UNIVERSITY OF ABERDEEN

ProQuest RefWorks – Using RefWorks Citation Manager

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QG RFW011   [www.abdn.ac.uk/library/documents/guides/qgrfw011.pdf]

Introduction to Reference Citation Manager

RefWorks Citation Manager (RCM) is a tool used within Microsoft Word to insert citations into your work and generate a correctly formatted bibliography, or reference list. It has been pre-loaded to all campus PCs so will already appear in Microsoft Word. You will need to install it to Microsoft Word on your personal devices – details on doing this are given below.

Accessing Reference Citation Manager (RCM) – On Campus PCs

- IMPORTANT - You must already have a ProQuest RefWorks account to use RCM.
- Open Microsoft Word.
- Select the **RCM** tab, highlighted below, along the top of the screen. Do NOT select the RefWorks tab.
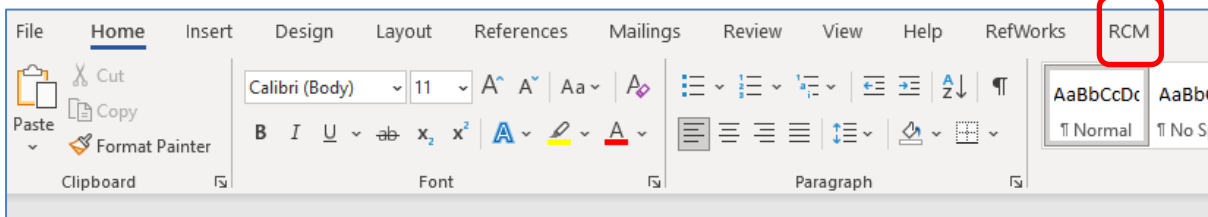
- Within the RCM tab select the **RefWorks Citation Manager** icon on the left of the screen.
- The RCM Login screen will open on the right of the screen. Enter the details for your previously created RefWorks account.
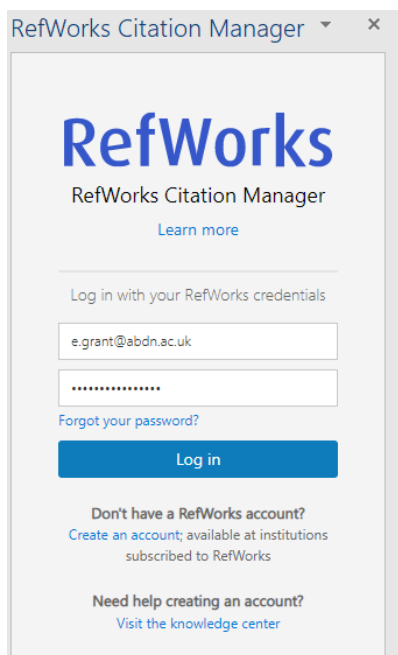
Installing and accessing RefWorks Citation Manager – Personal Device

- Within Microsoft Word select the **Insert** tab and then click on **Get Add-ins.**
- In the Office Add-ins window search for RefWorks.
- Select **RefWorks Citation Manager** and click **Add.**
- The RCM tab should now appear on the ribbon across the top of your document. Select that tab.
- Select the RefWorks Citation Manager icon on the left of the screen.
- The RCM login screen will open on the right of the screen. Enter the details of your previously created RefWorks account.

Using RefWorks Citation Manager

Please follow the steps below to begin inserting citations in the correct style and creating a properly formatted bibliography, or reference list.

Change the Citation Style

- To change the citation or referencing style click the action menu ≡ within the RCM panel on the right of the screen.
- Select **Citation Style** from the menu that opens and choose the style you want e.g., Harvard, Chicago etc. and click **Update.** Your citations will now be inserted according to rules of that citation style.

Insert In-Text Citations

- Within your Word document, place your cursor where you want to insert a citation.
- In the RCM panel on the right of the screen either select from **All References** or click the drop-down menu to select one of your folders.
- For a single citation, hover your mouse over the citation you want to insert and select **Cite This**.
- Alternatively, you can choose **Edit This** before inserting it. You may want to add page numbers, for example, to a citation. Once you have completed any editing select **Insert Citation**.
- To cite **multiple references** at the same location, tick the separate boxes for the individual citations then select Insert Citations. You can also edit these references if you need to.

Turn on the Bibliography

- You will need to manually turn on the option to insert a bibliography, or reference list
- Click the action menu
- Place the cursor where you want to insert your reference list
- Toggle the **Bibliography** option from **Off** to **On**
- The bibliography or reference list should now appear, formatted correctly according to the referencing style you previously selected.

Additional Help

If you have any questions on using RefWorks, contact library@abdn.ac.uk. There are excellent videos available on RefWorks' YouTube channel which cover many other aspects of using ProQuest RefWorks and the RefWorks Citation Manager. Please be sure to only watch videos for ProQuest RefWorks, and not Legacy RefWorks.