Google Docs Add-on and RefWorks

1. Create a Google account if you don’t have one already.  
   https://www.google.com/drive/  

2. Go to Add-ons in Google Docs document and Get Add-ons.  

3. Search for RefWorks and install the add-on  

4. Go to Add-ons and the manage citations to access your RefWorks citations.  

5. Login to your RefWorks account.  
6. Default view will be All references, or search by collection or search for a specific citation to insert. For this example I am searching a folder called ‘Drew’
7. Hover over desired citation in order to insert it in Google Docs. In text citation will be inserted based on last style selected in RefWorks along with reference in bibliography.
8. You can also edit a citation to add page numbers, hide the author name, or hide the publication year in the in-text citation. You can also change your output style in the edit citation. Over 3,000 styles to choose from.
9. Output style can also be changed using settings button

10. To delete a citation you can highlight the in-text citation and use the Edit and Cut from the Google Doc menu.

11. Click on Settings button and click on Update Document to re-format paper.
12. Any changes made in RefWorks will automatically sync with Google Docs add-on. In-text and bibliographic information in your paper is not updated if changes are made in RefWorks. You will need to delete and re-insert the new citations from RefWorks.

Questions?
Scott Memorial Library librarians:
askalibrarian@jefferson.edu
215.503.6994

RefWorks customer support:
Mon-Fri
(8am -9pm EST)
refworks.support@proquest.com
+1.800-521-0600 ext. 74440

Or
+1.734-997-4440