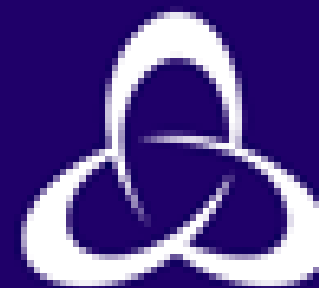# Getting started with Refworks

Learning Skills Hub

Canterbury
Christ Church
University

Accessing Refworks via CCCU

Go to **Find Databases A-Z** on LibrarySearch (there are 2 listings - use RefWorks New ProQuest version) or go directly to https://refworks.proquest.com/

Don't use the username/password options.

Click Use **Login from my institution** and search for Canterbury Christ Church University.

First time? Create your account using your CCCU email address.

Canterbury Christ Church University

🌐 | Use login from my institution ⌄

Adding references from databases

The quickest way to add references is from databases - look out for "Export" Links/buttons, as these often have an option to send straight to Refworks.

If asked, make sure you select the "newest version of Refworks".

Uploading articles

If you have some PDFs of journal articles downloaded on your computer, you can upload these to Refworks using the **Upload document** option.

It can take a few minutes, but Refworks can often extract information from the document (such as authors, title, page numbers etc.). There is an option to add or edit any missing information. However, this often doesn't work for older articles.

You can then read and annotate these articles online from any device.

Upload document
You can also drag files directly into RefWorks.
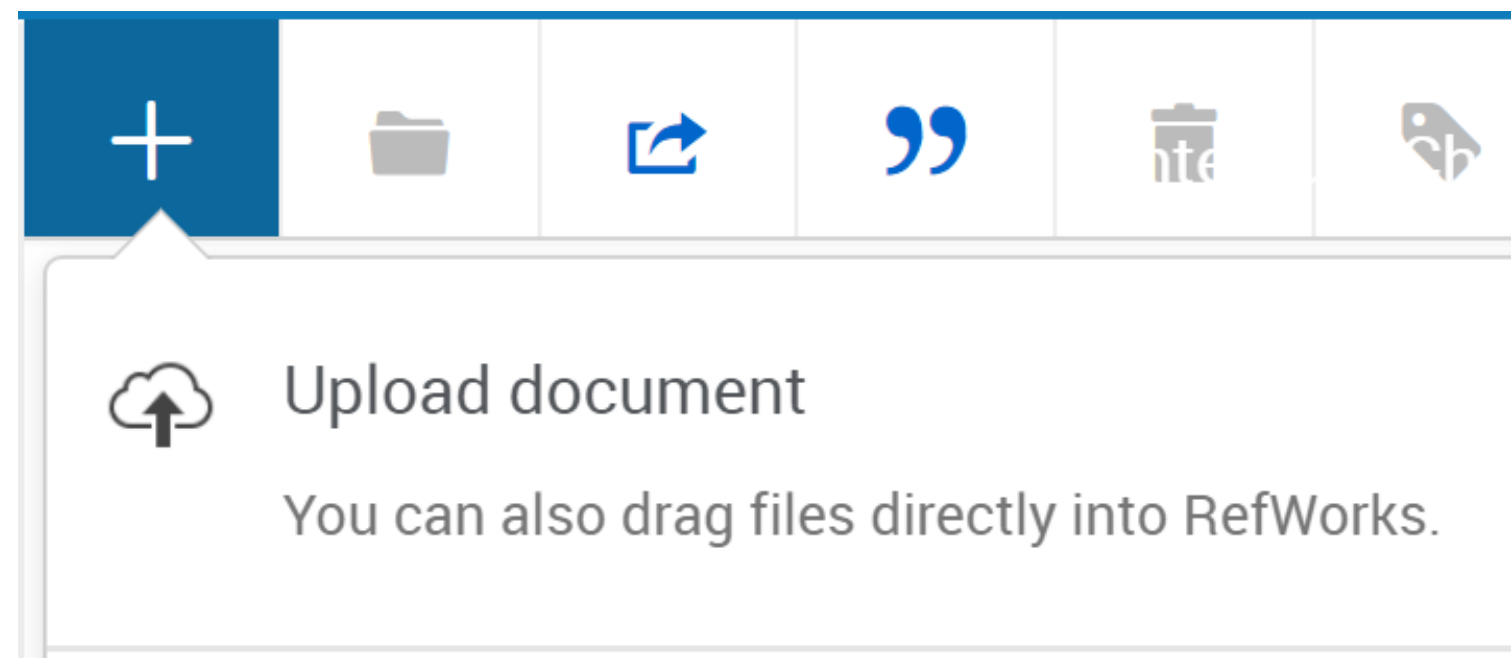
Adding references manually

Sometimes, you will need to create a reference manually - for example for books or government reports. There is a simple form to do this, where you can fill in the relevant information.

There is no need to enter the full reference - just the information such as authors, title, date and URL. Refworks handles the rest!
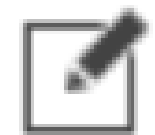
✎ Create new reference

Enter citation information manually

Normal View ⌄

Normal View

Table View

Full View

Citation View ⚙

Cite Them Right - Harvard

Adding references manually

By default, Refworks shows a brief view of your references, but you can change that to the referencing style of your choice. Select Normal view and change it to Citation View.

The default style is Cite Them Right - Harvard, as that is the most common style in use at CCCU. However, you can change it to a different option if your programme, assignment or publication uses a different style. These include MLA, APA, Chicago, Vancouver, OSCOLA and many others.

Organising your references
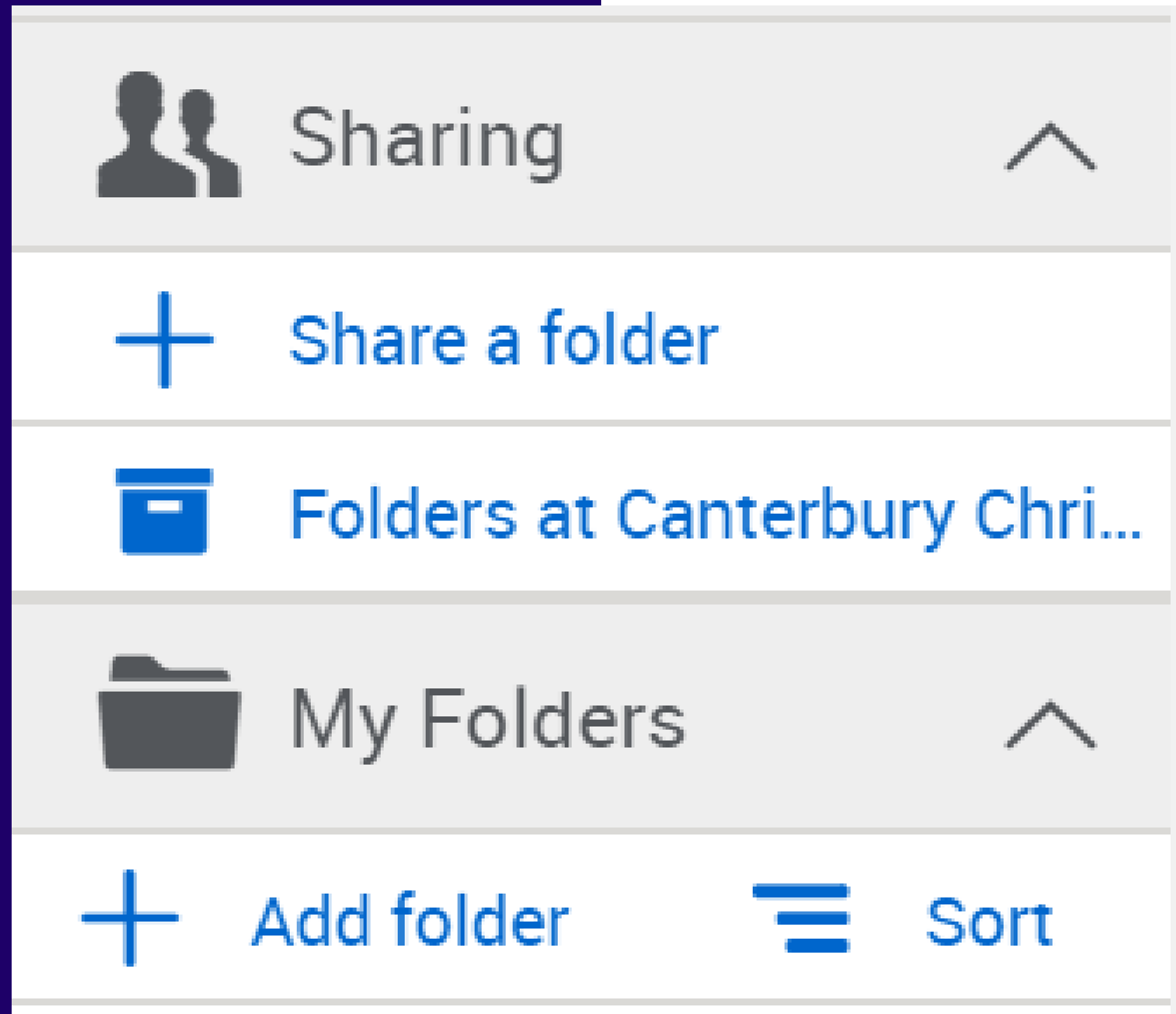
Refworks allows you to create folders for your references. You might like to organise them by topic or assignment, for example.

The same item can be in more than one folder - if there's a particular book that you reference frequently, you don't need to add it to your Refworks library multiple times.

You have the option to share a folder with other Refworks users - really useful for group projects or other collaborative work!

Creating reference lists

Using the Create bibliography option, you can create a list of all your references. Alternatively, you can create a list of the references within a folder, or of a few selected references.

The list can be formatted in your choice of reference style. You can copy and paste the list into your document.

For alphabetical reference lists (such as Harvard style), they will automatically be put in the correct order. For numerical styles (such as Vancouver), you will need to put them in the correct order yourself.

Create bibliography

Create a bibliography in your preferred output style
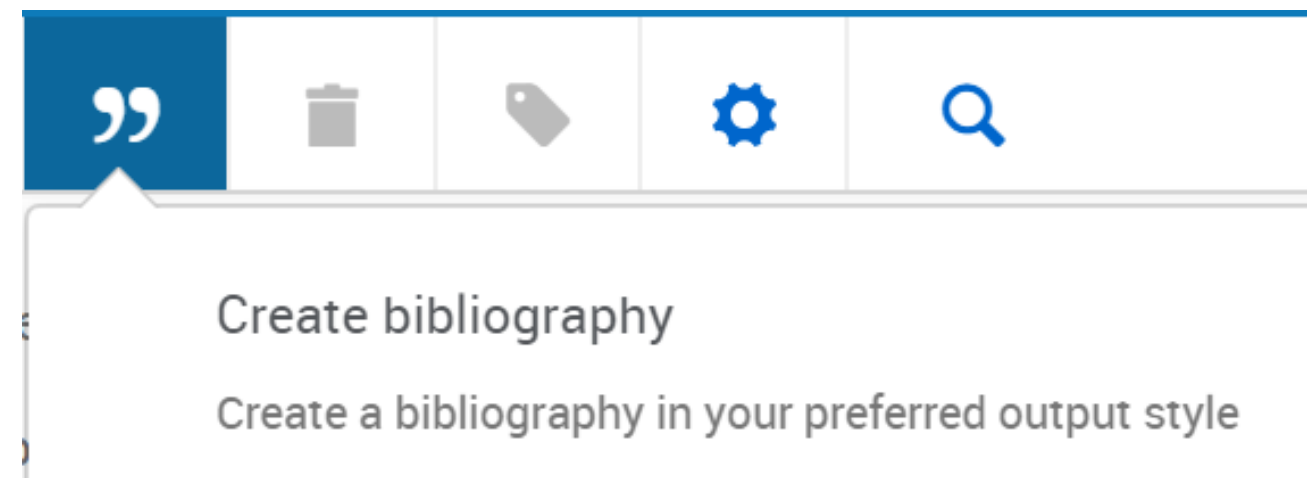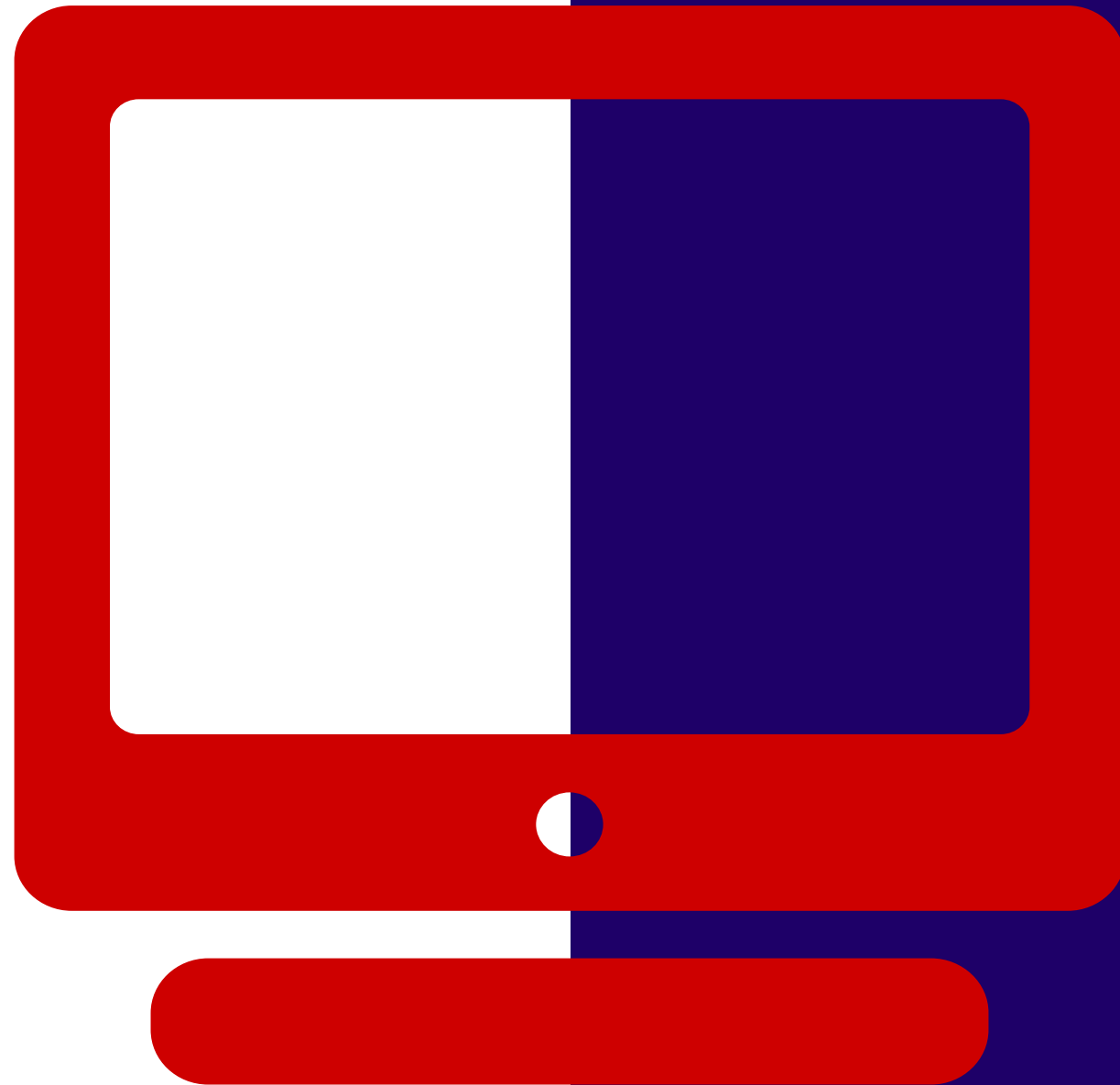
More information

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CCCU library Refworks guide (updated October 2019).