INTRODUCTION TO REFWORKS

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Learning Objectives

Know how to find more information about...

➢ What it is
➢ Which version you wish to use
➢ How to set up an account
➢ Where to find training materials
➢ Who can help
What is Refworks?

A citation management program that:

- Collects references from a variety of sources
- Organizes references for better productivity
- Uses references for in text citations
- Creates a bibliography
UBC Library license

- For all faculty, students, staff, and alumni
- Via UBC Library/Index and Databases
- Both versions: Legacy and Proquest Refworks
- Separate accounts
- Information page for Help
Legacy RefWorks Login

If you are unable to use the EZproxy access to login to Legacy RefWorks, you can authenticate your device by using the Group Code. Your CWL or UBC Card barcode and PIN are required to access the group code.

Once you have the group code, you can use the link above to login to RefWorks.
RefWorks

Create an Account

Install and set up RefWorks

- RefWorks - Install and Set Up

Use this document to get RefWorks installed and set up on your own computer.

Create an Account

Create a Legacy RefWorks Account


Legacy RefWorks has certain unique features, allowing you to deduplicate (a useful function for systematic reviews) and also to create multiple accounts.

Create a RefWorks Account

To create a RefWorks account, visit [https://refworks.proquest.com](https://refworks.proquest.com) with a ubc.ca email address. To use a non-ubc.ca email address for your account, follow the instructions here: [https://login.ezproxy.library.ubc.ca/login?url=http://resources.library.ubc.ca/ubcauth/2317](https://login.ezproxy.library.ubc.ca/login?url=http://resources.library.ubc.ca/ubcauth/2317)

This newest version of RefWorks has additional features. You can read and annotate PDFs within RefWorks, and also retrieve citation data directly from uploaded PDFs. There is also a Google Docs plugin.
EBSCO Databases - Importing the Correct Number of References

If the number of results expected from an EBSCO database such as CINAHL does not match the number of records imported into RefWorks, there is a workaround you can use to ensure you have the correct number of references. Open the document below for the instructions.

- EBSCO import workaround

RefWorks

Bring references into RefWorks by directly exporting them from the database that you are using. Most databases results will have an "export to RefWorks" link that will add a reference to your RefWorks citation list.
Using Write-N-Cite to Format Your Paper

Write-N-Cite is a plug-in that allows access to your RefWorks account from within Microsoft Word.

With Write-N-Cite, you can cite references in your paper with just a click and your paper will instantly format in-text citations, footnotes and your bibliography. The plug-in installs a RefWorks tab in the MS Word ribbon or you can access it from the References tab in Microsoft Word.

Working online or offline is seamless – no need to be connected to the internet – and you can share documents between the Windows and Mac versions of Write-N-Cite seamlessly.

Download Write-N-Cite from the Tools menu in RefWorks. You will also need to ensure that your computer has the latest version of Microsoft Word, Java, and Visual Studios Tools for Windows.

Please note that Write-N-Cite is not currently compatible with Word 2016 for Mac. Mac users with Word 2016 should consult this guide for a workaround.
HELP RESOURCES

Access Refworks from **Indexes and Databases**

UBC Library help: [Refworks Guide](#)
Email: research.commons@ubc.ca

Refworks help:
- Help videos/ You tubes:
  - [Refworks in 20 minutes](#)
  - [Legacy Refworks in 20 minutes](#)
- [Refworks User Guide](#)
Proquest Refworks User Guide

RefWorks Overview
Getting Started with RefWorks
Managing References
RefWorks Plugins: Connecting Your Browser, Microsoft Word, and Google Docs to RefWorks
Managing Citation Styles
COURSE GUIDE

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