with many citations:
    - **Publication-Work-YYY**  
NYTimes-SelmaReview-2014
  - Whatever you choose, it's great to be consistent within the article, and **make it memorable** so you can distinguish between named references
- ❖ To insert an existing named reference:
  - Click on **"Named references"** on the Cite toolbar

# Additional Tips

- ❖ Use **"Website," "Work," or "Journal"** option – instead of **"Publisher"**
  - This **italicizes** the source, which is a nice formatting option
- ❖ Insert **Wikilinks** to **add functionality** to the citation
  - It gives you a **controlled vocabulary** for the sources
  - It also **double-checks the sources** are on Wikipedia
  - It allows end-users to **click through the source** to read more about it
- ❖ Explore **Error check**
  - References with the **same content**
  - Multiple references with the **same name**
  - Usage of **undefined named references**