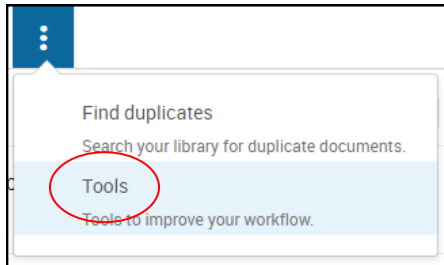


In-Text Citations

The best way to generate in-text citations is with the RefWorks add-on for Google Docs.

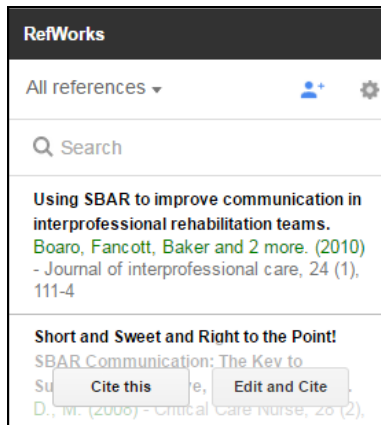
From the RefWorks menu, go to More and select Tools.



Under “Cite in Google Docs,” click “Get the Add-on.” Install the extension, then go to Google Docs from your email and start typing.

When it's time to cite a source, go to “Add-ons” and choose ProQuest RefWorks > Manage Citations.

Hover over a reference and click “Cite This.” RefWorks will create an in-text citation and start a bibliography.



Remember:

You are responsible for verifying the accuracy of your in-text citations and bibliographies. Consult the Library Citation Style guides for information on accurate citations.

Need Help?

More information is available at:
utica.libguides.com/refworks



Contact Us

Phone: (315) 792-3044

Email: reference@utica.edu

Stop in the library:
Librarians are available
Monday -Thursday 9am-9pm
Friday 9am-5pm
Sunday 3pm-9pm
(during regular semester hours)

Visit library.utica.edu

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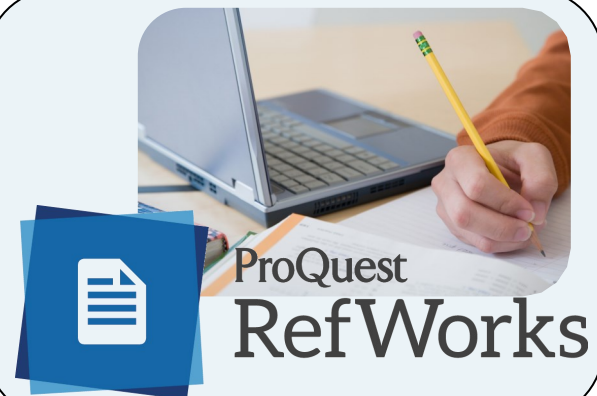
**Frank E. Gannett
Memorial Library**

A Guide to Setting Up & Using RefWorks

What is RefWorks?

RefWorks is a tool that allows you to:

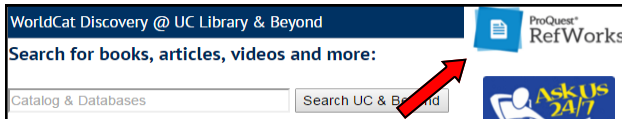
- Create a reference list using APA, MLA and other styles
- Access your citations online, from any browser
- Export references from the library catalog, articles in the databases and more



Getting Started

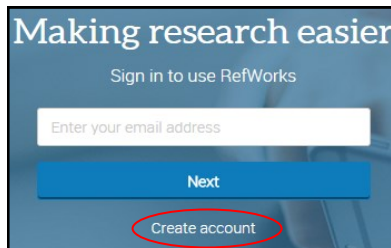
Go to <http://refworks.proquest.com>
OR click the link from the library website

1



2

Click “Create Account” then enter your @utica.edu email address



Sign up for RefWorks

Enter your university email to begin

CHECK

3

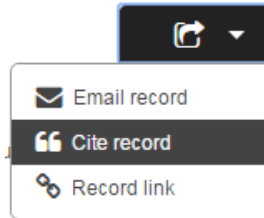
Enter a password you’ll remember (this is not linked to your UC password) and click “Sign Up.”

4

You’ll receive an email with a link to confirm your RefWorks account. Click the link and get started!

Exporting citations from the library catalog

While viewing a record, click the arrow icon in the upper right corner. Choose “Cite record.”



Export a citation:

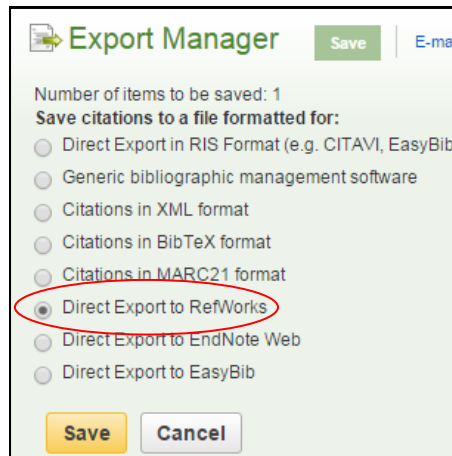
- Cite with EndNote
- Cite with RefWorks

Citing with RefWorks opens in a new window. Please disable your pop-up blocker.

From the menu that pops up, choose “Cite with RefWorks.” You may need to allow pop-ups on your browser.

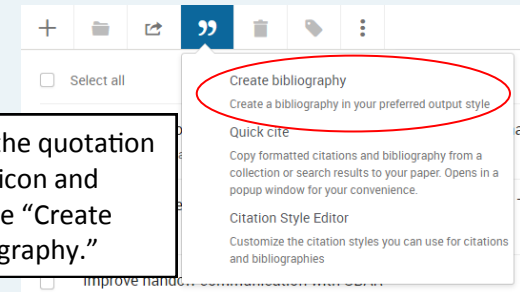
Exporting citations from articles in the library databases

While viewing an article, click on “Export.” This will look different in various databases. From the Export Manager that pops up, choose “Direct Export to RefWorks.”



Creating a Reference List

References that you have exported will appear in your Workspace. From here you can turn your sources into a reference list.



Click the quotation mark icon and choose “Create Bibliography.”

Your citations will be generated and available to copy and paste into your document.

Important:

You are responsible for verifying the accuracy of your citations. Consult the Library Citation Style guides on the library website for information on accurate citations.

Citations are computer generated and will often need some editing to clean them up. If one of your citations is incorrect, select it in the Workspace and click the pencil in the upper right corner to edit.

