Using Google Docs

You can set things up to connect to your RefWorks account from Google Docs. This allows you to access and cite your references while working in your document using a RefWorks plugin.

For more information on using Google Docs with RefWorks: https://proquest.libguides.com/newrefworks/google

Installing the Google Docs Add-on for RefWorks

1. Open a blank document and select Add-ons → Get Add-ons

2. Search for “ProQuest RefWorks”.

3. Once you find it, just click on the FREE button to add it.

4. Login to a google account and accept the conditions (if you are happy to).

Working with the RefWorks Add-on for Google Docs

5. Start writing and when you are ready to insert your first citation, select “Add-ons → ProQuest RefWorks → Manage Citations.”

6. Login to RefWorks – you need to use your personal details rather than the institutional login.

7. Items from your RefWorks account will appear in the left-hand column.

8. Select a specific folder and then highlight the reference you want to go into your document.

9. Then click on Cite this

10. The in-text citation along with the full reference will be inserted into your document.
Note:

There is also an **Edit and Cite** option if you need to edit your in-text citation. Click on this button to add page numbers, hide the author name, or hide the publication year in your in-text citation (dependent upon the output style you are using). You will also see a preview of the in-text citation and your bibliography entry.

To change the citation style:

- Go to the cog-wheel in the right-hand pane
- Select citation style
- Search for the new style you want.